

**STA Finance Council
MINUTES
February 23, 2021**

Prayer (Minutes) Reilly

In attendance: John Moss (Chair), Reilly Smidt (Vice Chair), Sue Winer, Brad Powers, Warren Franke, Bobby LeBlanc, Dave Wohlsdorf.

Review of budget vs actual results Year-to-date:
No comments.

Comments on January financial results.

(Bobby) Administration 14% below budget YTD. Income is down. Expenses are also down across the board. Many parishioners have moved to online giving. Campus ministry and mailings make up for the majority of expenses. Bank fees have increased due to increase in online giving. Repairs to telephone and Wi-Fi will be in building repairs going forward. Administration is in good shape overall.

Reports by assignment for first roll up of 2021-2022 budget . Discussion and consensus on what to report to Pastoral Council

Administration (Sue) - Forecasting budget envelopes increase. Not planning to do special fund-raising projects next year. Offertory projected to decrease with pandemic.

Office expenses - Increased budget for bank fees, new database system will have lower rates. New parish data system next year, everyone will work on one system. Lower use of postage and office supplies. Stationary will be one budget item for all departments next fiscal year. Increase in budget for telephone and internet contracts, new system was not factored in 2020-2021 budget. Travel down with COVID-19 uncertainty. Building expenses - Archdiocese determines building insurance expenses. Natural gas expenses will decrease, contract rate. Higher usage and rates for water and lights. Prior capacitor change has reduced this cost. Equipment and Capital Improvements - Desire to go back to \$20K per year in capital improvement fund.

Development (Sue) - Forecasting increase in alumni contributions, Iowa Parish Appeal, and Parents Contributions. Anticipate bringing in more than budgeted last year. Supple no longer pulling funds to cover R/E. Year-end appeal and spring appeal account for increases in Appeal expenses. Four newsletters planned. Postage expenses budgeted to decrease with more bulk mailings. Students will be writing thank you notes to mail out to donors. Expenses budgeted to go down 30% overall.

Faith Formation Children (Brad) - Conservative budgeting method. Not assuming any changes on the income side. Overall expenses expected to remain the same, with some line item changes. Catechist supplies will increase along with safety protection supplies. Additional cleaning and sanitation anticipated. Intend to do two mailings in an effort to increase participation. Textbook expenses expected to be down, have some left over and anticipating lower registration numbers.

Faith Formation Youth Ministry (Brad) - No changes budgeted.

Faith Formation Adult Education (Brad) - No income changes budgeted. Anticipating more marriages and RCIA/Adult Education related expenses. \$600 total increase forecasted for expenses.

Stewardship (Warren) - No changes.

Parish Family Life (Reilly) - No forecasted changes to income. Reducing copier and printer, postage, telephone, and travel expenses. Slight increase to special events and baptism resources. Budgeting to reduce \$475 total in expenses.

Liturgy Commission (Dave) - Nothing of note on the income side. No budgeted changes in expenses currently. Could cut a few expenses if needed.

Social Justice (Reilly) - No budgeted changes to income or expenses. Updated names of "Honduras Private Mission Donations" AND "Honduras Private Mission Support" line items to read "Mission Support."

Campus Ministry (Dave) - Increase due to income receiving from Supple Endowment. Chose to leave everything at the same budgeted level as this year on the expense side.

Personnel (John) – Changes in clergy communicate costs for Father Kyle and Father Ben. Increases in budgeted areas for salary, auto expense, insurance, and food costs. Decrease in Priest Personal Retreat expenses. Overall increase in combined salaries. Reduction in retirement and payroll tax expenses, expecting insurance costs to increase by 5% from the archdiocese.

Overall - Budgeted parish income is \$15K above parish expenses. Opportunities to look at additional items. Finance council proposes increasing the salary increase pool by 3% for the next fiscal year to balance the budget.

Discussion on STA process for requesting fund raisers such as flowers. Concurred this is no process defined today. John Moss to bring this up to Pastoral Council.

Discussion on putting into parking lot income into a special maintenance fund

Ongoing cost, putting a system in place to fund those costs. Separate fund is more transparent in showing that parking rental fees are there to offset costs of maintaining the structure. Parking structure capital improvement fund starting next fiscal year to pay for ongoing maintenance expenses to the parking structure. Fund name will be "Parking Structure Capital Improvement Fund". No parking structure income will be going into the operating budget next year.

Requested 1% tithe to Mission Support

Discussed that any changes to the tithe are a Pastoral Council decision, not a Finance Council decision. The Finance Council recommended this does not become part of the budget for the 2021-2022 fiscal year. Riley to communicate to Tom Budnik this information.

Buildings and Grounds Report

(Warren) April 24th will be clean-up day. All financial requests approved earlier this fiscal year by the Finance Council were also approved by the Pastoral Council. Student Lounge Project is coming to fruition.

Gauging Staff benefits. Feedback from meeting with Father Kyle and Ronnel Lindeman on information we reviewed at last meeting

(Dave and Warren) - Good discussion. Father planning to go forward with the process of hiring a Director of Worship. Discussed having an advisory group to help Father Kyle with personnel matters, which will include salaries and benefits for STA Staff.

Future Agenda items: Competitive salary review, combination of two policies on giving, Review budgeting program for format including items such as old line items no longer used along with minimum dollar amount to include a line item.

Next Meeting: March 23, 2021 7PM

Prayer/Minutes: Bobby

Budget Summary – January 2021

Major Sources of Income

	Jan 2021 (4)	Jan 2020 (4)	Jan 2019 (4)	Jan 2018 (5)	YTD	YTD 2020	YTD 2019	YTD 2018	Budget ANNUAL YTD
Budget envelopes	71,830.25	60,236.94	71,913.44	95,299.66	497,051.09	486,232.09	483,049.60	488,534.02	773,195.00 518,042.00
Offertory	728.50	5,505.84	4,748.40	7,350.47	3,073.60	49,065.67	54,863.63	44,675.38	72,500.00 41,325.00
Alumni	12,840.00	9,140.00	12,018.00	9,222.90	113,113.22	57,119.69	66,753.00	60,635.72	72,000.00 41,325.00
Other parishes	450.00	750.00	0.00	1,413.37	3,900.25	6,478.57	4,852.12	5,556.53	3,000.00 0.00
Parents	3,280.00	1,475.00	3,035.00	1,175.00	30,655.00	13,270.00	20,260.00	5,675.00	25,000.00 15,000.00
Endowment [salary]	0.00	0.00	0.00	0.00	32,500.00	30,000.00	30,000.00	25,000.00	65,000.00 32,500.00
Endowment [CM]	0.00	0.00	0.00	0.00	32,500.00	30,000.00	30,000.00	17,500.00	65,000.00 32,500.00

TOTAL PARISH INCOME

136,068.75	80,393.22	98,286.54	236,178.59	791,003.33	736,690.10	785,737.40	1,032,907.78	1,257,530.00
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TOTAL PARISH EXPENSES

76,946.65	128,786.45	118,949.21	151,512.45	585,316.11	705,164.55	727,032.31	932,606.17	1,257,530.00	
				59,122.10					205,687.22

St Thomas Aquinas Catholic Church
Budget Report-Parish Fund
 July 2020 through June 2021

	Jan 2021		Year-To-Date		Annual	
	Actual	Budget	Actual	Budget	Budget	Remainder
Income						
05-Personnel Income	45,000.00	0.00	77,500.00	32,500.00	65,000.00	-12,500.00
10-Administrative Income	74,468.75	105,667.00	528,529.31	612,695.00	934,355.00	405,825.69
15-Development Income	16,570.00	9,850.00	147,668.47	61,800.00	115,000.00	-32,668.47
20-Faith Formation Children Income	0.00	150.00	524.51	6,019.00	6,475.00	5,950.49
25-Faith Formation Youth Income	0.00	0.00	0.00	0.00	0.00	0.00
30-Faith Formation Adult Income	0.00	417.00	0.00	1,362.00	2,850.00	2,850.00
35-Campus Ministry Income	0.00	3,758.00	36,330.00	52,649.00	127,050.00	90,720.00
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	30.00	522.00	210.00	3,480.00	5,800.00	5,800.00
50-Liturgy Income	0.00	90.00	241.04	600.00	1,000.00	758.96
55-Service & Justice Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	136,068.75	120,454.00	791,003.33	771,105.00	1,257,530.00	466,526.67
Expense						
PERSONNEL EXPENSES	47,537.34	73,718.99	348,702.45	409,344.49	685,984.00	337,281.55
GENERAL EXPENSES	2,045.50	1,680.00	19,450.99	17,324.00	35,200.00	15,749.01
OFFICE EXPENSES	3,198.39	2,389.00	8,942.74	13,179.00	23,550.00	14,607.26
BUILDING EXPENSES	12,987.71	15,357.00	77,599.97	96,229.00	170,789.00	93,189.03
15-Development Expenses	1,029.92	2,319.17	16,295.28	23,834.15	58,205.00	41,909.72
20-Faith Formation Children Expense	13.50	558.00	7,611.39	10,787.00	13,825.00	6,213.61
25-Faith Formation Youth Expense	0.00	0.00	15,500.00	15,500.00	31,000.00	15,500.00
30-Faith Formation Adult Expense	92.60	1,700.00	2,379.18	12,625.00	20,320.00	17,940.82
35-Campus Ministry Expenses	5,835.35	7,325.00	53,121.28	83,377.00	137,367.00	84,245.72
40-Stewardship Expense	42.17	244.00	263.47	1,622.00	2,700.00	2,436.53
45-Parish Family Life Expenses	0.76	1,407.00	2,223.02	9,379.00	15,631.00	13,407.98
50-Liturgy Expense	158.57	803.00	5,652.94	7,894.00	13,645.00	7,992.06
55-Service & Justice Expense	4,004.84	5,369.00	27,573.40	32,843.00	49,314.00	21,740.60
Total Expense	76,946.65	112,870.16	585,316.11	733,937.64	1,257,530.00	672,213.89
Net Income	59,122.10	7,583.84	205,687.22	37,167.36	0.00	-205,687.22

1/3 PPP loan