

STA Finance Council  
February Meeting  
Tuesday, February 26, 2019

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**In attendance:** Robert Stoker, John Moss, Warren Franke, John Stein, Jenny Lawrence, Casey Cunningham, Kimberly Greder

**Guest:** Joe Leisz

1. Prayer/Minutes
2. Welcoming New Members
3. Approval of February 5 Finance Council Minutes
  - In future, these will be emailed out. If no corrections are provided within a week, it is assumed they are approved
4. Finance Council Norms
  - These will be sent out via email with suggested changes. We should review prior to meeting so they can be discussed and approved at the following meeting
5. Reporting of Ministry Budget Status
  - Reviewed Parish Life, Social Justice, Campus Ministry, and Liturgy budgets
    - Social justice: Multiple accounts have been removed from operating budget including love your neighbor private donations and social justice grants; these will be monitored and shared with finance council quarterly
    - Parish Family life:
      - Some discussion over expenses on coffee and donuts compared to revenue. It is mostly utilized by the 8:30 mass attendees so should it be funded only out of the donations received? No recommendations were made.
      - We discussed Stephen Ministry budget. There is a desire to learn more about the ministry and related budget.
      - 2 additions to the budget 1) Welcome event program development, and 2) Parish Family Life Leadership
    - Liturgy
      - Recommendation that the mobile organ budget item be evaluated as a one-time expense (potentially funded by surplus or donation) instead of being included as an operational line item
6. CARS charity
  - Requires a 2 year agreement
  - The agreement is required to accept a donation designation to CARS already made by a parishioner.
  - 30% overhead kept by CARS, but they take care of gaining possession and sale
  - CARS currently has agreements with the diocese and Catholic Charities
  - Council has a number of questions about the typical overhead, membership/sing-on fees, and the exclusivity clause. Joe will follow up with CARS and a contact at Diocese of Dubuque.
  - The Council will follow up with an email vote once Joe has some responses to share

7. Initial Roll Up of 2019-2020 STA Budget

- Currently the budget draft shows \$81,000 deficit
- Personnel budget
  - Heman endowment will be removed from the operating budget and be used for special projects
  - We have reduced expenditures due to reduction in priests serving the parish
  - Reduction in combined salaries due to higher number of catechists forgoing pay in preference of volunteering
  - A salary increase pool has been included in the initial budget rollup
  - The initial budget includes requests to increase the hours of a few positions not currently at full time, hire ½ time assistant for Development, and hire a full time pastoral assistant
  - Finance Council has agreed that we would like to better understand the needs of Development, current practices and industry norms
- We recommend sending the budget forward to Parish Council for initial review
- Finance Council will try to look more closely at the budget to actuals End of Year Variance report to better understand budget to actual differences

8. Building and Grounds – tabled to next meeting contingent on time

9. Next Meeting Date: **March 26**

10. Prayer/Minutes for Next Meeting: **John Moss**

**St Thomas Aquinas Catholic Church**  
**Budget Report-Parish Fund**  
 July 2018 through June 2019

	January 2019		Year-To-Date		Annual	
	Actual	Budget	Actual	Budget	Budget	Remainder
<b>Income</b>						
05-Personnel Income	0.00	5,760.00	30,000.00	38,400.00	64,000.00	34,000.00
10-Administrative Income	78,401.84	101,955.00	561,622.23	604,460.00	932,675.00	371,052.77
15-Development Income	15,053.00	9,000.00	91,946.90	165,000.00	233,000.00	141,053.10
20-Faith Formation Children Income	-2,009.65	-3,619.00	7,347.46	5,855.00	6,200.00	-1,147.46
25-Faith Formation Youth Income	0.00	0.00	0.00	0.00	0.00	0.00
30-Faith Formation Adult Income	137.00	189.00	2,470.66	1,260.00	2,350.00	-120.66
35-Campus Ministry Income	584.00	6,458.00	43,296.08	68,149.00	122,050.00	78,753.92
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	342.35	522.00	3,986.34	3,480.00	5,800.00	1,813.66
50-Liturgy Income	161.00	270.00	645.10	1,800.00	3,000.00	2,354.90
55-Service & Justice Income	5,617.00	2,970.00	44,422.63	42,300.00	55,500.00	11,077.37
<b>Total Income</b>	<b>98,286.54</b>	<b>123,505.00</b>	<b>785,737.40</b>	<b>930,704.00</b>	<b>1,424,575.00</b>	<b>638,837.60</b>
<b>Expense</b>						
PERSONNEL EXPENSES	53,608.56	65,674.66	390,094.52	452,544.70	768,950.00	378,855.48
GENERAL EXPENSES	7,184.32	1,689.00	15,169.25	18,010.00	35,900.00	20,730.75
OFFICE EXPENSES	1,216.08	2,149.00	10,109.01	14,273.00	24,950.00	14,840.99
BUILDING EXPENSES	27,699.04	15,883.00	68,953.95	99,482.00	176,229.00	107,275.05
15-Development Expenses	4,827.33	2,444.00	18,045.95	34,645.00	79,105.00	61,059.05
20-Faith Formation Children Expense	956.65	685.00	7,144.94	8,882.00	11,825.00	4,680.06
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	1,400.42	1,664.00	9,516.15	12,580.00	20,520.00	11,003.85
35-Campus Ministry Expenses	6,973.89	6,772.00	68,175.53	79,755.00	135,800.00	67,624.47
40-Stewardship Expense	0.00	244.00	538.03	1,624.00	2,700.00	2,161.97
45-Parish Family Life Expenses	1,173.25	1,447.00	6,338.48	9,646.00	16,125.00	9,786.52
50-Liturgy Expense	159.60	1,407.00	4,978.99	10,082.00	17,716.00	12,737.01
55-Service & Justice Expense	13,750.07	10,947.00	112,467.51	46,287.00	103,755.00	-8,712.51
<b>Total Expense</b>	<b>118,949.21</b>	<b>111,005.66</b>	<b>727,032.31</b>	<b>803,310.70</b>	<b>1,424,575.00</b>	<b>697,542.69</b>
<b>Net Income</b>	<b>-20,662.67</b>	<b>12,499.34</b>	<b>58,705.09</b>	<b>127,393.30</b>	<b>0.00</b>	<b>-58,705.09</b>

# Budget Summary – January 2019

## Major Sources of Income

	Jan 2019 (4)	Jan 2018 (5)	Jan 2017 (5)	Jan 2016 (4)	YTD	YTD 2018	YTD 2017	YTD 2016	Budget ANNUAL YTD
Budget envelopes	71,913.44	95,299.66	87,363.28	80,554.20	483,049.60	488,534.02	517,194.19	468,265.13	760,000.00 509,200.00
Offertory	4,748.40	7,350.47	7,973.46	5,719.52	54,863.63	44,675.38	41,475.22	36,062.18	72,500.00 41,325.00
Alumni	12,018.00	9,222.90	18,422.50	27,931.83	66,753.00	60,635.72	68,218.11	58,039.83	130,000.00 84,500.00
Other parishes	0.00	1,413.37	300.00	100.05	4,852.12	5,556.53	3,717.70	4,976.57	5,000.00 0.00
Parents	3,035.00	1,175.00	4,987.50	11,300.00	20,260.00	5,675.00	21,490.00	34,638.00	50,000.00 32,500.00
Endowment [salary]	0.00	0.00	0.00	0.00	30,000.00	25,000.00	25,000.00	27,000.00	60,000.00 36,000.00
Endowment [CM]	0.00	0.00	0.00	0.00	30,000.00	17,500.00	17,500.00	17,500.00	60,000.00 30,000.00
LYN/HON	5,617.00	16,512.67	6,462.00	5,372.00	44,422.63	51,671.72	55,065.92	51,157.95	55,500.00 42,300.00

### TOTAL PARISH INCOME

98,286.54	236,178.59	136,073.08	135,792.80	785,737.40	1,032,907.78	851,243.44	753,637.62	1,424,575.00
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### TOTAL PARISH EXPENSES

118,949.21	151,512.45	96,059.68	92,515.89	727,032.31	932,606.17	711,070.74	579,503.96	1,424,575.00
-20,662.67				58,705.09				

Note: Honduras owes the parish some \$40,000 so our surplus is actually closer to \$98,705.