

## **STA Finance Council MINUTES**

### **Virtual Meeting: 25 August 2020**

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**Attendees:** Dave Wohlsdorf, Sue Winer, Brad Powers, Bobby LeBlanc, Reilly Smidt, Warren Franke, John Moss.

**Not Present:** John Kubik, John Stein.

**Prayer (Minutes)** [Reilly Smidt](#)

**Suggested process for staying on task.**

[Will be discussed at a future Finance Council Meeting.](#)

**Schedule training session for new members and others if interested.**

[Training session scheduled for September 22 at 6:30PM for Brad, Sue, and other members interested in joining \(30 minutes prior to next Finance Council Meeting\).](#)

**Assignments of individuals to different portions of budget for tracking**

[Administration – Warren Franke.](#)

[Campus Ministry – Dave Wohlsdorf, Sue Winer.](#)

[Development – John Stein.](#)

[Faith Formation – Adult & Children – Brad Powers.](#)

[Liturgy – Dave Wohlsdorf.](#)

[Personnel – John Moss.](#)

[Parish Life – Reilly Smidt.](#)

[Service & Justice – Reilly Smidt.](#)

[Stewardship – Warren Franke.](#)

**Comments on July financial results...** [Bobby LeBlanc](#)

[No red flags to report. Bobby shared his view that financial reports for the first 2 months of a fiscal year are basically unhelpful and indicate no trends or problems. We really need to get into the 3<sup>rd</sup> or 4<sup>th</sup> month of a fiscal year before the data is helpful in analysis.](#)

**Comments/Discussion on Development Committee.** [Sue Winer](#)

[Giving flat YTD. Development Committee last met Aug. 19.](#)

**Buildings and Grounds Report.** [Warren Franke](#)

[Finance Council approved putting excess funds of \\$37,000 from clerestory window project into an endowment to be used for future window maintenance, with the priority being the clerestory windows. Net & Sue will evaluate endowment fund options. Building & Grounds is working to be proactive in addressing future maintenance items. Student Lounge Renovation & Retaining Wall project in the works.](#)

**Proposal to form a sub-committee to create a draft policy combining the “Designated Giving Policy,” “Fund Raising Policy,” and the “Gift Acceptance Policy” into one document. Submit to Finance Council for Review.** [John Moss](#)

[Proposal to form a sub-committee approved by Finance Council. Bobby LeBlanc, Brad Powers volunteered to help with working on a draft of a policy. Includes review of the “Designated Giving Policy,” “Fund Raising Policy,” and “Gift Acceptance Policy.”](#)

**Input to Father Kyle to "identify the top 3 or 5 priorities suggested by the finance council for increasing revenue and maybe a general philosophy on fund raising".**

- **Review and update top 4 priority items with actions plan See attachment "Short term brainstorm ideas to share with Father Kyle [John Moss](#) —see attached—**

7. Post financial information in the church to show each month a highlight. Goal is to increase awareness and communication.

- Suggested action plan developed to be shared with Father Kyle.

13. Method and language of communications is important in all these areas – also theme of webinar in how to create communication that gets results – information is available with examples from webinar.

- Suggested action plan developed to be shared with Father Kyle.

6. The Finance Council removed Item 6, deemed it to be encompassed by items 7 & 13.

10. Look more at making giving easier. One example would be for Parishioners at the offertory to use their cell phones to give.

- Suggested action plan developed to be shared with Father Kyle.

- **Review rough draft of long term improvement system recommendations to share with Father Kyle. [John Moss](#) —see attached—**

Finance Council updated the rough draft of the document and agreed on a set of recommendations to share with Father Kyle.

**Prioritize what expenses we would recommend to Father Kyle to be reduced IF expense reductions are needed because of income under budget.**

[Discussion tabled until next Finance Council Meeting.](#)

**Future Agenda items: Review Finance Council norms, competitive salary review.**

**September Meeting: [September 22, 2020 at 7PM.](#)**

**Prayer/Minutes: [John Moss](#)**

## FINANCE COUNCIL SHORT TERM SUGGESTED ACTION PLAN FOR INCOME IMPROVEMENT

**\*Share some financial information monthly. Goal is to increase awareness and communication.**

- **Suggested Action Plan: Create a mini-merit budget for each budget section and send out information for this area by email, bulletin, father letters, etc.. Communicate for this ministry what is being done and how this fits into mission of parish and how does it relate to budget/finances. Request feedback from communications. Start immediately.**

**\*Method and language of communications is important in all these areas-also theme of webinar in how to create communication that gets results-information is available with examples from webinar**

- **Suggested Action Plan: Develop a newsletter with pictures, etc. Try and tell a success story with the communications. People will read a story and be compelled to do something. Must request an action/contribution. Use webinar action plan. Start Immediately.**

**\*Look more at making giving easier. One example would be for parishioners at the offertory to use their cell phones to give.**

- **Suggested Action plan: Push electronic funds transfer. Look at ways to get students to give. Identify many ways to give and communicate these options. Consider Venmo program for student giving. Start communicating request for giving and available methods for giving during mass and video presentation of mass. Start immediately.**

## **FINANCE COUNCIL LONG TERM INCOME IMPROVEMENT SYSTEM RECOMMENDATION**

**CREATE A NEW GROUP TO DO THE  
FOLLOWING FOCUSING ON THE 80% OF CHURCH  
MEMBERS NOT GIVING TODAY: Note: (Father Kyle must  
be very active in this group and in the overall process).**

- **STUDY/REFLECT/DISCUSS CURRENT LITERATURE, ETC. ON HOW TO IMPROVE CHURCH INCOME GIVING:**
- **BASED ON RESULTS OF STUDY, ETC. RECOMMEND NEW PROGRAM TO IMPROVE INCOME GIVING**
- **MONITOR LITERATURE AND EFFECTS OF RECOMMENDED PROGRAM FOR NEEDED CHANGES**

# Budget Summary – July 2020

## Major Sources of Income

	July 2020 (4)	July 2019 (5)	July 2018 (5)	July 2017 (5)	YTD	YTD 2019	YTD 2018	YTD 2017	Budget ANNUAL YTD
Budget envelopes	56,892.17	67,888.50	68,366.25	65,231.43	56,892.17	67,888.50	68,366.25	65,231.43	773,195.00 69,588.00
Offertory	316.10	5,467.30	6,243.63	4,315.23	316.10	5,467.30	6,243.63	4,315.23	72,500.00 2,900.00
Alumni	54,005.00	3,225.00	8,710.00	390.00	54,005.00	3,225.00	8,710.00	390.00	72,000.00 0.00
Other parishes	1,850.00	2,553.00	4,000.00	1,000.00	1,850.00	2,553.00	4,000.00	1,000.00	3,000.00 0.00
Parents	475.00	890.00	795.00	320.00	475.00	890.00	795.00	320.00	25,000.00 0.00
Endowment [salary]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00 0.00
Endowment [CM]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,000.00 0.00

### TOTAL PARISH INCOME

117,193.04	89,996.97	105,180.39	86,151.94	117,193.04	89,996.97	105,180.39	86,151.94	1,392,030.00
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### TOTAL PARISH EXPENSES

77,510.49	80,008.00	97,619.61	109,998.50	77,510.49	80,008.00	97,619.61	109,998.50	1,257,530.00
39,682.55				39,682.55				

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

	July 2020		Year-To-Date		Annual	
	Actual	Budget	Actual	Budget	Budget	Remainder
<b>Income</b>						
05-Personnel Income	0.00	0.00	0.00	0.00	65,000.00	65,000.00
10-Administrative Income	60,438.27	78,396.00	60,438.27	78,396.00	934,355.00	873,916.73
15-Development Income	56,330.00	0.00	56,330.00	0.00	115,000.00	58,670.00
20-Faith Formation Children Income	244.77	3,473.00	244.77	3,473.00	6,475.00	6,230.23
25-Faith Formation Youth Income	0.00	0.00	0.00	0.00	0.00	0.00
30-Faith Formation Adult Income	0.00	148.00	0.00	148.00	2,850.00	2,850.00
35-Campus Ministry Income	150.00	3,875.00	150.00	3,875.00	127,050.00	126,900.00
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	30.00	464.00	30.00	464.00	5,800.00	5,800.00
50-Liturgy Income	0.00	80.00	0.00	80.00	1,000.00	1,000.00
55-Service & Justice Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>117,193.04</b>	<b>86,436.00</b>	<b>117,193.04</b>	<b>86,436.00</b>	<b>1,257,530.00</b>	<b>1,140,336.96</b>
<b>Expense</b>						
PERSONNEL EXPENSES	50,902.69	53,836.99	50,902.69	53,836.99	685,984.00	635,081.31
GENERAL EXPENSES	1,275.41	307.00	1,275.41	307.00	35,200.00	33,924.59
OFFICE EXPENSES	1,131.00	1,366.00	1,131.00	1,366.00	23,550.00	22,419.00
BUILDING EXPENSES	3,940.93	9,458.00	3,940.93	9,458.00	170,789.00	166,848.07
15-Development Expenses	4,605.29	1,925.00	4,605.29	1,925.00	58,205.00	53,599.71
20-Faith Formation Children Expense	4.68	5,771.00	4.68	5,771.00	13,825.00	13,820.32
25-Faith Formation Youth Expense	0.00	0.00	0.00	0.00	31,000.00	31,000.00
30-Faith Formation Adult Expense	86.20	1,073.00	86.20	1,073.00	20,320.00	20,233.80
35-Campus Ministry Expenses	12,287.80	13,454.00	12,287.80	13,454.00	137,367.00	125,079.20
40-Stewardship Expense	0.00	214.00	0.00	214.00	2,700.00	2,700.00
45-Parish Family Life Expenses	4.93	1,251.00	4.93	1,251.00	15,631.00	15,626.07
50-Liturgy Expense	125.10	644.00	125.10	644.00	13,645.00	13,519.90
55-Service & Justice Expense	3,146.46	4,409.00	3,146.46	4,409.00	49,314.00	46,167.54
<b>Total Expense</b>	<b>77,510.49</b>	<b>93,708.99</b>	<b>77,510.49</b>	<b>93,708.99</b>	<b>1,257,530.00</b>	<b>1,180,019.51</b>
<b>Net Income</b>	<b>39,682.55</b>	<b>-7,272.99</b>	<b>39,682.55</b>	<b>-7,272.99</b>	<b>0.00</b>	<b>-39,682.55</b>

\*\* Doesn't reflect PPL monies that will be recognized this year.\*\*