

**STA Finance Council Minutes  
November 23, 2021**

**Attendance:** Brad Powers, Bobby LeBlanc, Peter Orazem, Reilly Smida, Sue Winer  
**Absent:** Scott Blum, Dave Wohlsdorf

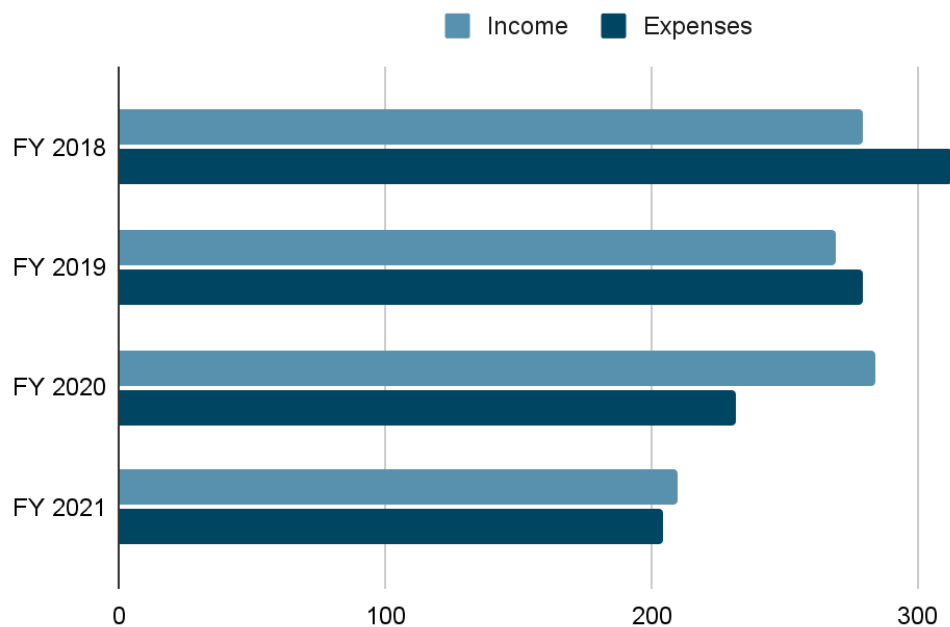
**Agenda:**

- 1) Prayer (Minutes)** Brad Powers
- 2) Review of Budget v. Actuals – September 2021 (October still to come)**

**Comments:**

- Income is a significant concern:
  - o Income was \$65k, which is about \$30k lower than non-COVID years
  - o Offertory is off by about \$7k from non-COVID years
  - o Passing the offertory baskets was resumed two weeks ago, results were promising but still too early to discern any trends
- Expenses remain historically low
  - o Because of the lower expenses, we are still \$6k in the black but this is rapidly disappearing

STA Finance YTD (in thousands)



- 3) Parish Vision Goal - Communications Minister** Bobby LeBlanc
  - a. Bobby will do some research on groups that offer these services on a consultancy basis. Once we have a better idea of the options, we will figure out next steps. As part of the process, we may reach out to St. Cecilia's to see

if there is interest in working together – particularly if this turns into a staff position.

**4) Policy on Designated Giving, Fundraising & Sales** Bobby LeBlanc

- a. Consolidating multiple policies into one
- b. Updated the language on donations for foreign ministry to explicitly forbid targeted donations in keeping with the tax laws
- c. Adding dedicated fundraiser for youth ministry trips
- d. The amended policy was unanimously approved by the Finance Council in the form set forth in Exhibit A

**5) Supple Fund** Brad Powers

- a. The Supple Board is in the process of issuing an RFP and is considering changing the asset manager for funds held at GreenState Credit Union
- b. If the Supple Funds are moved, it would make sense to consolidate any other funds that are not held at the Archdiocese at the same time
- c. FC voted unanimously to:
  - i. Participate in the RFP process and have the STA funds managed by the same advisor as the Supple funds
  - ii. Nominate Brad Powers and Sue Winer to work with Supple Board on the process.

**6) Buildings and Grounds Report** Brad Powers

- a. The Knights will help repair the fabric on the pews.
- b. We are preparing to transition from Jackie's volunteer landscaping efforts to a collective volunteering effort by parishioners. We are going to be asking people to take on the roll of landscaper for various zones around the building.
- c. Probably will not upgrade the audio/visual system after all. We considered this, but there is not a strong conviction or need to do this among our group.
- d. We continue to play with a less expensive version of security cameras to see what we can do to curtail vandalism in the parking garage.

**7) Other Business**

- a. Brad will send out a poll to determine if there is another date/time that will work for the Finance Council monthly meeting as there are a number of conflicts with the current time. In general, earlier on Tuesday afternoon or sometime on Thursday afternoon seemed workable.

**8) Adjourn**

**Next Meeting:**

- **January 25, 2022:** In-person, with Dave Wohlsdorf providing the prayer and recording minutes.

# **Policy on Designated Giving, Fund Raising and Sales**

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Adopted by Finance Council on November 23, 2021

## **Designated Giving**

The Pastoral Council may establish special funds, not part of the operating budget, for which designated contributions can be accepted.

It is recognized that in special cases it is appropriate and necessary for designated contributions to be accepted for specific purposes outside of established funds. All designated gifts shall support the STA mission, vision and goals. Designated gifts are offered to the Pastor who may accept the gift and its designation.

The parish will not accept gifts designated to specific individuals because gifts earmarked for use by a specific person are not tax deductible. Anyone wishing to make such a gift should give directly to the individual and not through the parish. In addition the parish cannot be used as a conduit (or pass-through) for donations to other groups or organization in order for the donor to simply make the donation tax deductible. These gifts should be made directly to the group or organization.

## **Fund Raising & Sales**

From time to time, special parish fund raising campaigns may be undertaken to support the parish mission capital needs, or endowments supporting campus ministry and other programs or initiatives, specific ministries at or associated with St. Thomas Aquinas, and other needs. Special campaigns must originate with a ministry, committee, board or council at St. Thomas Aquinas. Approval for such fund raising campaigns must be given by the Finance Council and the Pastoral Council.

Other fund raising and sale activities, aimed at STA parishioners, by parish organizations or groups, as well as outside groups, need the endorsement of the Finance Council, and staff approval for date and location. Groups not part of STA ministry are discouraged from fund raising or sales aimed at STA parishioners on STA premises.

Fundraising is understood to be any activity on or off site, with parish sponsorship, that asks for money or goods or sells a product. Fundraising must support the mission of STA.

Fundraisers at STA have a purpose beyond simply being a means of raising money. They should:

- Provide information on the group conducting the fundraiser or sale
- Provide information on the specific goals of the fundraiser or sale
- Build community by providing an opportunity for interaction between the parish and the members of the group.
- Report the results of the activity to the Finance Council and parish at large.

### **Groups with standing approval, as exceptions, for fundraisers:**

- KNIGHTS OF COLUMBUS:
  - Tootsie Roll sale to benefit the mentally handicapped
  - 3 fish dinners during Lent
  - 1 spring pancake breakfast
  - 2 fall pancake breakfasts

- CAMPUS MINISTRY:
  - o outreach shirt/apparel sale
- SOCIAL JUSTICE:
  - o Worldly Goods holiday sale
- YOUTH MINISTRY:
  - o 2 fundraising activities lasting two weekends during the fiscal year

These fundraisers only require approval of staff for date and location, subject to the requirements above.

## **Donations to Sister Parish or other International Organizations**

St Thomas Aquinas' "Sister Parish Ministry Fund"\* can accept donations for our sister parish ministry and provide a "tax deductibility letter" to donors with the following requirements:

1. all decisions and determinations on how funds are to be used (in Honduras) are determined by St. Thomas Aquinas parish
2. the parish does not accept any designated (beyond sister parish ministry) or earmarked gifts for the sister parish in Honduras (or any foreign charity), but rather will accept unrestricted donations and neither the domestic donor nor the church in Honduras (or a foreign charity) determine how funds are to be used
3. the parish does not act as a conduit for donor gifts to pass through parish accounts and be sent to Honduras (or any foreign charity) simply to give the appearance of a tax deductible donation

*\*the "Sister Parish Ministry Fund" is just a bookkeeping designation to keep donated funds for our sister parish accounted for. All donations are made to St. Thomas Aquinas Church and end up in the parish's bank account and are paid out from that account.*

# Budget Summary – October 2021

## Major Sources of Income

	Oct 2021 (4)	Oct 2020 (4)	Oct 2019 (4)	Oct 2018 (4)	YTD	YTD 2020	YTD 2019	YTD 2018	Budget ANNUAL YTD
Budget envelopes	52,336.36	49,596.38	67,110.56	71,408.00	226,428.18	241,682.05	252,698.52	253,236.25	836,405.00 292,741.00
Offertory	4,689.83	414.00	8,640.57	10,242.90	7,780.87	1,633.10	28,152.22	30,418.25	40,000.00 12,800.00
Alumni	2,842.21	2,285.00	8,350.69	3,092.50	14,256.38	63,831.00	17,750.69	24,030.00	90,000.00 22,500.00
Other parishes	351.50	650.00	936.49	200.00	4,425.20	2,700.25	5,524.07	4,692.12	5,000.00 1,350.00
Parents	5,340.00	6,380.00	6,935.00	2,215.00	9,353.71	12,790.00	9,245.00	3,690.00	35,000.00 9,800.00
Endowment [salary]	75,000.00	0.00	0.00	0.00	80,000.00	0.00	0.00	0.00	178,000.00 89,000.00

### TOTAL PARISH INCOME

147,304.51	62,413.28	97,347.83	99,150.88	357,105.37	346,756.91	366,233.73	378,002.42	1,275,640.00
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### TOTAL PARISH EXPENSES

82,062.88	83,105.02	96,689.31	95,169.78	285,633.16	315,254.44	376,308.54	408,336.09	1,275,640.00
65,241.63				71,472.21				

**St Thomas Aquinas Catholic Church**  
**Budget Report-Parish Fund**  
 July 2021 through June 2022

	Oct 2021		Year-To-Date		Annual	
	Actual	Budget	Actual	Budget	Budget	Remainder
<b>Income</b>						
10-Administrative Income	59,626.19	81,743.00	241,121.14	311,472.00	902,465.00	661,343.86
15-Development Income	11,033.71	14,600.00	30,535.29	33,650.00	130,000.00	99,464.71
20-Faith Formation Children Income	90.00	150.00	1,230.00	5,569.00	6,475.00	5,245.00
25-Faith Formation Youth Income	0.00	0.00	0.00	0.00	0.00	0.00
30-Faith Formation Adult Income	0.00	167.00	0.00	611.00	2,850.00	2,850.00
35-Campus Ministry Income	76,340.00	97,623.00	83,270.00	105,381.00	227,050.00	143,780.00
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	0.00	522.00	325.00	1,914.00	5,800.00	5,475.00
50-Liturgy Income	214.61	90.00	623.94	330.00	1,000.00	376.06
55-Service & Justice Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>147,304.51</b>	<b>194,895.00</b>	<b>357,105.37</b>	<b>458,927.00</b>	<b>1,275,640.00</b>	<b>918,534.63</b>
<b>Expense</b>						
PERSONNEL EXPENSES	46,641.82	55,532.95	172,671.08	220,856.84	635,098.00	462,426.92
GENERAL EXPENSES	8,118.97	9,020.00	11,191.12	12,072.00	40,950.00	29,758.88
OFFICE EXPENSES	2,731.62	2,397.00	7,358.41	9,941.00	32,095.00	24,736.59
BUILDING EXPENSES	11,111.98	11,867.00	33,400.54	43,489.00	175,675.00	142,274.46
15-Development Expenses	1,324.71	6,106.00	4,923.05	15,947.00	40,705.00	35,781.95
20-Faith Formation Children Expense	262.35	1,262.00	1,192.34	9,070.00	13,825.00	12,632.66
25-Faith Formation Youth Expense	0.00	15,500.00	0.00	15,500.00	31,000.00	31,000.00
30-Faith Formation Adult Expense	959.04	1,709.00	1,211.34	6,137.00	20,920.00	19,708.66
35-Campus Ministry Expenses	6,998.91	18,827.00	38,510.48	57,038.00	137,867.00	99,356.52
40-Stewardship Expense	0.00	241.00	169.29	889.00	2,700.00	2,530.71
45-Parish Family Life Expenses	90.24	1,366.00	460.60	5,005.00	15,156.00	14,695.40
50-Liturgy Expense	585.91	1,228.50	1,527.73	4,956.50	13,645.00	12,117.27
55-Service & Justice Expense	3,237.33	4,589.00	13,017.18	17,796.00	51,004.00	37,986.82
<b>Total Expense</b>	<b>82,062.88</b>	<b>129,645.45</b>	<b>285,633.16</b>	<b>418,697.34</b>	<b>1,210,640.00</b>	<b>925,006.84</b>
<b>Net Income</b>	<b>65,241.63</b>	<b>65,249.55</b>	<b>71,472.21</b>	<b>40,229.66</b>	<b>65,000.00</b>	<b>(6,472.21)</b>