

SS Peter and Paul Parish Finance Council

Meeting Minutes

July 11, 2019

**Members present:** Father Bill, Bob Horne, Cindy Larm, Flo Howard, Judy Moser, Joe Herzog, Shelley Chrisman, Theresa Krebs, Mary Beth Conway, Alan Lammers, Philip Cottrell

Opening Faith Sharing by Bob

**Administration Commission report:** No report. Father mentioned that he would like a working doorbell on the rectory. Joe will take care of getting this done.

May meeting minutes approved with correction by consensus

June meeting minutes approved by consensus

May & June financial reports were reviewed and discussed.

**Pastor's report:** The stewardship plans have been delayed while the diocese looks for a director.

Diocese will pay for 2-3 parishioners (possible to include Father Bill) to attend a conference in Chicago in October. Attendees would be our "cheerleaders" as we work thru the vitality study. Discussion was held regarding splitting Theresa's job as DRE into two separate positions. She will continue on as DRE, with a part time, 20 hour, position for another person to work with our youth programs. Both positions would be for SS Peter & Paul as well as St Joseph. St Joseph would pay the approximate \$15,000 salary for the part time position.

**School report:**

Scrip Program 18/19 Figures

Face Value of Card Orders	\$258,723.50
Net Cost of Cards	\$249,947.77
Scrip Rebates	\$8,775.73
Average Rebate	3.4%
Shipping Expense	\$384.75
Casey's Shipping Expense	\$54.00
Annual GLS Software Usage Fee	\$79.00
Checks	\$60.15
Limited Cards (written off - bankruptcy)	\$91.00
TOTAL EXPENSE	\$668.90
SCRIP REBATE LESS EXPENSES	\$8,106.83
Face value of inventory 7/1/2019	\$11,635.00
Transfers to Parish	\$3,000.00

Registration Rebates to Parish	\$2,820.59
Remaining Balance to transfer	\$2,286.24

### 2018/19 SS Peter and Paul Budget Summary

Description	YTD	YTD Budget	YTD Budget Difference	Annual Budget	Annual Budget Difference
Income					
Tuition & Registration	\$281,246	\$269,400	\$11,846	\$269,400	\$11,846
Fundraising, H&S	\$53,246	\$62,600	-\$9,354	\$62,600	(\$9,354)
Education Foundation & DEEF	\$60,316	\$53,400	\$6,916	\$53,400	\$6,916
School Envelopes	\$251,974	\$166,000	\$85,974	\$166,000	\$85,974
Student Activities	\$15,640	\$20,800	(\$5,160)	\$20,800	(\$5,160)
Total School Income	\$662,421	\$572,200	\$90,221	\$572,200	\$90,221
Parish Support	\$456,219	41%			
Total Income	\$1,118,640				
Expenses					
Salaries	738,122	\$752,350	(\$14,228)	\$752,350	(\$14,228)
Health Insurance	132,621	\$118,100	\$14,521	\$118,100	\$14,521

Retirement	12,392	\$14,800	(\$2,408)	\$14,800	(\$2,408)
Utilities	42,461	38,400	\$4,061	38,400	\$4,061
Property Insurance	30,358	\$30,175	\$183	\$30,175	\$183
Textbooks & Curriculum	41,206	\$36,525	\$4,681	\$36,525	\$4,681
Supplies	24,817	\$17,175	\$7,642	\$17,175	\$7,642
Repairs/Improvements, New Equipment, Custodial supplies	54,938	\$61,450	(\$6,512)	\$61,450	(\$6,512)
Student & Faculty Activities	41,725	\$35,150	\$6,575	\$35,150	\$6,575
Total Expenses	\$1,118,640	\$1,104,125	\$14,515	\$1,104,125	\$14,515
Utilities	\$42,461	4%		Does not include Lunchroom	
Instructional	\$82,931	7%			
General Administration	\$110,113	10%			
Salaries/Benefits	\$883,135	79%			

School Finance Committee report: No report.

Pastoral Council report: No report.

**OLD BUSINESS:**

**Parish Vitality Study:** The brochure is out. Their next meeting will be scheduled soon.

**Financial Talk to Parish – feedback from May 18 & 19:** Overall, not many comments heard about the talk. Cindy and Joe did what they said they would do (address the parish again) and built transparency.

**Parish Money Counting – draft of proposed policy:** Proposal was discussed and a few suggestions for changes were made. Mary Beth will prepare updated proposal to present at the August meeting.

**Monthly bulletin reporting – proposed format:** After discussion, agreed to try this format at the end of July. (Copy attached).

**2019-2020 Budget – update:** Proposed budget discussed. Please think and pray about the budget for discussion at our August meeting. Hope to finalize it then.

**NEW BUSINESS:**

**August Faith Sharing:** Joe

**Parish rental policy – school gym:** Joe and Alan will work on consolidating the two policies to one “Parish Campus” policy.

**Other:**

The temperature in church during 10:30 mass was discussed, as it has gotten very warm during that mass. Father said he would try to get in the habit of going over to church and turning the temperature down before heading to Fayette. Joe said he will work with Danny Taft to get a programmable thermostat installed.

The email sent by Lillian Oswald regarding the new church cleaning schedule was discussed. Father replied to the email with an explanation of how the decision was made.

**NEXT MEETING:** August 8 at 5:00 pm in the Parish Office Building.

**Closing Prayer:** Group Our Father

Respectfully submitted,

  
Cindy Larm

Monthly bulletin reporting - proposed format

	<u>7/1/19 -</u> <u>7/31/19</u>	<u>7/1/19 -</u> <u>7/31/19</u>	<u>7/1/19 -</u> <u>6/30/20</u>
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INCOME

Sunday envelopes  
Diocesan assessments &  
special collections  
Other gifts  
Fees & tuition  
Other income

TOTAL INCOME	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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EXPENSES

Payroll & benefits  
Insurance & utilities  
Diocesan assessments &  
special collections  
Repairs & maintenance  
Supplies  
Other expenses

TOTAL EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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INCOME OVER  
(UNDER)  
EXPENSES

	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
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Notes: