



FINANCE COUNCIL MINUTES

February 20, 2013

Members Present: Father Mike Ratajczak, Don Eppich, Charles Salter, Paul Ibbetson, Ron Briseno, Doug D'Agrosa, Irene Balli-Dumas, Natalie Provinse (Bookkeeper) & Nancy Busse

Members Absent: Nina Woodard

Guest: Brian Leahey

Opening Prayer: The meeting was called to order with an opening prayer at 7:01 pm.

Approval of Minutes: 12/12/2012 meeting minutes approved

Opening Remarks: New property and construction update from Brian Leahey:

- Original plan was \$12M (without administration building).
- New target ~\$11M with administration building.
- Total cost \$7M for Church, \$318/sf. Lower than norm, which is about \$400/sf.
- Structural design to be finalized.
- Three site development proposals due.
- Fence pricing quote favorably priced, 1/2 normal rates.
- \$900K for site improvement, land grading, utilities.
- Concrete plan updated, now significantly lower than original plan e.g. ~\$1.1M vs. \$2M
- Soil will be conditioned with concrete pre-foundation. The civil engineering company to provide updated figures for soil engineering by month end.
- \$300K landscaping allocation: Downsizing of planned tree size will occur. Provisions for future lighting included.
- Finalizing electrical, ~\$0.5M, Drywall ~\$0.5M
- Travertine stone tiles installed \$12/sf.
- Audio system design specifications will be provided to 3 qualified bidders.
- Plan checks in March and project updates to be provided routinely. Once established, general contractor follows monthly billing cycle.

Review of Financial Statements through January 2013:

Balance Sheet:

Cash:	\$4.184M
Total Cash Reserves:	\$9.05K
Total Fixed Assets:	\$8.59M
Retained earnings:	\$(64.6)K
Total Liabilities & Equity:	\$12.78M



FINANCE COUNCIL MINUTES

February 20, 2013

Income Statement: Tracking close to budget, improving results vs. last year at the same time.

Income:

- Total Collection income: \$407.4K YTD.
 - (+) \$36.6K (+) 9.9% variance PYTD.
 - (+) \$40.2K (+) 10.9% variance to budget.
- Total Offering Income: \$9.7K Year to date.
 - (-) \$6.4K, (-) 39% variance to PYTD.
 - (-) \$7.4K, (-) 43% variance to budget.
 - "Did you know?" income favorable: \$44K YTD; \$67K budgeted for full fiscal year.
 - Tithers redirected
 - Offering income short of prior year.
- Total Religious Education income: \$20.8K YTD.
 - (-) \$5.2K, (-) 20% variance to PYTD.
 - (+) \$0.4K, (+) 2% variance to budget.
 - Steubenville – timing issue (typical).
- **Total income: \$627.4K YTD.**
 - (+) \$43.7K (+) 7.5% variance to PYTD.
 - (-) \$8.8K (-) 1% variance to budget.

Expenses:

- **Total Expenses: \$643.7K Year to date actual.**
 - (-)\$14.8K, (-) 2% unfavorable variance to PYTD.
 - (+)\$7.5K, (+) 1% favorable variance to budget.
 - Extraordinary expenses (tents, garments).
 - Bank fees lower than prior year.
 - Electricity over budget.

Net income/loss: (-) \$16.3K YTD unfavorable (loss), (+)\$28K vs. PYTD and (-) \$1.2K vs. YTD budget.

Capital campaign summary:

- Phase 2.1 Capital campaign total collected in calendar year 2012 was \$564,000
- Phase 2.1 Capital campaign interest income: \$49.1K
- Secondary Education Initiative (SEI): \$48.8K YTD. We have remaining balance of \$420.7K toward our \$1 million pledge.
- Discussed new projects construction tracking & reporting requirements.
- Activity tracking for new construction on separate statement in detail worksheet to reconcile balance sheet line item entry.
- Mortgage offering to be tracked and reported on via separate schedule for STM FC review.



FINANCE COUNCIL MINUTES

February 20, 2013

Old business: None for review.

New business:

- Discussion on changes to Cash flow tracking & reporting:
 - o Historical use of “Capital Campaign”, end capital campaign accounting
 - o Go-forward migration to “Mortgage Offering Income” starting January 1.
 - o “Capital Campaign” ends. The “Memorial Fund” will address continuing money raised for the various memorial items that are offered.
 - o Go forward rectory expense will have no allocation. Mortgage Offering Income to have “marketing expense”. Details to be finalized in upcoming budget process.
 - o Parish reserves – Save 10% of the mortgage incomes.
 - o Annual Catholic Appeal, same level as PY i.e. \$48K, but parish retains 100% of amounts over target.
 - o 2% increase in pension fund for employees

- Accelerated budget schedule this year
 - April 30th budgets due – per diocese schedule requirement
 - New accounting methods in place this year.
 - Will have templates.

- Bishop Flores hired a person, Damian Esperanza for the new position, Development Director for the Diocese.

- Development council, March 17 new member reception.

- \$85K script, 4th quarter.

- Vehicle donation \$31K total.

- \$16K dine-out fundraisers.

- SEI Bill Ipsen new position: “Financial Resources Liaison” He will sit on the finance council rather than on the Development Council.



FINANCE COUNCIL MINUTES

February 20, 2013

Building and Maintenance:

- Building & maintenance – no new items to be discussed

Update from Pastoral Council:

- Refer to 2/6/2013 report, there are numerous activities to review.

Update from Development Council:

- Refer to 1/23/2013 report, there are numerous activities to review.

Personnel: Additional 5 hours per week for Natalie, for new construction related activities

Comments from Pastor: None at this time

Closing Prayer:

There being no further business, the meeting was adjourned with a prayer by Father Mike at 9 PM

**The next scheduled Finance Council meeting is scheduled for:
April 17th, 2013**

Respectfully submitted,
Nancy Busse