

ST. MATTHEW PARISH
MINUTES – FINANCE COMMITTEE MEETING
September 16, 2008

Present: Fr. Pat O'Loughlin, Tom Schneider, Bill Ahlstrom, Jeff Slusar, Mike Kuick, Janice O'Connor, Debbie Yost, Joe Weiss, Glenn Margraff & Jeff Menz.

Excused: Jim Habanek

Absent: None

Meeting called to order: 7:00 P.M.

1. Meeting was called to order by Bill Ahlstrom. The week's gospel was read gospel followed by Tom Schneider presenting the Question of the Week, which was discussed by the Committee. Tom then led the Committee in the Prayer of Gratitude.
2. Review of Minutes from the August 17, 2008 meeting. Minutes were approved as submitted.
3. Review of the August Financial Statements and Schedules. Tom Schneider presented a overview of the financial statements along with a review of the balance sheet and Janice O'Connor discussed the various department schedules. Items of note included:
 - a. CD Ladder – All CDs have matured with the exception of the \$17k cemetery CD and \$80k at Waterstone. The maturity values have been moved to money market accounts or used to prepay the mortgage. \$30k was prepaid in July and another \$85k prepayment will be reflected in the September statements.
 - b. Contingency Reserve Funds – All contingency reserves have been moved to the People's money market. Tom raised the question as to whether we need to reconcile the contingency asset to the designated accounts and it was agreed that we do not. The "contingency" description will be removed from the name on the People's MM account.
 - c. Income Statement – Tom and Janice indicated they are preparing the "Revised Management Plan" which will incorporate the compensation increase recommended at the August meeting and subsequently approved by the compensation committee and the Parish Council. The revised plan will also incorporate known differences from the original budget such as health insurance premiums, tuition, etc. In the month we had a \$22,956 gain in our budgeted programs and a \$31,272 gain in all programs excluding the building fund. YTD the gain is \$160,853 (budgeted) and \$191,091 (before building fund) compared to \$179,407 and \$199,084 respectively in 2007. Phase II Building fund had a gain of \$11,010 in the month and \$22,613 YTD. Financial Stewardship is 15.3% of the YTD budget at 16.7% of the year. We are 3% ahead of last year or \$3,019 and \$8,954 behind the budget.
 - d. School - School enrollment stands at 217. There remains outstanding tuition from 2007 of \$11,986 from seven families. Three families have a plan in place and we expect to collect \$2,200 of the total. The remaining \$9,700 relates to four families no longer at the parish and we would consider this amount in doubt of being collected.
 - e. Scrip/Home & School. It was noted we will see the \$1,000 transfer monthly from the Scrip schedule to Home and School. Also, the new scrip software is up and operational and is reported to be an improvement for the administrators.
 - f. Athletic Association. It was discussed that the Athletic Association has indicated they are planning to run the calendar raffle again next year. Tom will follow up as he indicated there are state approval requirements that need to be met.

Other Old Business:

1. Compensation: As previously mentioned, Tom confirmed the compensation increase recommended at the August meeting was approved by Parish Council and the Compensation Committee
2. Banking Relationships: Tom updated us on the investigation into banking relationships. We currently bank with M&I and they have proposed a package to save about \$1,200 annually. Tri-City had a proposal where savings could be \$2,400 while Johnson Bank offered no savings over M&I. Glen indicated he looked at the Chase offering and there would be no real advantage at this point.

Due to the costs involved in changing accounts, the committee recommended staying with M&I and Tom will monitor to see that the savings promised materialize.

New Business

1. Insurance on Deposits: Bill brought up the issue that the insurance we have to protect our deposits over the FDIC \$100k limit at People's Bank is with Kansas Assurity who reported recently they are considering exiting this business. We will monitor, but our exposure has been declining as we have used maturing CDs to prepay on the mortgage.
2. Internal Control: Tom updated the committee on a memo on internal control he plans to use to thank & educate our weekly money counters on the importance of adhering to the IC requirement of having two money counters in view of the money at all times.
3. Year End Report: Tom shared the Financial Year Review schedule he plans on using in the upcoming Buzz dedicated to financials. He will be incorporating new terminology that we will use going forward where "Subsidized Operations" will replace the "Budgeted Programs" term and the former "Unbudgeted Programs" will now be known as "Support Activity Programs". It was agreed these are a better representation.
4. Discussion on the Archbishop's visit: The committee was updated on the Archbishop's direction regarding capital campaigns. The direction is that we must move forward under one campaign, the Archdiocesan Campaign, and fulfill the payments pledged for Phase II campaign. The parish will go through a process to identify and make the "case" for the use the 60% the parish receives to address our other needs. More discussion will be coming as the Archdiocesan Campaign is initiated.
5. Finance Committee Input on Future Gym Campaign: The committee reviewed the memo originally sent by the committee to the Parish Council regarding points of concern with the Future Gym Campaign. With a few comments added, the committee agreed to forward this document to the Parish Council maintaining our position that the majority of the committee is opposed to this campaign.

Next Meeting: Tuesday, October 21, 2008

Meeting Adjourned: 8:42 P.M.

Respectfully submitted by Jeff Slusar, substituting for Jim Habanek, Secretary

Distribution:

Bill Ahlstrom, Chairperson

Rev. Patrick O'Loughlin, Pastor

Tom Schneider, D.A.S.

Mike Kuick, Trustee

Janice O'Connor, Accountant

Jeff Menz, Parish Council Liaison

Finance Committee: Glenn Margraff, Jeff Slusar, Joe Weiss, Jim Habanek, & Debbie Yost