

**ST. MATTHEW PARISH**  
**MINUTES – FINANCE COMMITTEE MEETING**  
**March 17, 2009**

Present: Father Pat O'Loughlin, Tom Schneider, Bill Ahlstrom,  
Mike Kuick, Janice O'Connor, Debbie Yost, & Jim Habanek  
Excused: Joe Weiss, Glenn Margraff, & Jeff Slusar

Meeting called to order: 7:03 P.M.

1. Meeting was called to order by Bill Ahlstrom. Tom Schneider then led the Committee in prayer.
2. Review of Minutes from the February 17, 2009 meeting. They were approved as submitted.
3. Review of the February 2009 Financial Statements and Schedules. Tom Schneider presented a brief overview of the financial statements, and Janice O'Connor discussed the various departmental schedules. Items of note included:
  - a. Financial Stewardship is \$2,385 (0.5%) behind that of last year, and \$17,155 below this year's budgeted level for this point in the year.
  - b. The Phase II Building Fund had a gain of \$7,465 in February. The YTD gain is \$102,350. \$163,742 of parish reserves remains as a "loan to the project".
  - c. Subsidized Operations realized a loss of \$17,257 in February. Total Programs, excluding the Building Fund, realized a gain of \$13,715. Our YTD gain in Subsidized Operations is \$40,201, compared to \$95,747 last year. Our YTD gain in Total Programs, excluding the Building Fund, is \$108,358 compared to \$230,655 in the prior year. The gap between the two years is largely due to the one time gift of \$32,000+ received last year, \$15,000 less in school auction revenue, \$12,000 less in SMPAA, and \$51,000 of designated reserve spending from carryovers recorded in Capital Improvements.
  - d. The \$80,000 Certificate of Deposit that matured in February was reinvested into 2 \$40,000 CD's at Waterstone Bank at a rate of 3% for 11 months.

Old Business

1. Mike Kuick asked if a determination has been made about how to handle Phase II designated employer matching contributions. Tom Schneider commented that it is still unknown, and that he will be attending a meeting on March 26 at which the issue will be addressed.
2. Tom Schneider presented the Second Draft of the 2009 - 2010 Budget, which reflected revisions suggested by the Finance Committee at last month's meeting as well as input from Father Pat. The Second Draft projected a fiscal year deficit of \$36,255, as compared to a deficit of \$71,883 in the First Draft. The more material changes from the First Draft include:
  - Capital Improvements in the amount of \$11,000 have been removed from the budget
  - The Pastor's personal retreat expense of \$350 has been eliminated
  - Staff recognition expenses in the amount of \$2,000 have been eliminated
  - The \$3,000 Pastoral Care contingency expense has been eliminated
  - The \$7,000 Building & Grounds contingency expense has been eliminated

The Committee agreed to some additional minor changes to the Second Draft of the budget that should lower the Third Draft budget deficit by approximately \$2,000. As detailed in the minutes from the Finance Committee's February 17 meeting, there exist many and significant risks to this year's budget. In conclusion, proposing a balanced budget for the 2009-2010 fiscal year simply was not possible without making unrealistic revenue assumptions, significantly increasing school revenues, or making very

undesirable cuts in expenses. The most recent budget draft continues to assume no increase in financial stewardship relative to the 2008-2009 budget.

3. Janice O'Connor reported on her efforts to collect delinquent tuition. She reported that for the 2008-2009 school year, 18 families remain delinquent in the amount of \$22,255, down from 28 families and \$29,500 last month. Delinquent tuition payments in the amount of \$10,961 are still outstanding from the 2007-2008 school year. About 6 families that are currently delinquent in their payments have already requested to register their children for the next school year.

#### New Business

1. The Committee discussed a proposal from Tom Schneider and Janice O'Connor to outsource the collection of school tuition to Tuition Management Systems (TMS). Tuition collection efforts consume a significant amount of the time and effort of both Tom and Janice, preventing them from focusing upon and addressing their more important responsibilities. Beyond accounting and reporting, one questions why they should have any role in this activity whatsoever. They provided a detailed analysis of the cost of outsourcing to TMS, which would be born entirely by those school families who pay on an installment basis. They commented that other Catholic Schools that use TMS are very satisfied with the service. The Committee does not believe that it has the authority to approve this change, but is in favor of it, and recommended that Parish Council and the Board of Education approve the outsourcing of tuition collection to TMS. It was suggested that if some families who are claiming hardship could not afford the maximum \$45 for monthly installment fees, perhaps surplus funds from Home & School, School Auction, or Scrip Tuition Credit could be used to support these families.

2. Jim Habanek asked if any of the revenue received from the Faith In Our Future (FIOF) campaign will be used to fund any of the budgeted operating expenses. The response was no, and that all of the FIOF revenue will be "designated" for uses that are not budgeted.

Next Meeting: Tuesday, April 21, 2009

Meeting Adjourned: 8:47 P.M.

Respectfully submitted by Jim Habanek, Secretary

#### Distribution:

Bill Ahlstrom, Chairperson

Rev. Patrick O'Loughlin, Pastor

Tom Schneider, Director of Adm. & Stewardship

Mike Kuick, Trustee

Janice O'Connor, Accountant

Jeff Menz, Parish Council Liaison

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

