

**ST. MATTHEW PARISH**  
**MINUTES – FINANCE COMMITTEE MEETING**  
**May 19, 2009**

Present: Father Pat O’Loughlin, Tom Schneider, Bill Ahlstrom, Jeff Slusar, Joe Weiss  
Mike Kuick, Janice O’Connor, Jeff Menz, & Jim Habanek

Absent: Glenn Margraff

Excused: Debbie Yost

Meeting called to order: 7:02 P.M.

1. Meeting was called to order by Bill Ahlstrom. Tom Schneider read the Question of the Week, which was then discussed by the Committee. Jeff Menz read the week’s Gospel. The Committee prayed for the special intentions mentioned by members. Tom Schneider then led the Committee in the Prayer of Stewardship.
2. Review of Minutes from the April 21, 2009 meeting. They were approved as submitted.
3. Review of the April 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 \$905 behind that of last year, and \$14,879 below this year’s budgeted level for this point in the year.
  - b. The Phase II Building Fund had a gain of \$6,002 in April. The YTD gain is \$117,247. As of 04/30/09, \$148,845 of parish reserves remains as a “loan to the project”.
  - c. Subsidized Operations realized a loss of \$10,898 in April. Total Programs, excluding the Building Fund, realized a gain of \$1,366. Our YTD gain in Subsidized Operations is \$28,133, compared to \$42,431 last year at this time. The difference is largely equivalent to the lower level of bequests received in the current year as compared to last year. Our YTD gain in Total Programs, excluding the Building Fund, is \$88,581 compared to \$164,819 in the prior year. The gap between the two years is largely due to the one time gift of \$32,000+ received last year, \$17,000 less in school auction revenue, \$52,200 of Capital Improvements funded from previously recorded income, and compensation increases for the year.
  - d. A new Money Market Index/checking account has been opened for the Faith In Our Future (FIOF) campaign with an opening deposit of \$10,000 transferred from parish reserves as a “loan”. The transfer will be reversed once receipts exceed \$10,000.
  - e. The Archdiocese has informed the parish that it has changed health insurance consultants and that insurance premiums will drop by approximately 9%, which will save about \$7,657 relative to the budget. The bad news is that participant deductibles will be increased from \$500 to \$1,000. We will not receive final “Plan Information” from the Archdiocese until May 25. Open enrollment will occur in early June and become effective July 1<sup>st</sup>.

Old Business

1. The Committee was informed that the Parish Council has approved the budget for the next fiscal year. The approved budget is for a deficit of \$34,275. A revised Management Plan will be done, most likely in August or September, once all of the uncertainties are resolved, including tuition projections based on actual enrollment, new staff compensation, and minimum wage requirements.
2. The Committee once again discussed the issue of the outsourcing of the collection of school tuition to Tuition Management Systems. The Committee reiterated its support for doing so. No decision will be made until “interested parties” within the parish, I.E., Parish Council, Board of Education, School Principal, and Home & School have an opportunity to meet with representatives of Tuition Management Systems. Jim Habanek questioned why Tom Schneider and Janice O’Connor have any role in the collection of delinquent tuition beyond reporting and accounting, and suggested that it should be the

responsibility of the Board of Education and the School Principal to follow through on the collection of delinquent tuition. History was shared about how that did not work in the past and how it evolved to the present situation. A follow up meeting is to be held to help parties understand the problems and challenges we are now facing.

3. School registrations are currently about 10 students below the budgeted level of 217 in a best case scenario regarding returning students. Without more registrations, the school budget faces a material shortfall relative to budgeted revenue. Various reserve accounts could possibly cover approximately \$15,000 of the revenue deficiency. School issues, I.E., insurance and enrollment, are the major sources of overall parish budget uncertainties.

4. Janice O'Connor once again reported on the status of delinquent tuition. Ten families remain delinquent in their payments in the amount of \$15,140, as compared to 22 families in the amount of approximately \$24,600 last month.

5. Tom Schneider was asked whether he thought that the fiscal performance for the current fiscal year would end in surplus or deficit. He replied that he thinks that it will be close to breakeven.

#### New Business

1. Mike Kuick commented about emails and discussions that are occurring regarding the Home & School Association's bylaws as they pertain to the retention and use of fiscal year surplus funds. The Committee reiterated its previously expressed views on the matter which are contained in the January 20, 2009 Finance Committee meeting minutes. While the Committee seeks no control over monies raised by the various departments and associations, it believes that all such groups must comply with the parish policies with respect to the use and retention surplus funds, and that, therefore, any group's change in their own bylaws in that regard are in need of Parish Council approval, with the informed input of the Finance Committee. The concern of the Committee is that unilateral decisions pertaining to the raising, retention, and use of monies can have an adverse affect on general financial stewardship, and upon other organizations within the parish.

2. The Committee was presented with an initial report of the Faith In Our Future pledges. It showed total pledges at this time of \$249,154.32. Tom Schneider commented that the processing of contributions and sending them to the Faith In Our Future Trust at the Archdiocese has gone smoothly.

3. The Committee discussed whether to increase the rent on our rental property. Due in part because our tenants are "good tenants", the Committee agreed to hold the rent at the current level of \$1,375 per month.

Next Meeting: Tuesday, June 16, 2009

Meeting Adjourned: 8:27 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  
and minutes@stmattoc.org

