

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

Present: Father Pat O'Loughlin, Tom Schneider, Bill Ahlstrom, Jeff Slusar, Mike Kuick, Janice O'Connor, Jeff Menz, & Glenn Margraff

Absent: None

Excused: Debbie Yost, Joe Weiss

Meeting called to order: Approximately 7:05 P.M.

1. Meeting was called to order by Bill Ahlstrom. The Gospel of the Week reading was completed. Tom Schneider read the Question of the Week, which was then discussed by the Committee.

2. Review of Minutes from the October 20, 2009 meeting. There was some discussion regarding the language and description used for Item 2 on Page 2 under Old Business. In order to address the content of this matter, it was agreed to strike the entire sixth sentence, which read as "While not reaching definitive conclusions or acting upon any motions, the consensus of the Committee is largely in agreement with Mr. Frymark's recommendations, and that the issues can be remedied through more effective documentation, and the restatement or expansion of some entries on parish financial statements and departmental schedules." In place of this existing language, it was agreed that the following sentence would be substituted: "The Committee agreed that a consensus was not reached and that further review and discussion is required." On Tuesday, November 17, 2009 Father Pat circulated an e-mail to Committee members explaining that too many questions remain to consider this matter completely closed, but that he did not want Committee discussions to get bogged down on the matter and that he saw no particular benefit in revisiting the issue at this meeting. There was no further discussion on the matter other than this particular restatement of the minutes.

3. Review of the October, 2009 Financial Statements and Schedules. Tom Schneider presented an overview of the financial statements, and Janice O'Connor discussed the various departmental schedules. Items of note included:
 - a. The line item for Faith in Our Future ("FIOF") will be reclassified from the Support Activity Programs and will be moved down below the line item Increase / (Decrease) Before Building, which would allow for more comparable analysis of Support Activity programs without distortion caused by the trailing income and expenses of the FIOF. FIOF will remain as a separate line item, but it will be grouped with the Phase II Building information. There was no objection from the Committee members.
 - b. There are two Waterstone Bank C.D.'s that mature in January, which total \$80,000.00. There was no discussion regarding yield or quality of financial institution.
 - c. Fiscal year-to-date Financial Stewardship is \$15,599, or 7.5%, below that of the prior fiscal year, and \$33,167 below the year's budgeted level.

- d. The Phase II Building Fund had a gain of \$387 for the month of October, and \$2,767 fiscal YTD.
- e. Subsidized Operations realized a gain of \$5,971 in October. The total of All Programs, excluding the building fund, had a gain of \$12,815 for the month. YTD, the gain in subsidized programs is \$91,897 compared to \$92,915 in 2008. The total program YTD gain before the building fund is \$144,635 compared to \$132,718 last year at this time.
- f. The School schedule expense line item for School Assessments (#344680.34) is over-budget by \$1,522.50 for the entire fiscal year. The cause is the Archdiocese School Office increased their marketing assessment fee from \$3 to \$10 per student. Other items discussed under the School schedule included: (1) school enrollment is down to 203 children with 18 children enrolled in K4; (2) as of the meeting date, 34 families were delinquent for an approximate past due amount of \$29,322. Only 10 of those families are currently entitled to hardship, which represents approximately \$12,760 of the past due amount; and, (3) school statements were being delivered to families later that week.
- g. The Pastoral Care / Stew / Admin schedule expense item Musician Reimbursement From Stole Fees (acct. #604092.60) has a negative variance from budget of \$257.25, which is offset by Stole Fees (acct. #003082.60). Expense item Dues/ Licenses/ Fees/ Memberships (acct# 604730.60) is \$1,211.00 over budget for the year, which is caused by increased background checks (e.g. safeguarding all God's children). Statewide searches have increased from \$2.00 to \$25.00. Previously, the Parish had been completing only statewide background searches. The Archdiocese is requiring a national background check, as well. Combined, this has increased total costs of administration.
- h. The Scrip Inventory has remained unchanged compared to the prior month. Janice will work the individuals who handle Scrip to obtain better, more accurate scrip inventory reporting.
- j. Tom Schneider indicated there is a high probability that the Parish will lose their rental property tenants. The tenants, who may be moving out of the area, have agreed to provide sufficient advance notice once a final decision is reached. Regardless, this will likely create a departmental budget shortfall if they move. The effect of a shortfall was not quantified.

Old Business

1. Amendment / modification to October Meeting Minutes, which was described above.
2. As an update to the boiler issue / problem, the Buildings & Grounds committee will meet on December 3, 2009 to discuss the timing on the new installation.

New Business

1. Tom Schneider announced that Janice O'Connor will be assuming more hours of work at the Archdiocese office. She will spend approximately 30 hours per week working for the Archdiocese and her hours at St. Matthew's will be curtailed to approximately 10 hours. This will create a workload strain on Tom. His initial goal is to be certain that critical work items do not suffer due to the reduced staff hours. Janice will continue her work on bank reconciliations, but there may be other financial management functions and other responsibilities of Tom that could be challenged.

2. Bill Ahlstrom provided an update regarding the Archdiocesan initiative regarding financial reviews and internal controls. The Archdiocese is in process creating a Request For Proposal for use by accounting firms that will submit bids. The substance and scope of these "reviews" is not currently defined, but they will be required for a parish with more than \$500,000 in revenue.

3. The parish Town Hall Meeting was held on Saturday, October 24. Bill Ahlstrom and Tom Schneider indicated that there were not many questions from those in attendance. Copies of the St. Matthew Parish buzz were distributed to Committee members. Printed mistakes had been corrected.

4. Jim Habanek, who was Secretary, has resigned as a committee member. The Committee briefly discussed the need for selecting a secretary, but a decision was not made. In the interim, minutes will be prepared on ad-hoc basis.

Next Meeting: Tuesday, December 15, 2009

Meeting Adjourned: Approximately 9:30 P.M.

Respectfully submitted by Glenn Margraff, Finance Committee member

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, & Debbie Yost
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