

# **ST. MATTHEW PARISH MINUTES – FINANCE COMMITTEE December 21, 2010**

Present: Father Pat O'Loughlin , Kris Wegner, Bill Ahlstrom, Jeff Slusar, Mike Kuick, Travis Adler, Frank Wellstein and Steve Anderson

Absent / Excused: Glenn Margraff

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

1. Bill Ahlstrom called the meeting to order and led the group in a prayer.
2. The minutes from the November Finance Committee meeting were approved as presented.
3. The committee reviewed the November 2010 financial statements. Highlights from the financials are as follows:
  - a. Operating income was a net loss in the month of (\$28k) vs. (\$7k) loss in the prior year. On a YTD basis income is \$36k vs. \$85k prior year. Support activities showed income of \$25k in the month and \$51k YTD. FIOF and Building fund used (\$4k) of funds in the month and generated \$10k of net income on a YTD basis. The \$10k is net of \$15k of FIOF funds spent in the current year. The bottom line, total income is (\$7k) loss MTD vs. (\$12k) loss last year. YTD income is \$98k vs. \$136k last year.
  - b. Kris noted school tuition is down at this point. The committee had a discussion on whether the budgeted tuition reflects what is actually expected. Kris said he will run a schedule based on the actual current enrollment and payment schedules and will communicate to the committee on how this compares to the budget.
  - c. It was noted that wages on extended care are already at 75% of the total year budget with the program tracking at a significant loss. Kris will investigate if there has been a misclassification of wages to this schedule.
  - d. The status of CDs was discussed. The cemetery CD matured and has been moved to the money market (MM) account at this point. With another CD coming due in January, the desire is to reestablish some CDs to get a rate improvement over the MM account. Mike indicated he saw 1.58% for a 15 month period as a potential option.
  - e. Stewardship reached budgeted level in the month of November, but fell short of prior year by \$2,700.
  - f. On the Prayer & Worship schedule, higher expenses in Flower/Environ, etc. are covered by monetary gifts recorded in corresponding receipts account.
  - g. Related to School, texts, consumables and periodicals have exceeded the full year budget totals by \$4,700. Also, it also appears that there may be a classification issue related to social security and medical insurance which Kris said he will review.
  - h. Auction activity has been recorded. Only a few bills remain outstanding with the final net income expected to be about \$35k.

- i. Related to Pastoral Care, Fr. Pat indicated something does not seem correct related to the budget and prior year actual with Stole Fees. Perhaps there is a misclassification with Mass Stipends. Kris is going to check the accounting.
4. The upcoming budget process was discussed. Fr. Pat has already gone over with the staff that there are expectations of no additional spending. Kris has the department budget schedules ready to be distributed. He will distribute the 5 month spending reports with instructions to review closely for misclassifications. He will then distribute the budget schedules with the December, six month, spending for reference and will set a deadline for submission of budget. The staff will also be instructed to bring forth the unique items for consideration.
5. Kris initiated a discussion on the handling of Christmas Gifts for Teachers. A practice is in place to collect cash and distribute cash gifts to teachers and staff. Based on the handling of cash and the dollar amounts involved, Kris points out that a formal policy on the handling of these cash gifts needs to be established assuming this practice continues. There is concern over the handling of cash and the treatment of the funds as a gift vs. compensation. Further discussions will be necessary to establish a policy in the coming year.

#### Old Business

1. Kris updated the committee on the new banking security features. Final parameters need to be set, but the system is in place. Mike will authorize users. We will use emails on positive pay and we have options to establish on how the bank handles payment for no response items. We plan to set this option to "No Pay" when a response is lacking.

Meeting Adjourned: Adjourned at approximately 8:25 P.M. to the annual Christmas Social.

Next Meeting: Tuesday, January 18, 2011

Respectfully submitted by Jeff Slusar, Finance Committee Secretary

#### Distribution:

Bill Ahlstrom, Chairperson

Rev. Patrick O'Loughlin, Pastor

Kris Wegner, Director of Administrative Services

Mike Kuick, Trustee-Treasurer

Steve Anderson, Parish Council Liaison

Finance Committee: Glenn Margraff, Jeff Slusar, Travis Adler, Frank Wellstein and  
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