

ST. MATTHEW PARISH
MINUTES – FINANCE COMMITTEE
FEBRUARY 16, 2010

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

Absent / Excused: Travis Adler

Meeting called to order: Approximately 7:00 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. The Committee read together the Prayer of Stewardship.
2. Review of Minutes from the January 19, 2010 meeting. Minutes were approved as presented.
3. Review of the January 2010 Financial Statements and Schedules. Tom Schneider presented an overview of the financial statements with discussions on the various departmental schedules. Items of note included:

Balance Sheet:

- a. Two CD’s with Waterstone Bank matured in January. We reinvested \$40k for 12 months for 1.85% and \$40K for 6 months for .95%. The interest income of \$2,104 was brought into our general schedule account.
- b. The money market fund is down about \$25k. Funds were needed for expenditures on the boiler project.
- c. The accounts payable appearing on the schedule is due to timing of heat/electric bills (WE Energies). Bills were not received until February and to match expenses to January, which is typically a high usage month, the bills were recorded and set up as a payable.
- d. The balance in the designated – School Improvement Fund was reduced by \$10k due to Smart Board purchases.

Income Statement:

- a. In January, we had a \$26,956 loss in our subsidized programs. (Total of all programs excluding the Building /FIOF Funds in January resulted in a \$42,110 loss.) Our YTD gain in subsidized programs is \$53,183 compared to \$57,458 from 2009. (Total program YTD gain before Building/FIOF Funds is \$63,403 compared to a \$94,643 gain in 2009.)
- b. The Phase II Building fund had a gain of \$3,170 for the month of January with a \$9,547 gain YTD. The amount needed to replenish our reserves from the loan pre-payment is \$133,841.

- c. The FIOF fund had a gain of \$6,025 for the month of January with a \$39,487 gain YTD. The YTD added to restricted reserve of \$4,888 makes \$44,375 available.
- d. Financial Stewardship is 55.3 % of budget YTD at 58.3 % of the year. We are 2.8 % behind last year or \$10,699 and \$20,657 behind on budget. Financial Stewardship is 47% of our subsidized program budgeted income.
- e. General Receipts includes a \$250 gift from Dr. Potick, chiropractor.
- f. Prayer and Worship is tracking over budget in Clerical expense with actual hours worked running at 4 hours / week with a budget of 2 hours. Tom indicated this is being addressed to watch the hours and the over all budget.
- g. Child and Family Ministry – The social security account reflects the data entry correction identified last month.
- h. School will be well over budget in substitute teacher as discussed in previous meetings, due to a teacher out for an extended period on medical leave.
- i. Also related to School tuition: Delinquencies are at \$31,572 this year from 24 families; \$12,700 of this has been identified as hardship with or without payment plans. This compares to last year of 28 families totaling \$28,465. Father Pat has sent individual letters and to date only received 7 replies. He will be following up.
- j. Extended care bottom line will improve with a fee deposit made early February (2/4/10 deposit of \$1,876.)
- k. Pastoral Care schedule still waiting on a credit to be issued by United Health Care for \$1,394.
- l. Building & Grounds reflects the Accounts Payable item for WE Energies addressed in the Balance Sheet comments.
- m. Capital Improvements - Auction expenses have a credit of \$2,449 which was a timing issue with a stop payment on a check for a smart board of \$4,752 which was re-issued in February.
- n. Also on Capital Improvements – As mentioned on the Balance Sheet, boiler expenditures have been made. The parish made a direct purchase on the boiler, rather than flowing it through the contractor, this avoided sales taxes on \$34k of the expenditures on this project.
- o. Rental Property - Still looking for new tenants since January 1st. Advertising is included on Craigslist & Journal Sentinel. Slow time. We've repainted and completed many repairs and cleaned inside which was a challenge.

New Business

1. The Committee reviewed the draft of the 2010-2011 budget of 23 pages. This draft included the Personnel Committee recommendations that were discussed at the December Finance Committee Meeting including same level staffing as currently exists while eliminating the position of Pastoral Associate. Although the draft presents a budget that is balanced, there remain unknown items such as health and dental insurance assumptions currently included at a 7% increase.

The committee confirmed its position that we should be targeting no increases in the non-compensation budgets and also acknowledged that the staff has done a great job of staying on top of discretionary spending and has cut where possible. There are two areas where the committee voiced concern. First, the financial stewardship continues to track below budget and prior year levels (see above) and we must be as conservative as possible in the plan. Secondly, although the school enrollment assumptions in the budget are in line with actual in the current year, the rate of tuition increase being planned is a concern if it has the result of lowering enrollment or implications for the families struggling to pay tuition which is delinquent.

The next draft will be reviewed at the March Committee Meeting when the committee will make recommendations for the Parish Council.

Meeting Adjourned: Approximately 9:05 P.M.

Next Meeting: Tuesday, March 16, 2010

Respectfully submitted by Jeff Slusar, Finance Committee 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 & Travis Adler
and minutes@stmattoc.org

