

ST. MATTHEW PARISH
MINUTES – FINANCE COMMITTEE MEETING
June 16, 2009

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

Absent: Glenn Margraff

Excused: Joe Weiss, Jeff Menz

Meeting called to order: 7:03 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. Bill Ahlstrom 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 May 19, 2009 meeting. They were approved as submitted.
3. Review of the May 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 \$4,694, or 0.8% ahead that of last year, and \$16,066 below this year’s budgeted level for this point in the year.
 - b. The Phase II Building Fund had a gain of \$2,912 in May. The YTD gain is \$20,159. As of 05/30/09, \$145,933 of parish reserves remains as a “loan to the project”.
 - c. Subsidized Operations realized a loss of \$42,425 in May. Total Programs, excluding the Building Fund, realized a loss of \$48,151. Our YTD loss in Subsidized Operations is \$14,293, compared to a gain \$25,695 last year at this time. Our YTD gain in Total Programs, excluding the Building Fund, is \$40,431 compared to \$132,357 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, \$53,343 of Capital Improvements funded from previously recorded income, and compensation increases for the year.
 - d. The Parish Raffle netted \$4,325, as compared to \$6,842 last year.
 - e. The Hot Lunch program currently has a surplus of \$3,956 which will be placed into a designated reserve for next year.

Old Business

1. Tom Schneider reported that 210 families have now pledged \$286,146 to the Faith In Our Future capital campaign.
2. Tom Schneider provided the Committee with an update on the issue of the outsourcing of the collection of school tuition to Tuition Management Systems. It appears that the existing policy with respect to the collection of delinquent tuition is not being adhered to, and we need to address who is responsible for carrying out policy when sanctions are called for. Interested parties may meet with representatives of Collection Management Systems this summer, but it seems that there is not much interest on the part of the Board of Education and the Pastor in the outsourcing of tuition collections.
3. Including 13 students in the K-4 program, 193 children are registered for the next school year, leaving us about 24 students short of that which has been budgeted. 6 students are on hold because their families are currently delinquent in the payment of tuition for the current year. If 10 more students register for the K-4 program, we will still be about 14 students under budget.
4. Janice O’Connor reported that 10 families remain delinquent in the payment of school tuition in the approximate amount of \$14,900.

5. Tom Schneider provided the Committee with a schedule of anticipated expenses and revenue that are likely to occur before yearend. The provided information suggested that subsidized operations are likely to realize a loss of between \$18,000 and \$20,000 for the fiscal year ending June 30, 2009. It is uncertain what the non-subsidized programs' surplus will be, and how everything will wash out over the next few weeks.

6. The Committee revisited the issue of the Home & School's collection, use, and carryover of funds that they raise with respect to Parish bylaws. The main issue is that of what is the appropriate policy with respect to the carryover of unspent receipts. Father Pat stated that an understanding exists among involved parties, and that no action is necessary at this time. It is unlikely that there will be excess carryover funds this year.

New Business

1. The Committee discussed whether the Parish should engage in the use of Corporate Credit Cards. The Committee agreed that it could present control problems. Tom Schneider remarked that few parishes use them. The Committee will give the matter further thought and consideration, but felt that no action is appropriate at this time. If online/phone purchasing is required, staff/parishioners can make purchases with their own credit cards and be reimbursed within one week of submitting documentation normally.

2. The Committee discussed, along with Father Pat's input and comments, the successes and failures of the Parish over the past year. Among the main issues and conclusions were:

a. Father Pat commented that he is pleased with the quality and efforts of all committees. However, there needs to be better coordination and communication among them. Misunderstandings and misrepresentations could be diminished by better communication among committees.

b. "Finance Committee is a solid group." Many members of the various committees are inexperienced, and lack an understanding of how all of the parts interact, and of who has what responsibility and authority.

c. The Parish has had to deal with an inordinate number of important issues over the past year, I.E., the Gymnasium proposal, Faith In Our Future Campaign, Building Fund, School Tuition issues, and Budget Constraints and Deficits.

d. Joint meetings among committees, I.E., the Finance Committee and Parish Council for the budget, may be helpful because everyone would hear the same things, from the same people, at the same time. Fuller communication among Parish leaders of deliberations that occur at Personnel, Finance, and Parish Council meetings is essential.

e. A better understanding of the Budget Process, Generally Accepted Accounting Principles, and Financial Statements & Accounting among all individuals in leadership positions would diminish misunderstandings and enhance communication and coordination.

Next Meeting: Tuesday, August 18, 2009

Meeting Adjourned: 8:42 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

