

**ST. MATTHEW PARISH
MINUTES – FINANCE COMMITTEE
DECEMBER 15, 2009**

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

Absent: None

Excused: Debbie Yost, Joe Weiss

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.
2. Review of Minutes from the October 17, 2009 meeting. Minutes were approved as presented.
3. Review of the November, 2009 Financial Statements and Schedules. Tom Schneider presented an overview of the financial statements with discussions on the various departmental schedules. Items of note included:
 - a. On the balance sheet it was noted the scrip inventory had not been updated, but it was expected to be up with potential increased demand for Christmas. Tom also commented that the scrip tuition credit has now been credited to school families.
 - b. The negative balance presented in the M&I checking is just a timing issue on the statements, as there are ample funds in the account and the checking is part of several funds at M&I that make up a pool so we are not in an over draft position.
 - c. 2 CDs for \$40,000 each are maturing in January. With interest rates down and no significant variation in rate between 6 and 12 month CDs, the committee agreed it would make sense to pursue one at 6 months and one at 12 months to keep the maturity dates staggered throughout the year.
 - d. On the income statement we had a loss in subsidized programs of (\$7,886) in the month of November with the total for all programs, excluding FIOF & building fund, at a loss of (\$19,148). For YTD, the subsidized programs show a gain of \$84,011 compared to \$79,849 gain YTD in 2008. Total all programs, again before FIOF / building fund, is a gain of \$102,292 vs. a YTD 2008 gain of \$106,720.
 - e. Faith in Our Future has now been moved below the subsidized and support activities on the consolidated income statement for comparability and showed income in the month of \$6,751 and YTD income of \$29,946. This combined with the opening balance restricted reserve brings the total FIOF reserve to \$34,839 available for case statement projects. The Building Fund had income of \$615 in the month and \$3,382 YTD. The building loan to ourselves now stands at \$140,006 outstanding.

- f. On the Prayer and Worship departmental schedule, a restricted memorial of \$1,000 was used towards the purchase of a censor, boat & hanging rack.
- g. Other departmental items discussed: The GIFT program has had one festival to date, therefore favorable vs. budget at this point. Youth ministry “activity spending” shows a significant over budget position but is totally offset by “activity fees”. This relates to the Fireside trip held earlier in the year. Extended care is running close to break even and is running smooth with the new software fully functional. And, the overage in medical / dental in Pastor Care is a timing issue related to COBRA-related continuation self-pay for Alice.
- h. Related to building and grounds, income of \$800 reported in cemetery receipts in November for disinterment of ashes will be returned as we were unable to locate the small vault. Our grave digger will be hired. It was also noted on the B&G schedule heat is well under budget, but this is considered timing. It was discussed that prep work to install the new boiler is underway, asbestos abatement is complete and the bill will hit in the next couple of months. The installation of the new boiler is scheduled for over the Christmas break.
- i. The capital improvements schedule required editing. Tom pointed out the asbestos abatement line item should not appear until the December statements and the line item for School Auction expenditures should be changed by +\$4,000 to \$6,185.78. This includes expenditures for a “web grader” grading system and smart board expense.
- j. Rental property: The tenants will be out by the end of December. Tom is advertising including Craigslist. Due to developments in the real estate market, we may have to consider a lower amount for rent that we were able to get in the past.
- k. In Hot Lunch, a year over year difference exists due to the fact that there is no longer paid vacation.
- l. Little Brick Church has spent more than revenue due to necessary repairs. Fish Boils schedule for lent should prove this to be just a timing issue.

Old Business

1. With the committee operating at reduced attendance, no action was taken on installing a new committee secretary.

New Business

1. With funds now accumulating in FIOF, Fr. Pat asked for a clarification proper procedure for audit trail on spending. Tom explained how the funds will come out of the FIOF money market fund and will be charged to the FIOF schedule for expenditure tracking. Also related to FIOF, Fr. Pat recapped the 11/19 he attended and emphasized the Archdiocese reminded parishes that funds spent must be based on the case statement with no deviation.
2. Fr. Pat also brought up that we should prepare for the establishment of a school endowment sooner than later, since this is FIOF case statement line item. Tom indicated he had a template he would share with the committee to get the process started.
3. Fr. Pat shared a copy of the proxy related to the new boiler with the committee.

4. There was a discussion on if we need to be looking into offering a Roth 403(b) option to employees. We have three employees using the regular 403(b) today and no one has raised the question, but Fr. Pat was bringing it up for discussion. Tom said he would check if other parishes have encountered it at this point.

5. The committee was informed that Julie Barber was looking at the issue of split classes for next school year. It appears we will have an imbalance in the number of students in 1st & 2nd grades.

6. Regarding another school issue, it was discussed that there was no formal policy in place for pay for substitute teachers who are asked to take on a longer term assignment, such as during a medical leave that we are now encountering. The Personnel Committee indicates that the going rate is higher in this case than the normal one day substitution. The Personnel Committee recommends the higher rate and the pastor and finance committee agreed.

7. Fr. Pat summarized the Personnel Committee's budget input. They recommend the pastoral associate not be replaced at this point, leave 20 hours in the budget for the accountant position and begin the budget process with an assumption shared with the committee. As always, the detailed build of the overall budget will flush out if the assumptions can be supported, so these should be considered initial input assumptions. The committee agreed that the message that needs to be communicated to department heads is an assumption of no growth in the budget.

8. Meeting adjourned at 8:30. The annual Christmas social commenced.

Next Meeting: Tuesday, January 19, 2009

Meeting Adjourned: Approximately 8:30 P.M.

Respectfully submitted by Jeff Slusar, 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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