

St. John the Baptist Finance Commission
Minutes
December 9, 2015

Present: Ken Houston, Gene Rezac, Scott Johnson, Lesia Zownirowycz, Deb Case, Alan Gregerson, Patrick McCormack

Absent: Chair Gary Horn, Bev Aplikowski

Also present: Fr. Jaspers, Mark Dittman, Stacey Meyer

1. Opening Prayer – led by Fr. Jaspers
2. PLC Report – Lesia Z.
Discussion on Clergy Study Day and parishes doing shared programming; revisions of Parish Mission Statement being considered; and noted that the PLC minutes are on the website for review.
3. Financial Update – Deb C. and Ken H.
 - ❖ Through November are running behind both budget and last year due mainly to lower Sunday giving and declining school enrollment. The combined deficit is \$77K. The deficit variance is better than last month but will need to monitor.
 - ❖ Finance Commission discussed promoting electronic giving and Christmas envelope with letter that was sent out.
4. 2016-17 Budget Process --
 - a. Ann L. has started the budget process for school. School budget meeting set for 12/10/2015. Subcommittee consists of Ann L., 2 SAC members, Mark D., and 2 Finance Commission members (Lesia Z. and Deb C.). Tuition has to be set at January meeting in preparation for the Open House during Catholic Schools Week. Subsidy rate has been 16% of prior year's collection. Enrollment assumption for initial budget planning for 2016-17 is set at 270.
 - b. Started and will continue through April.
5. Cash/Reserve Evaluation – Alan G. & Scott J. see spreadsheet
Investment subcommittee was appointed to look at reserves available (OSMG, capital and operating) & investments. At the meeting on November 24, 2015 evaluation of cash, dedicated funds and reserves was done – Capital Funds Reconciliation spreadsheet developed and reviewed. Another meeting will be set up to review the CCF accounts.
6. Capital Projects – See Business Administrators Report for detail.
 - a. Lighting – meeting occurred and proposal received -- \$127,000 base plan with 8 variations/add-ons – about \$190,000 for everything in proposal. Subcommittee will convene to review proposal and conclude on what final project will include.
 - b. School Security – meeting occurred with Staff leaders – discussed mixed usage of facility between school and church – provide necessary security to school building --

set up vestibule areas/create barriers with doors -- pricing not yet determined – to be paid with school reserves.

c. Other – see PBA report.

7. Announcements & Other Business

a. Archdiocesan Assessment – discussion regarding nature of assessment (mandatory and real expense to Parish) and disclosure of assessment (disclose in bulletin, guidebook, quarterly financials?). It was agreed to include a line item for the Archdiocesan assessment in future reports, for the sake of transparency.

b. Cemetery Update – Meeting on the December 15 with the Cemetery Committee to discuss proposal from Loucks & Assoc. and the next steps in the columbarium planning process. See Business Administrators Report for more information.

c. Next Meeting – January 20, 2016

d. Other -

❖ Finance Commission Policies – revisit them – January agenda item

8. Closing Prayer – led by Deb C.