

St. John the Baptist Finance Commission
Minutes
December 12, 2017

Present: Marian B, Alan G, Gary H, Ken H, Gene R, Beth R

Absent: Bev A, Deb C, Lesia Z

Guests: None

Staff present: Michelle Chock, Mark Dittman

- 1.** Opening Prayer – Gene R
- 2.** OSMG – Pledges will be entered by year end. Comparisons to last year will be available for January's meeting. Over 560 pledge forms have been returned.
- 3.** Financial Review
 - a.** 2017-18 – 5 months actual – Though Sunday is above budget, we are still at a deficit. Expenses will need to be monitored.
 - b.** 2017-18 – projection – \$52,000 deficit for the fiscal year is being projected.
- 4.** Proposed School Tuition – Motion to accept proposed school tuition rate by Ken, seconded by Gary. Approved
- 5.** Capital Projects
 - a.** Church Windows – 2 windows repaired. The technician believes the windows are holding up well and would be serviceable if any more cracking or breakage occurs.
 - b.** Bell Tower – Will be completed in the spring.
 - c.** Church Hearing Loop – ASC is asking for another quote. Donations will be held.
 - d.** Other – Some sidewalks to be repaired in the spring. Mark to provide a list from the ASC of projects and time frames.
- 6.** Announcements & Other Business
 - a.** Next Meeting – January 23rd
 - b.** Other – Bev A has resigned from the commission
 - c.** Mark Dittman reported the following to the Commission on December 13, 2017, the day after our meeting, by email:

You will recall that last fiscal year the Finance Commission authorized the expenditure of \$4000 for an Agreed Upon Procedure, required by the Archdiocese every five years or at the change of a pastor. We last conducted an AUP for the year ended June 30, 2012, which means that we were required to conduct one again for the year ended June 30, 2017.

Two representatives from Clifton Larson Allen (CLA) spent the day in our offices on Monday, November 27. They had given us ample notice of required documentation and we (Michelle, Stacey and I) had done considerable preparation, primarily in the form of gathering requested reports and documents. These two representatives spent the day reviewing documents, asking questions, and in some cases asking for

additional documentation. They asked to review the personnel file contents of a random assortment of 10 employees, documentation for which was then provided to them. They asked for the pastor himself to review a selected payroll register to confirm that he was able to confirm that all listed payroll recipients were in fact employees. (Only one name was unfamiliar to Fr. Skluzacek, a part-time school employee who is new this year.)

Though it required extensive preparation, and it occupied much of our time on that Monday, the AUP itself was relatively painless and went smoothly. I have in my possession the draft Independent Accountant's Report from CLA, which they have offered for my review before they consider it final. I am not aware of any "red flags" or serious concerns arising from this process.

Members of the Finance Council will receive the report once it is final, which will be in January. Please let me know if you wish to preview the report draft.

7. Closing Prayer – Gene R

**Bearing witness to Jesus Christ who is the Way, the Truth and the Life:
GO. MAKE. TEACH.**