

St. John the Baptist Finance Commission
Minutes
October 18, 2016

Members present: Gary Horn, Lesia Zownirowycz, Deb Case, Gene Rezac, Alan Gregerson, Beth Robertson, Steve Blum (PLC Rep)

Absent: Ken Houston, Bev Aplikowski

Staff present: Mark Dittman, Stacey Meyer

1. Opening Prayer –
2. Objectives for Year –
 - a. Monitor financial results monthly
 - b. Update cash reserves analysis annually
 - c. Review Finance Commission policies
3. PLC Report -- Lesia to serve as PLC rep again this year
4. Financial Review --
 - a. 2015-16 Full Year Actual – Ended with about \$30,000 surplus – 2 main factors for this include the Close the Gap campaign that raised about \$130,000 and a positive year end salary accrual adjustment of about \$40,000
 - b. 2016-17 3 Months Actual – September 2016 looked good – Expenses down in salaries due to switch from “pay to current” to “pay in arrears” – Revenue up due to timing of a stock donation and an IRA donation
 - c. 2016-17 Full Year Projection – Reviewed handout prepared by Gary – expected deficit of about \$52,000 – tuition down due to lower enrollment – higher health insurance costs (15% increase vs 5% budgeted) – noted Christmas on Sunday this year. Health benefits changes explained to Commission; the Commission supported maintaining percentages of employer-paid premium.
5. Bulletin Financial Reports – begin doing this again monthly – charts with revenue only compared to last year and to budget – narrative quarterly --
6. OSMG – focus on Sunday Giving – annual Sunday giving renewal will be done in the fall – letter to parishioners mailed week of 10/24/16 with commitment weekend of November 12/13th
7. 2017-18 Budgeting Process – School Advisory Commission (SAC) wants to be more involved in school budget – set up subcommittee with members from SAC and Finance Commission that will have meetings – SAC members are Dea Johnson and John Pitzl – Finance Commission members are Deb, Lesia and Beth
8. Policy Review – subcommittee to be set up – possible new policy regarding Special Gifts donations
9. Capital Projects --
 - a. Street Assessment – about \$36,000 – paid from capital funds in October
 - b. School Security -- believe below budget for this project – discussion on merging parish security with school security

- **Finance Commission made and approved a motion to accept the quote to merge the parish electronic door entry system with the new school system. \$3200.**
 - c. Cemetery Columbarium – Proxy request sent to Archdiocese – approval received from City of New Brighton and the Planning Commission – proposal of \$205,000 for 3 cabinets and plaza area
 - d. Elevator – project completed – however water in pit again – reviewing contract regarding scope of work and warranty
 - e. Bell Tower – project in process – grout testing done – brick evaluation not done yet
 - f. Other – Rectory Drainage Project – sump pump runs into front yard – switch where runoff goes

- 10. Cash Reserve Evaluation – A Finance Commission objective – set up subcommittee to do this – after calendar year end

- 11. Announcements & Other Business --
 - a. Nominations – short 1 member on the commission – recruit and/or give suggestions to Gary or Mark
 - b. Next Meeting – November 15th
 - c. Other --

- 12. Closing Prayer --