

St. John the Baptist Finance Commission
June 8, 2021
Minutes

Present: Gary H, Dan B, Alan G, Kelly B & Robin P, Marian B

Absent: Ben J, Beth R, Joe F

Staff Present: Michelle Chock and Mark Dittman

Guest: Josh Willmert

1. Opening Prayer – Marian Briggs
2. Joint meeting with Administrative Services Commission about Capital Projects.
 - a. The Capital Projects Summary was reviewed, and the ASC went into detail what they see as priorities. The Finance Council appreciated the meeting and all the hard work the ASC has put into these Capital Projects. Subject to more information, we are committed to getting these High Priority projects completed.

The priorities of the ASC can be summarized as follows: the two highest priorities were glycol in the heating system and the church windows. Next was HVAC controls, school windows and PA system, and convent improvements. Number 5 on their list of priorities was the Chapel of Angels renovation.

3. Financial Review
 - a. 2020-21 – 11 Months Preliminary were discussed. Michelle will send out final reports when done.
 - b. Year-end transfer to capital
 - b.1. Past due tuition write-off
 - b.2. Prefund Tuition Assistance

There was a motion that \$400,000 to \$500,000 be transferred from St John's operating reserves prior to fiscal year end, with up to \$125,000 going to prefund tuition assistance and the balance to capital reserves. The exact amounts are to be determined by the Pastor, in consultation with the Chair of the Finance Commission, the Trustees and the Parish Business Administrator. Motion Passed.

There was a motion that \$121,512 of past due tuition/fees and \$31,532 of current receivables (from families who have sizeable prior year receivables) for a total of \$153,044 be written off of the balance sheet receivables but still reserved for future collection. Motion Passed.

4. Announcements & Other Business
 - a. Thank you, Alan, for 6 years on the Commission; thank you, Ben, for 3 years on the Commission
 - b. ERC (Employee Retention Credit) for the parish. We will be working with CLA to process this credit
 - c. Next Meeting – August 17th
5. Closing Prayer – Marian Briggs

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