

St. John the Baptist Finance Commission Agenda

June 13, 2023

Minutes

Present: Kelly B, Marian B, Jim M, Dan B, Pat C, Melissa S

Absent: Dave T, Robin P, Joe M

Staff Present: Michelle Chock, Mark Dittman, Fr Paul Shovelain

Guest: Deacon Derek Gilde

1. Opening Prayer: Melissa
  2. *What can the Parish Leadership Executive Committee do to better support our commissions?* Communicate to commissions regarding commissions' recommendations.
  3. Financial Review
    - a. Statements were reviewed.
    - b. Sunday giving still below budget. Only 2 ½ weeks in the year to catch up.
    - c. 3% recommended card-processing fee will be implemented July 1<sup>st</sup>. The electronic giving form will need to be updated. Notices will need to be in the bulletin.
  4. Robin put together a 3-year Projection. Thank you! This should satisfy the Archdiocese's requirement. We will want to review and update this spreadsheet at least twice per year.
  5. There have been some budget changes for 2024/25 that have resulted in a positive shift to the bottom line.
  6. School bad debt was talked about and will be part of our year end process. There was also discussion about more needing to be done regarding past due tuition and a tuition agreement with a process and consequences for non-payment. This will be a goal for the commission in the coming year.
  7. 2022-2023 Goals are complete.
    - a. Forecasting/Cash Flow (Robin/Joe) Discussed.
    - b. Budget/Contingency plan (Melissa/Robin) No update.
    - c. Tuition Assistance/Collection (Dan) Discussed.
    - d. Capital project's structure (Pat/Kelly) No update.
    - e. Capital projects long term plans (Pat/Jim) No update.
    - f. Cash/Investments (Robin/Joe) No update.
  8. Updates:
    - a. We've received all the notifications (from the IRS) regarding the Employee Retention Credit that we were expecting. The money should be coming.
    - b. Chapel flooring needs to be completed and we are also waiting on a few statues.
    - c. Capital Campaign
- Motion: It was recommended to contract with the Steier Group, after the planning study is completed, if the Leadership Team and the Trustees approve.
- d. AUP will cost \$5,800 and the plan is to complete it late fall. The contract with CLA is with Catholic Mutual for approval.
9. Closing Prayer: Melissa

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