

Finance Council Meeting Minutes

5-10-17

Present:

Dan Koedinger, Tanner Kabat, Parker Moore, Michael Corr, Jenny Leum – Finance Council Secretary, Julie Moore – Parish Bookkeeper, Father Joe.

I. 6:10 pm Opening Prayer

II. **Previous Minutes** read and approved.

III. Old Business

Locks. Tanner looked at Permar locks, recommends keypads, ~2K, keeps track of who entered and the time.

- a. Ben can purchase and install local locks. Check at Nuzums.
- b. Need 3 keycodes – office, basement in Hall, Rel Ed.
- c. Re-key everything else.
- d. Need new plates (security guard).
- e. Also need new door on office.

IV. New Business

- a. Building and Ground Committee already in place. Discussion of youth helping out, is this a liability issue? We would like them to volunteer in the parish.
- b. **Media cart** for Adult Formation. Moving forward to purchase, ~\$600-1000.
- c. **Mixer** in kitchen. Moving forward with repairs. \$300-400 to fix.
- d. **Water drainage.** Work has been done to address this issue. ~\$200 for drain tiles and pvc pipes. This should fix the water problem.
- e. **Gift table** at back of Church. Rough shape, wobbly, we will finance up to \$600 for a nice new wood table with marble top, asking parish for donations, put in bulletin.
- f. **Signs.** New need signs for choir, cry room, parish office (outdoor arrow), religious ed, parish office itself. On lower level, ones for Marion Hall, Religious Ed, and Kitchen. Jenny will look into these.
- g. **Annual Finance Review.** In-house audit in June. Finance Council Members will preview our books before this happens; Tanner K., and Dale P. to check over books.
- h. **History of Diocese books.** We ordered 50 to sell in October, our cost per book is \$33. Total expense for books was \$1795.64.
- i. **Cleaning Service.** Parish Council requests full-time custodian, a parishioner. Currently two part-time custodians with differing hourly wages. We discussed hourly wage and benefits. We will put an ad in the bulletin and set up interviews. The current custodian, Ken, will stay on until new person is hired.

V. Budget Work

- a. Fiscal Year July 1 – June 30
- b. Discussion on which accounts need auditing, agreed all accounts should be audited to avoid having the person writing the checks balancing or reconciling their own account. PCCW has own account, our bookkeeper doesn't see this. Mike agreed to respectfully approach PCCW about this to keep our parish compliant with Diocesan Policy.

- c. Julie Moore reconciles all accounts once a month.
- d. Discussion of **Front Door Ministry** account. It is for urgent and immediate, temporary needs to individuals requesting help. No cash is donated, help given via gas and food cards, paying a utility bill directly, etc. All funds are from donations.
- e. **Budget Worksheet.** Long discussion on various line items. Comparison of previous years to projected needs may not be accurate. We will not come up with definite line item amounts at this meeting. Finance Council members will look over the worksheets to decide on specific budget needs and numbers at next meeting. The Finance Council did think the numbers look healthy and there is growth occurring.

VI. Next Meeting June 22nd, 6 pm.

VII. Close Meeting 8:30 PM.

Submitted by Jennifer Leum, Finance Council Secretary.