

St. Francis by the Sea Finance Council Minutes

August 29, 2007 3:00 PM

Members present: Leigh Bullen, Bill Coleman, Mike Flint, Pat Gilmore, Marty Gleason, Bob Oppenheimer, Charlie Parker, Mike Pope, Jean Schneiderwind

In attendance: Father Michael Oenbrink, Terry Conway

The meeting was opened at 3:00 PM with a prayer by Father Mike. The minutes of the 7/25/07 meeting were approved as amended.

Church Financial Statement: Mike Flint - Revenue was over budget mainly due to unbudgeted Immigration office fees. Without that revenue, the operating surplus basically broke even. Capital expenditures included \$2,200 replacing the rubber material in the playground that was not forecasted. A revised capital budget needs to be developed for 2007/2008.

Cash Flow Statement: Leigh Bullen - Cash accounts showed a slight increase at the end of July with operating savings of \$19,000 and an available cash balance in the Wachovia sweep account of \$105,000. Average Sunday collections have increased every year for the last 3 years. Electronic giving participation rose from 158 to 165.

Ministries Report: Bill Coleman - CS&J donations reflected part of the offertory collections as in the new plan. There were no youth group expenses as a new director has not yet been hired. Immigration fees and services have been removed from this years budget as the change to Catholic Charities should be complete in Sept. Total expenses were \$9,300 under budget.

Administrative Expenses: Pat Gilmore - There were no significant expense variations in July.

Facilities Maintenance: Charlie Parker - Church Repairs were over budget for electrical repairs to parking lot lights after a lightning strike. The rectory was pressure washed and repairs were made to the rectory A/C. Janitorial expenses were over budget for both the church and the school for summer cleaning. School maintenance salaries variance also was due to payment for overtime and part time help for pre-school cleaning. Overall, facilities maintenance was \$785 under budget.

School Financial Statements: Bob Oppenheimer - There was no tuition revenue in July. Revenue from Registration fees, Instruction fees, and fundraising resulted in revenue \$1,500 over budget. Other Administrative expense included bus insurance, which was amortized over the year. Health Insurance and Salaries from previous year contracts will carry through August. There are 224 students compared to a budget of 215 students.

Thrift Shop: Marty Gleason - July revenue was slightly under budget. Transportation is over budget as annual insurance was paid in July. Higher Utility cost reflected the above average temperatures in July. Payroll was \$1,200 under budget. There will be an \$800 reduction in expense from cancellation of a radio spot. The Advisory committee met to discuss marketing plans to obtain more furniture. The Thrift Shop loan is still a diocese liability as the property is still in the Bishop's name. We need to pursue alternate financing to replace the temporary 1 year Diocesan loan and resolve the legal ownership issues.

Collection Counting: Mike Pope - The third and final draft documenting the method of counting collections is almost finished. Observation shows controls are more than adequate. Forms have been modified for more detail.

Investment Program: Mike Flint - Our investment portfolio is currently \$1.3 million. The Repair and Replacement fund of \$61,880 need to be invested. The transition of the long-range funds per the Transition plan is the responsibility of Terry. The Finance Council will be longer monitor the investment performance, but will monitor cash management locally to insure optimum results.

Stewardship Ministry: Leigh Bullen - Christins Forbis is coordinating the function to greet new parishioners beginning in September. Plans have been formulated for Stewardship month in November.

A stewardship brochure is being prepared to focus on volunteer opportunities in the parish.

Audit: Leigh Bullen - Two parishioners will audit the church and school financials as done in prior years. In September an external CPA firm will perform a limited review of cash and investment accounts, capital campaign receipts, cash collections process and electronic giving.

Long Range Planning: Pat Gilmore - There were no material expenses in July. The Building Committee will meet 9/5. A guaranteed price has been received for the Fine Arts Facility. . Assuming approval from the OCRM, site work should begin 9/17, construction 10/15, and the finish date is projected to be 5/5/08. Pat suggested that an article be placed in the bulletin informing parishioners of progress and projections.

Other Business:

Father Mike: Campaign receipts and expenses: Terry will do separate financials. High School Update: The Finance person needs to be replaced. \$100,000 will be needed in November for site work, and our portion would be \$20,000. Campaign Receptions: Bob Doyle is preparing a recap. Several ideas are being worked. More information needs to be given to parishioners. The campaign will be addressed at the meeting of school parents. Bus Purchase: The purchase of a bus by the deanery was denied, but the deanery may subsidize the cost of a bus to transport high school students to Catholic Schools in Savannah.

Mike Flint: 2007/2008 Final Budget After presentation by Terry on the latest Budget submissions for the Church, Thrift Shop and School, the Finance Council approved the budgets. It was agreed the approval for the school would be with the understanding it was based on the actual 224 students and not the original 215. Also noted that with the principal payments included in the Thrift Shop Budget the potential \$55000 deficit would not be acceptable and that the total of outside grants would only be what the Operational Surplus would generate after meeting the School commitment of \$120000 first plus all operating expenses and mortgage payments.

Repair and Replacement reserve: Currently we have \$418,000 in the Repair and Replacement reserve compared to the projected need of \$622,000. The shortage is due mainly to the \$200,000 expended for the convent. There is a need to be prudent to fund for the items identified as needed in future years. Research should be done to repair the church doors instead of replacing them for \$50,000.

The next meeting is Wednesday, October 31, 2007, at 3:00 PM in the Family Center. Father Mike closed the meeting at 4:55 PM with a prayer.