

St. Francis by the Sea  
Minutes of the Finance Council Meeting

December 13, 2006, 3:00 PM

Members Present: Leigh Bullen, Joe Carty, Mike Flint, Pat Gilmore, Mike Mika,  
Bob Oppenheimer, Charlie Parker, Leo Roell and Jean Schneiderwind  
In Attendance: Terry Conway Absent: Father Mike Oenbrink

The meeting was opened at 3:00 PM with a prayer by Leo Roell. The minutes of the October 25<sup>th</sup> meeting were approved as written.

In consideration that this meeting will cover both the October and the November statements, the chairman announced that we would concentrate on the November statements and discuss October data only if to point out some unusual event. He then reviewed the November Executive Summary for the Church. The monthly results for revenue and expense were off budget significantly primarily due to several unusual timing events. The year-to-date statistics show an operational surplus of \$24,049 compared to a budgeted deficit of \$32,153. This significant difference reflects improvements in both revenue and expenses. Terry is to review the overrun of the Other Administrative Expenses account and report his findings back to the Council.

Leigh reviewed the Cash Flow statement that he prepares. It was noted that the variance between Capital Expenditures in his report and the statement is the \$9,600 value of the donated car for the sisters. He also remarked that there is an unfavorable trend appearing in Net Income where the only positive months in the remaining year are the 2 with 5 weekends. That is something to be considered in our long-range plans.

Bob Oppenheimer reviewed the Statement Summary for the School. The bottom line shows a surplus of \$35,805 compared to a budgeted surplus of \$9,935. He pointed out that the grant from the Thrift Shop exceeded the budgeted amount thanks to less need by the Immigration Office. He also stated that the large savings in Food Service reflects the timing of payments that will eventually catch up. Other savings in expenses are also due to timing issues. The student population is now down to 228 compared to the budget of 230.

Mike Mika presented the Thrift Shop Financial Summary for November. It shows a surplus of \$75,976 compared to a budget of \$86,170 due to a shortfall in sales of \$11,006, although it was noted that November sales exceeded the budget by almost \$3,000. Expenses exceeded the budget by \$4,943 where Operations and Maintenance had the largest unfavorable variance at \$6,439. We are still experiencing higher electric bills created by our old and inefficient A/C units. Mr. Gray has agreed to take care of that problem. The Advisory Council is having its next meeting on January 8<sup>th</sup> to establish a revised budget to take into account the purchase of the building.

Ministries — Joe Carty gave the November report which showed that Ministry revenues were off by \$17,816 due entirely to 2 factors, i.e. (1) Fees were under by \$7,000 and (2) the Grant was under by \$10,000 to balance out the account Immigration Office account. Expenses were under budget by \$31,737 thus making a favorable bottom line of \$13,921.

Facilities Maintenance — Charlie Parker reviewed the monthly report. It indicated that church maintenance was \$2,757 under budget. The school statistics show that expenses are \$5,665 under budget. The church lighting has been improved by lowering the bulbs with the insertion of extenders in the fixtures. The lumen level is to be obtained as a reference point. It was reported that Ignacio fell and broke his shoulder. He will not be able to return to work for 3-6 months.

Collection Counting — Charlie presented a chart he has developed to show our collections by the Mass at which they are received. The 10:30 Mass collects the greatest amount followed by the 9:00 and the 5:30 Saturday Masses which average similar numbers.

Investments — Mike Flint presented his monthly report which shows that we have \$866,162 invested and \$26,224 yet to be placed. Adding the \$45,249 resting in the BSA Endowment Fund at the diocese gives a total investment package of \$937,635. The Building Fund now stands at \$255,747 of which \$9,660 is being held in checking pending need on architectural fees. \$46,000 of the Thrift Shop reserve fund was spent to reach a \$68,000 package for community grants. This type decision should come before the Finance Council for review. Columbarium transit funds are being held to cover the cost of adding 2 new frames (\$16,000).

Stewardship — Leigh Bullen distributed a list of recommendations made by the committee relative to the campaign which will be starting in February. In summary, (1) Coffee and donuts will be provided after the 9:00 and 10:30 Masses on the first Sunday of each month to promote fellowship, (2) Parish Council is to provide adequate manpower to greet arriving parishioners prior to all Masses, (3) Solicitation of any nature must be kept under close control during this period, especially on the First Sunday of each month.

Long Range Planning — Pat Gilmore reported that the committee met most recently on December 7<sup>th</sup>. The major work has been coordinating their efforts with the needs of the architect. The first phase has been identified as the Gymnasium and the Music/Art Center. Other construction needs are being studied to establish space required for various ministries. Efforts are being expended to provide documentation of all the facts for a meeting with the diocese on January 9<sup>th</sup>.

#### Other Business:

(1) Thrift Shop — Terry Conway submitted a Pro-Forma for the shop operations through 2016. It is based on Sales increasing at a rate of 3% per year. The Bank is going to update their appraisal. At this time, the interest rate for the loan will be 7.24%.

(2) Salary Administration — Mike Mika distributed a series of 6 drafts that have been submitted to Father Mike for his approval. The subjects covered are Policy, Guidelines, 2005 Increases, 2006 Increases, Job Descriptions and Performance Evaluations. He asked that all members review these documents and contact him if there are any questions or comments.

(3) Chairman's Remarks: Mike announced that the first 7 items of the Functions and Duties document are to be studied by the members. They will be reviewed in detail at the next meeting. Be prepared.

The next meeting will be on Wednesday, January 31, 2007, at 3:00 PM in the Family Center.

The meeting was adjourned at 5:00 PM with a prayer by Terry.