

Date: January 20, 2004 Parish Council

Business Office Report Submitted to PARISH COUNCIL

Activities for this month:

- Included in this packet is December, 2003 financial report. Our checking account and all D & L savings accounts with the Diocese of Dubuque are reconciled. At this time of the year our income and expenses should be 50%. Income above 50% is good. Expenses under 50% are good.
- W-2's and 1099's have been distributed and/or mailed on January 16, 2004, prior to the January 31, 2004 deadline as required by federal regulations.
- As of this date we have 60 Parishioner Families signed up for Automatic Withdrawal for regular offertory and Building for the Future contributions. We are receiving 1 or so enrollments a day. ACH forms will be included with the invoicing for the campaign. Also, we have 44 school families signed up for Automatic Withdrawal for tuition payments.
- I received notice that Saint Cecilia has been nominated by a donor-advisor of The Schwab Fund for Charitable Giving to receive a grant. In order to determine whether The Fund can act in accordance with the donor advisor's recommendation, I submitted the necessary paperwork to comply with their request for information on our organization. I expect to hear something by the end of February one way or the other.

Respectfully submitted,

Arlene Stacy, Business Mgr.

Parish members may obtain a copy of the financial report tables submitted with this report at the Parish Office.