

Minutes of the regular monthly meeting of the Saint Cecilia Parish Finance Committee

Date: October 10, 2006

Location: Rectory Living Room

Members Present: Joel Thilges, Jerry Greving, Pat Halbur, Duane Siepker, John Nelson and Randy Dalhoff (chairperson)

Meeting started at 7:05pm

Joel reviewed the September bank statements.

Minutes were approved.

Pat handed out a BOE update. A security system will be installed using Gala and FSA monies. Among other items, a video and audio security system will be installed at the front Education Center door to allow for surveillance of those that are requesting permission to enter.

Not granting tuition assistance may hinder some families from continuing to have their children attend the school. Tuition Assistance appeal will now be made during Catholic Schools Week in January. As more money is collected, more assistance can be provided.

Two tuition assistance requests were approved that were updates from previously unfunded submissions. Jerry did interviews in finding out the missing information on the forms.

Duane, Father Nienhaus and Jerry will meet to clarify the budget control statements made about this year's and next year's budget. The PC minutes reflect the idea that this year's budget needs to have its expenses curtailed and/or income raised, while the BOE is hearing that this year's budget stands as is with a directive to curtail expenses were applicable and next year the budget must be balanced.

ACH work can be streamlined. There are automated ways to submit contribution ACH records to the bank just as with payroll. There are also ways to generate the bank data file for tuition ACH payments. **Randy will investigate and setup the church system to accommodate easier use of ACH. John and Jerry will also be involved.**

More discussion ensued on if we need to incorporate costs of affiliated staff into other departments' budgets to get a true cost of each area and if so, how this would be done. This also included discussion of interest expense and TAXA expense as it relates to the operating budget versus building budget.

PTO for past retired educators will be paid. Educators' contracts and employee policy handbook need to be brought into concert with each other. **Duane and Jerry will continue to work out the details.**

The Archdiocese is scheduled to do a parish audit from November 7 through 10. The auditor will meet with Father Nienhaus, Duane and Jerry. The audit covers all financial aspects of the parish including committees and those groups handling money in the parish's name.

The first two weeks of church attendance counts was passed around.

Jerry has found volunteer help in the parish office. This is especially useful and needed when Joan, parish secretary, is gone.

Need to write a short report for the financial talk to be given at Mass on the October 21/22 weekend.

Cost of producing student envelopes was discussed. The income is roughly the cost of the envelopes. Previously the idea was to get envelopes into the hands of the students to encourage them to give to the church. The thought is that maybe the envelopes are not even being distributed now. They are currently not handed out in the school and it was unknown how RE or YM handled them. **Jerry will track down where the envelopes are and how they are possibly handed out.**

Meeting adjourned at 9:07pm

Submitted by Randy Dalhoff