

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

Date: January 9, 2007

Location: Saint Francis Room

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

Meeting started at 7:00pm

Joel reviewed the November bank statements.

Past minutes were approved.

The offertory collection for December was very good making up for the offertory deficit expired in the first six months. Will now see how the next six months plays out.

The school employee policies still need some editing before going to the archdiocese for perusal.

In the past three months the Church Endowment fund gained 4.4% and the Educational Endowment fund gained 5.3%. Very respectable numbers for so short a time.

The Friends of Good Sheppard group is still maintaining a small checking account that pays for some incidentals at that site. Revenues are raised by the local Jewell parishioners.

Jerry will shortly handle the transfer of \$2970.74 from the restricted Good Shepherd savings account to the parish general savings account. This accounts for the difference in Good Sheppard income and expenses for the FY06 year.

There will be a general request for tuition assistance announced to all school parents soon. A look at all those requests batched together will be done at a future date. Archdiocesan School Tuition Organization (STO) applications are due on March 1 for tuition assistance for the 07-08 school year. School families needing tuition assistance are encouraged to apply to both the parish tuition assistance fund and to the archdiocesan STO. Hopefully the STO fund can cover some requests and the parish can look at the remaining ones.

One January 23 and 24, Father and Jerry will be meeting one on one with all parish staff, excluding teachers, to refine job descriptions. Current job descriptions are very much out of date or not on record.

John Hayes, DRE, would like some guidelines on budgeting for FY08. That will probably be worked on after the RE program is approved at the BOE meeting as there is likely to be differences in how RE will be conducted in the future.

The lighting of the south parking lot area is being investigated. Jerry will work with the Facilities committee to come up with a lighting plan. Sample costs are \$250 for a wall mounted light to \$2,700 for a pole light with directional lighting. Care must be taken not to infiltrate the neighbors' residences with unwanted light.

The link hallway still poses a security problem since the doors at the west end leading into the narthex must remain unlocked at all times because of fire regulations. Thus the narthex and social hall are open to traffic at all times since the link hallway must remain open to the outdoors always for adoration people to get to the chapel. Installing an exit only door on the south side of the hallway just before the narthex doors could satisfy the fire regulations if the hallway doors to the narthex are locked. Jerry is working with Jeff Witt to see what can be done. Cost could be around \$5,000 for a door cut into that

wall.

Staff are instructed to lock down area doors when exiting an area after holding night meetings. Even though the security agency assigned to walk the building at night is supposed to do so also, it is good practice for the parish staff to lock rooms as they leave for the night.

Reimbursement mileage rate will change from \$0.44/mile to \$0.485/mile.

W2 forms are printed and will be sent shortly after some accounting reconciliation is done.

The school budget is pretty well set. Joel and Pat will go over their numbers. However, not much can be finalized until after the Parish Council states its position on the School Expansion proposal, which is scheduled to happen on January 16.

There is a delay on the archdiocesan audit report. Probably receive around February 14.

Meeting adjourned at 8:15pm

Submitted by Randy Dalhoff