

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

Date: September 11, 2007

Location: Saint Francis Room

Members Present: Joel Thilges, Jerry Greving, Rick Hoenig, John Nelson, Mark Imerman and Randy Dalhoff (chairperson)

Meeting started at 7:01pm

Joel reviewed the August bank statements.

August minutes approved.

Collection was a little behind for month of August the anticipated budget, but still a little ahead for the year.

The response to the archdiocese for more information concerning our request for special financing for the Phase 2 building project is in progress. **Jerry is putting together the information with input from others helping.** Ten year church budget scenarios are being put together and will be evaluated by the bankers on the finance committee.

Tuition assistance grants from STO were acceptable. Of those families that applied they received all or some of their request. The question of providing tuition assistance to preschool families was raised. STO does not fund these requests. The parish will follow the same practice. **John made the motion that the parish not provide tuition assistance to preschool families. Seconded by Mark and unanimously carried.**

The parish sends out about 967 envelopes to parishioners. That still leaves about 500 that do not receive envelopes. **An effort will be made to send envelopes to all registered parishioners, except those on ACH.**

**The bulletin article about contributions in comparison to budget needs some seasonal tweaking so as not to misrepresent the church budget.** Christmas and Easter collections are currently spread across all the weeks rather than the time those contributions are normally collected.

**Randy will be working on the annual Parish Financial Report.**

**The parish will be exploring the hiring of a Development Director for fundraising and communications.**

**In the next few days, Joel and Mark will work with the School Principal to look at the policy of allowing students in school from families that have not paid previous years' tuition.**

Restricted accounts for repair and maintenance need to be setup for school, RE and YM areas to hold budgeted money for future use. **Randy and Jerry will needs to setup the accounts and start moving money monthly into the restricted accounts.**

In light of the \$3600 being transferred from the Hot Lunch program to the School Other Income at the end of FY07, a review of carrying-over funds for repairs/maintenance/replacement of Hot Lunch fixed assets needs to be evaluated.

Adjourned at 8:55 pm.

Submitted by Randy Dalhoff

*Meeting follow-up postscript:*

Joel and Mark met with the School Administration and a BOE Rep to discuss the nature of a past due tuition account. There is currently a plan in place to collect the remainder of last year's tuition. For this year they have completed the application for STO grant and should hear a response no later than mid-October. It is anticipated that they will receive all of their tuition from the STO for this year. At this point, there is a plan in place that is agreed upon by the School Family and Administration. Unless things change, there is no need for further action. We also discussed that the BOE and Administration need to look at ways to alleviate tuition issues before they get to this point. - Joel

Further information concerning the Hot Lunch fund transfer. My understanding from Duane Siepker is that the intent of the school administration was that these funds would be eventually used for repairs/maintenance/replacement of fixed assets in the hot lunch room, i.e. ovens. Due to the short fall in the school budget, the business manager elected to shift these to the overhead cost at the end of last year. Now we have a \$4,800 cost for a new oven. Also by law you can not make money in a hot lunch program, but you can carry over up to 3 months operating expenses (for this year, \$15,175) for the purpose of capital expenditures associated with a hot lunch program so that when an oven needs replacing the funds are available (The government actual does recognizes that fixed assets do wear out). I just happen to know someone with some Hot Lunch experience but if someone understands this differently please elaborate. I would recommend that we need to look more closely at procedures before shifting funds around. - Joel