

**Saint Cecilia Parish Finance and Administration Commission regular monthly minutes**

Date: August 12, 2008

Location: Conference Room

Members Present: John Nelson, John Feyerer, Father Nienhaus, Rick Hoenig, Char Van Kerckvoorde, Jerry Greving, Tim Simodynes, Joel Thilges and Randy Dalhoff (chairperson)

Meeting started at 7:03pm

Added parking lot striping and finalization of bequeath expenditures.

No discussion on written reports.

**Randy will henceforth send the entire Finance Commission a monthly financial summary similar to the one the Parish Council receives.**

**John will send budget info to the various departments of the parish.**

**Randy will check with Tom Budnik, Troy Staudt and Bill Haas on the school web site.**

The Finance Council Charter pretty well follows the current work done by the Finance Commission. Only real change to the proposed Norms is the membership. It is proposed that the official members of the Council be the Commission Chairperson and the next level of Committee Chairpersons making up five people on the Council: Parish Operations Committee Chairperson, Financial Management Committee Chairperson, Human Resources Committee Chairperson, and Legal Committee Chairperson. The archdiocese would rather have no Committee chairperson on the Council, but have committees report to it. We will likely keep our current setup since it works. No hurry in adopting the Charter since it is not due until July 2010.

Additional fencing to totally enclose the school playground is requested by the school administration to further security of the area. **Rick will look at different fencing proposals ranging from simple chain link to estate fence similar to the existing fence on the north edge.** Keeping a good esthetic image is also important.

Parking lot striping will proceed. Low bid is \$1760.

The deferred giving plan and promotion is being handled by the Development Commission with Frank Oppold doing lead work.

The 2007-2008 bequeaths expenditures are finalized as follows:

These funds were allocated and/or appropriated to budget line items as follows:

20 % allocation as per guidelines:

7.5% School	\$12,418.74
2.5% Youth Ministry	4,139.58
5.0% Rel Educ	8,279.16
5.0% Development	9,107.08
Subtotal	\$33,944.56

Appropriations via budget approvals:

Roof/Church	\$35,500.00
Narthex speakers/Church	2,500.00
Network computer upgrade/Church	5,000.00
In-Wall tables/ Educ Ctr	12,500.00
PA System/ Educ Ctr	11,000.00
Carpet/Educ Ctr	10,000.00

Building Loan payment	55,138.67
Subtotal	\$131,638.67

Total: Bequeaths distributions            \$165,583.23

Special considerations concerning the bequeaths expenditures:

- 1) The anticipated cost of the in-wall tables is expected to be substantially less than the allocated amount. Monies not used for tables will be spent on the playground fencing.
- 2) Speaker fees for people participating in spiritual workshops or missions will be spent out of savings or extra fiscal year 08-09 earnings.
- 3) Security door expenses to be installed in the near future in the link will be spent out of savings or extra fiscal year 08-09 earnings.
- 4) #2 and #3 expense schemes are acceptable since the loan amount was paid out of the bequeath gifts.

Custodian interviews will be conducted in the next few days to fill the recently vacated Education Center custodial position.

The development of a deferred (escrow) account for facility needs should be budgeted in the future. Funds are needed on a carry-over type basis to pay for future facility/equipment repair/upgrade needs since they are usually not incurred on an annual basis.

Social Hall area roofing project will occur in October.

BOE will be appointing a person to the archdiocesan STO committee.

Gala books for the past year will be finalized shortly by John and Joel.

Meeting adjourned at 8:05pm.

Submitted by Randy Dalhoff