

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

Date: January 12, 2010

Location: Conference Room

Members Present: Jerry Greving, John Nelson, Joel Thilges, Father Jim, Cheryl Carlile, Char Van Kerckvoorde, Tim Simodynes, Rick Hoenig, Greg Stejskal and Randy Dalhoff (chairperson)

Meeting started at 7:02pm.

December meeting was cancelled because of bad weather, so no minutes from previous month.

Agenda additions:

Tuition Assistance Policy review

Contributions in December were up about \$20K from the previous December. Business office will continue to monitor in the next few months which are usually leaner.

Budgeting for FY11 is in progress.

**John and/or Cheryl will conduct an internal audit of parish financials soon.**

**With direction from the Parish Council the Finance Commission advocates that a long range plan for facilities be developed.** At the present time there is no clear report as to how and when we might expand worship and education spaces. The facilities committee needs an idea of plans so as to know how to handle major equipment repairs and replacements.

Processes have been reviewed concerning the planning, commitment agreement, and monitoring of YM events. Procedures are being implemented to avoid or minimize deficit restricted account balances.

About half the needed money for the garage and meeting space remodel has been pledged or collected from 90 contributors. Bids will likely go out in Spring for a Summer construction project to be done between school sessions.

**Tim will rework the Tuition Assistance Policy to include a special clause for exceptions to the policy.** The new policy is expected to be approved at next month's meeting.

Van sale is still on target for March or April.

**Jerry will review documentation concerning the tuition assistance request from the non-Catholic family to determine the need.** Authorization is given to grant up to 25% of the non-Catholic tuition fee.

Meeting adjourned at 8:53 pm.

Submitted by Randy Dalhoff