

## **St. Columban Church**

### **Minutes of Finance Council Meeting**

**November 17, 2009**

**In Attendance:** Gerry Siegert; Greg Doud; Bridget Krebs; Tom Ney; Patrick Lesher; Don Kruse; Bill Schwanekamp; Gretchen Zazycki

**Not Attending :** Jennifer Schaltz

**Minutes** – Patrick noted that previously distributed minutes of the October 20, 2010 meeting should be corrected to reflect that proceeds from two recent bequests to the parish will be used to address current operating budget needs. The previously distributed draft minutes indicated that these funds would not be used for operating purposes. With this correction, the minutes of the October 20 meeting were accepted..

#### **Financial Report – Actual Versus Budget**

The primary variance from budget continues to be the significant shortfall in Sunday collections.

The new boiler has been installed. Cash has been received from the PTO and funds in the school account were used to fund the rest of the payment. It is still expected that annual savings of at least \$7,000 or more will be realized in the operating budget.

The two estates are expected to be settled soon.

There were no other significant budget fluctuations noted although Patrick noted that there were several timing differences where tuition had been received early or expenses for the year had been prepaid as of September, thus making cash basis operating results somewhat misleading.

#### **Interim Financial Report**

The proposed report on financial condition is on a cash basis and because of the amount of prepaid tuition and operating expenses for the entire year that have already been incurred, it is not possible to easily present a reasonable portrayal of year to date operating results for the school. Instead of a detailed interim operating report, it was decided to present limited highlight financial data.

Don has been asked to speak from the pulpit on the weekend of December 12 and 13 and concentrate on discussing issues such as the fall of in weekly collections and a rough estimate of parish support for the school, but will not present a lot of detailed data.

A full financial report on school and parish operations will be presented at the end of the fiscal year when the various accrual accounting issues go away and make such a report much less confusing.

### **Budget Reports and the Budget Process**

Patrick will make assignments for members of Finance Council to pair up with various cost center managers for discussion of the budgeting process. Initial conversations will center on the nature and structure of budget reports. Later meetings will address the amount of budget actually needed in each area and historic operating results. Council members were reminded that many budget managers have never seen reports nor have they been aware of budget allocations to their areas. Apparently prior communications during the budget building process were very limited, with only minimal interaction with the managers. Reports need to be designed that explain the status of actual versus budgeted activity for each area rather than managing the entire budget from a single vantage point in the business manager's office.

### **Parish Council**

Father Larry is one of only 30 priests nominated for participation in an Archdiocesan leadership program.

Parish Council members seek feedback from parishioners and will be present at the next three donut Sunday gatherings in order to be available to discuss and topic that of concern that parish members may want to address.

Lisa Hilliker has been elected Chair of Council and Paul Madix is vice chair.

Parish Council reports will eliminate references to specific facts and data included in other Commission or Council reports. They will discuss concepts but will not reflect data and will instead point to the reports of other Councils for such information. The intent is to avoid misinterpretation or erroneous references.

### **Parish Campaign**

The campaign committee has received four proposals for bridge financing from various local banks. Dave Mattei has asked Don, Tom and Gerry to serve as a committee to review the proposals and make a recommendation for selection.

Bids for work on the undercroft are due to be submitted within the next few weeks and will be followed shortly thereafter by bids for the parish offices. Costs are expected to be 10% to 15% lower than initially projected because of the economic downturn.

**Future Meeting**

The next regular Council meeting is scheduled for December 1 at 7PM in the parish residence. We will concentrate on developing a recommendation for tuition for the 2010-2011 school year. Patrick will assemble information to be reviewed prior to that meeting.