

Saint John Paul II Parish
Finance Committee Meeting
July 25, 2016

Attendance: Deb Wooley, Kathy Luczynski, Nick Petropulos, Sally Douglas, Joe Truskowski
Absent: Mike Koperniak, Father Steve

Deb began the meeting with a prayer. Meeting was called to order at 6:00 p.m. Sally moved to accept the minutes of May 16th meeting, Deb seconded, all in favor, it passed.

ND Steeple & Bells

The committee discussed the various reports and information relating to the structural concerns identified with the ND Steeple. It was noted that when responding to a roof leak, inspection by the contractor revealed concerns with the rotting of the wood curbs holding the 3 ton bells. They recommended removal of the bells to reduce the stress on the steeple. Initial rough estimate to address the steeple deficiencies is \$100,000 but will be better assessed when the bells have been removed. Kathy reported that Father has spent a significant amount of time working with independent engineers as well as the Diocese on the problem and options. Two companies expressed interest in the bells. Since the bells have not worked for 30+ years and are adding risk to the structure, the committee agreed removal and sale was a prudent decision.

Joe stated in advance of the 3 ton bells being removed, we consider any liability with removal and who is responsible should anything go wrong with removal. Kathy noted that the Diocese requested a copy of rigger's insurance in advance.

The revenue received from the bells will be reserved for steeple stabilization costs. Kathy reported that Father has been approached by a company interested in purchasing the windows at ST. \$90,000 offer is pending which includes removal. In light of the fact that the Parish does not have the funds to repair the steeple and we are not in a position yet to conduct a Capital Campaign, this revenue can be used to offset the costs.

It was agreed the Finance Committee will prepare an information bulletin for the Parishioners to explain the structural concerns and strategy for covering the costs to be certain Parishioners understand the need and decision.

ND School Rental

The committee discussed new tenant prospect.

"Call Em Up" Service

Deb explained the information submitted to the Committee from the Parish bookkeeper for an automated telephone outreach service. After discussion it was decided not to proceed with the service.

Memorial Fund

The committee reviewed the property committee report and discussed adding critical window replacement to the Memorial Fund out of concern that if they are not repaired soon, they will continue to deteriorate further. Although all windows should be addressed, certain ones have been identified as most critical. Until the Parish can consider a Capital Campaign the Memorial Fund can be an option for fundraising.

Financial Review

The committee reviewed the financials provided in advance and acknowledged the significant improvements since last year. It was also acknowledged that the Parish is still far from fiscal stability but has made some remarkable progress noting a 10.26% increase in weekly collections, 16.14% increase in total collections which includes the new "Diocese Assessment" line item. FY 2016 was a record year for fundraising netting the Parish almost \$41,000. Also noted was the revenue generated by the Manor rental which was more than \$26,000. Without these additional sources of revenue, the Parish would not be sustainable. Total recurring expenses were down more than \$16,000 much of which was attributed to the mild winter.

Total checking and savings balances have grown by more than \$76,000. It was noted that St Vincent de Paul account either be updated or removed from the Balance Sheet since it is administered and managed by a separate committee.

Kathy and Deb reported they attended the May Property Committee meeting to discuss FY 17 budget. The committee submitted a level budget request from last year together with a list of prioritized building deficiencies and Prioritized Capital Projects (safety and critical needs) request which the committee discussed. FY 16 closed out under budget due to delay in completion of many items. It was noted that many of the FY 16 projects were completed due to the generosity of parishioners who completed many of the tasks at no cost saving the parish thousands of dollars. With our finances somewhat stabilized, we anticipate the ability to address more items on the list. Deb stated she is now providing the committee with monthly updates so they know where they are with the budget. It was agreed they need a sense of our operating cash which fluctuates and despite the approved budget could be impacted by many variables throughout the year. Deb will also provide them with a reminder copy of our Expenditure Policy so we can be certain to know if any anticipated costs are higher than anticipated.

There was extensive discussion regarding the Capital Budget items including the need to remove 5 oil tanks located in the ground. There is some question regarding the size of various tanks so estimates are wide ranging from \$17,700 to \$46,000. Joe stated that he believes the tanks are recorded at the registry of deeds. (Property Committee followed up with this and they are not recorded). Nick questioned whether it is our responsibility or the Diocese to remove them. The committee discussed the option of establishing a reserve for the removal so we can "save" for the expenditure. It was decided to obtain the cost of the removal of the ND tank to determine if in FY 17 we can commit to the one cost.

The committee reviewed the information on the church windows both of which have some critical windows identified.

Deb will work with Lary to finalize the yearend figures so we can present the Annual Report in a timely manner. It was agreed we should supply a summary similar to last year.

FY 2017 Budget / Process

The committee reviewed the FY17 proposed budget prepared by Deb. Recommendations to adjust some items based upon final yearend figures were made. Deb will make the adjustments and submit the revisions to the committee for approval. Kathy noted that although the preliminary budget is balanced, once we factor in our debt service for the ND boiler, our cash flow will be negative by roughly \$27,000.

Sally questioned whether we should look into pre-buying some oil since prices are so low right now. It was agreed we should consider this.

Joe questioned the negative revenue for the adoration chapel. No one was certain if it was still open and what the future plans are for it.

New Business

Joe questioned changes to the Manor rental on Homeway page. Kathy reported that the Office Manager is now handling requests.

Joe questioned a woman at SSK cemetery recording names from stones. Deb reported as noted at our last meeting, there are some documented issues with the cemetery records which require fixing. Lary Grossman arranged for a person he knows who has worked on similar issues at other small cemeteries. Deb will obtain an update from Father and Lary.

The committee agreed not to meet in August and resume meetings again in September – date to be determined.

Meeting was adjourned at 8:23.

Respectfully submitted, Kathy Luczynski