

Saint John Paul II Parish  
Finance Committee Meeting  
January 15, 2018

Attendance: Deb Wooley, Kathy Luczynski, Joe Truskowski (via phone), Mike Koperniak, Gary Bellows  
Guest: Jill Staffin Absent: Father Steve

Meeting was called to order at 6:00 p.m. Kathy introduced Jill Staffin who began managing the Manor rentals effective January 1<sup>st</sup>.

Manor

Jill reported that the Homeaway website has been transferred to her control and she is working on becoming efficient with navigation. She shared that she is in the process of also registering with Trip Advisor but needs some information which Kathy will provide to her. She spent some time meeting with Larry Clairmont and his cleaning crew and she noted how impressed she is with their dedication to preparing the facility so meticulously for our visitors. The committee encouraged her to reach out to them with any questions or concerns.

Committee Member Shared Responsibilities

Mike will be going to the office this week to review November and December bank statements.

Capital Projects

**SSK Boiler:** Kathy shared a summary of expenses and revenues relating to the project which will be published in an upcoming bulletin. She also noted there is a discrepancy between the general ledger figure and report prepared by Laura which she will be researching. Gary suggested follow up on the engineering bill which noted ten site visits to determine if they were all provided.

**Solar Project:** The committee discussed proposal received from a solar development company. Preliminary assessment resulted in the company's interest in conducting further feasibility of the project including zoning requirements, utility limitations, etc. They are willing to provide SJP with \$4000 payment to "reserve" the land for a period of one year while they conduct the feasibility study with no obligation to proceed once completed. The committee will request a meeting to ask questions and discuss the proposal further. (Subsequent to the meeting, Father notified the Diocese of this initiative. They provided him with information on an alternate "preferred vendor" of the Diocese in Boston. In addition to meeting with the company, research will continue. )

**ND Steeple:** This project has been completed at this time. The property committee previously expressed concerns with the cold weather approaching in October but the weather co-operated and the project successfully completed.

**Cemetery Project:** Kathy is awaiting information from Laura regarding analysis of information obtained from consultant and an understanding of how to proceed with electronic records going forward. It is likely we will try to get volunteers to assist her with some of the data entry. More to follow.

Property Valuations / Insurance: Kathy reviewed the property valuations submitted by the Diocese and her correspondence with them regarding the obscene valuations and associated 13% increase. The Diocese has requested the finance committee submit properties to be considered for demolition vs. replacement which will reduce valuations. It was noted however that previously it was communicated to us that such an adjustment would simply shift the added cost burden to those properties that will be

replaced. Mike suggested we submit request that we simply cover one parish church to be replaced for \$9 million valuation. Kathy will continue to communicate with the Diocese and determine what options are possible to reduce the increased cost which cannot be absorbed by the Parish.

Estate Planning: Kathy informed the committee that a parishioner reached out to the office to ask about his desire to include the parish and SSK School in his estate plans. He was referred to the Diocese for additional information and subsequently returned with some additional questions. He further recommended the parish facilitate a process for anyone considering a willed gift to the Parish including a seminar with the Diocese Attorney and local resources. Kathy shared a bulletin for a parish she visited while travelling regarding Charitable Giving of IRA charitable rollovers. Joe noted in Florida the parish sponsors luncheons etc. where these topics are discussed. The committee agreed this is an excellent initiative to pursue. Kathy will speak to Father about next steps.

#### Financial Review

Committee discussed the financials provided in advance of the meeting. Balance sheet looks strong although Kathy noted that the payment for the new SSK Church boiler was not made as of December 31, 2017 and is the reason for the increased Accounts Payable amount. It was noted that weekly collections are down from last year by almost \$7000. Total collections negative variance has improved however from November at -3.79% to -2.86% in December. It was noted that in FY 18 we show special fundraising for specific projects as a -reduction to the associated capital improvements so the financials reflect the net cost to the parish of the capital improvement. Deb will work to provide meaningful footnote explanations.

The importance of long term streams of revenue such as school rental, trust revenue and projects such as solar income are important and will become more critical with time if the number of parishioners continue to shrink and our number of dedicated volunteers doesn't increase.

Despite variances in different areas of the Budget analysis, it was noted that the variance for ordinary expenses is less than \$500.

Committee reviewed the Cemetery financials noting less income and a negative variance in cash accounts of \$14,500.42. The stock market is producing positive unrealized gains in the perpetual care account of \$20,635.32.

#### New / Other Business

Kathy asked Gary for a status on concerns with the SSK altar lights. After spending significant amount of time trying to identify a work around, restoring the lights is not feasible without a lighting specialist at a cost estimate of \$20,000. The committee agreed any such revenues should be directed to more important repairs. Gary commented that the issue presented a fire hazard so the power was disabled. He also cautioned that the altar area is very brittle and extreme caution should be taken around the statues, etc.

Deb reported the Diocese is mandating all parishes to utilize a new accounting software system: *Intaact*. Gary has gone to training provided by the Diocese and is preparing to migrate to the new system in March. It will involve a new chart of accounts & accounting system software. Deb commented that we have a great process in place to receive timely reports we require and hopes this will not cause any delays or issues.

Next meeting will be **Monday, April 16th at 6:00.**

Meeting was adjourned at 7:33.

Respectfully submitted, Kathy Luczynski

January 15th minutes moved to accept the minutes as presented via email on January 26, 2018 by Joe T,  
Seconded by Deb; all in favor.