

St. Mary – Holy Cross Parish Finance Council

Minutes of Meeting – July 20, 2010

Present: Susan Genalo, Joe Dunham, Lori Dunham, Lisa Schoening, Bob Reid, Fr. Krettek and Peter Relyea (Parish Bookkeeper)

Absent: Anne Davis

Opening

Meeting was opened with a reading from Matthew and prayer led by Fr. Krettek.

Approval of Prior Meeting Minutes – June 15, 2010

Susan Genalo requested that the first bullet for the monthly budget discussion include the statement, “This will be a placeholder as we do not know the scope of the audit and associated costs at the time of the budget preparation.” It was also determined that Bob Reid made the motion for new officers and was seconded by Lisa Schoening. The June meeting minutes were approved 5-0 as amended. Motion: Joe Dunham, Second: Lisa Schoening.

Presentation of June financial reports

Peter Relyea noted that the fiscal year ended in the red around \$4,000.00. He provided a 2010 Adjusted Operating Income Report but the Council requested that the month of March Fiscal YTD figures be corrected and verified prior to software closeout of the fiscal year. The Annual Report to the Diocese is due September 15. The AOIR started with the month of January. It was requested that this information be given for the whole fiscal year, starting with July 2009. This request included the FYTD FTF receipts and the addition of anticipated pledges in the future.

Susan Genalo requested that the review of Statement of Policies and Procedures be included on the August agenda.

Budget

A review of the 2010/2011 revised budget included the discussion of Continuing Education for staff members. An email dated July 06, 2010, from Peter Relyea to the Council, outlined further revisions. Council declined the increase to the Mileage/Travel of \$2,500.00 but approved an additional \$1,250.00 for Continuing Education. Council members stressed the importance of being prudent during these economic times concerning staff travel for training. Motion: Joe Dunham. Second: Lisa Schoening. Ayes: 5; Nays: 0

Fr. Krettek stated that the DRE budget may need to be adjusted for the new position. The musical organization position in the parish may develop from a volunteer to a paid position.

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Religious Education and Vacation Bible School registration fees needs to be reviewed in January or February 2011.

Motion made by Lisa Schoening, seconded by Joe Dunham, to approve the Fiscal Year 2010/2011 Budget. Ayes: 5; Nays: 0

Faith to Finish

Peter Relyea stated that as of June 30, 2010, \$8,500.00 was determined delinquent. A letter will be sent out soon as well as the monthly reminders. An announcement will be put in the bulletin to assure parishioners are receiving these.

Diocese Compensation Guidelines

Fr. Krettek led a discussion on compensation guidelines and job descriptions. The Diocese has developed a handbook related to job performance and appraisal and setting the level of preferred compensation. Wages may be adjusted based on job performance versus across the board pay increases.

Other Business

Fr. Krettek inquired as to the Council's role in extraordinary or emergency maintenance. It was requested that the Council be notified by email of unexpected large expenses.

Fr. Krettek inquired if the Council would like to fill the vacancy left by Michael Cruise. The Diocese requires a Council roster of at least five and the Council currently has six members. It was decided that the vacancy would be filled at the start of the calendar year.

Closing

Closed with a prayer.

Adjournment

Next Meeting – Tuesday, August 17 at 7:00 p.m.

Meeting minutes prepared by Lori Dunham