

St. Mary-Holy Cross Parish Finance Council
Minutes of Meeting-May 16, 2017 7:00p.m.

Present: Fr. Dan Krettek, Peter Relyea, Shaun Magill, Rita McClain, Laurie Phelan, Dave Pottebaum, Doug Jones, Sue Tollefson

Absent: Karen Bellis

Opening Prayer: Lead by Fr. Krettek

New Business: Andrew Cory proposed the use of the soccer field for drone racing during the Elkhart City Festival on June 24th. It was moved by Laurie and seconded by Doug to allow the use of the field if we received an insurance incident report and certificate of liability insurance with St Mary's listed as an additional insured as well as managing parking so the lot would be available for Saturday night Mass. Motion carried.

Approval of March 2017 Meeting Minutes: Motion made by David, seconded by Rita to approve after changing the dates of prior meeting minutes and YTD Financial reports presented to February ,2017.

Presentation of YTD March and April Financial Reports:

- Peter Relyea presented the March financial reports. Peter noted that once again income was under budget and expenses were over budget. Dave asked if department heads had to receive prior approval before making expenditures. Peter noted that there is no formal approval process after approval of the budget. He also noted that there are no consequences for going over budgeted expenses. The group discussed the need for the departments to have accountability and either have to increase income or reduce expenses in order to stay within budget. It was suggested that the finance council receive financial statements (budget vs actual) by department to help evaluate the individual department results. It was also suggested that the budget should be reassessed midyear and be considered a plan that can change. Peter noted that he currently gives department heads a budget vs actual report. Laurie moved to approve the Financial Report, and it was seconded by Dave. Motion carried.
- Peter then presented the April financial reports. Laurie suggested that Finance reports be presented on more of an operating basis excluding SGG, Cemetery, Depreciation and restricted funds in order to get a more realistic operating financial picture. Once again the discussion turned to the sustainability of the parish finances with the current downward trend in income and increase in expenses. Dave moved and Laurie seconded the approval of the April Financial Report. Motion carried.

FY '18 Draft: Peter noted that the budget needed to be approved prior to July 1st. He also said not all departments had submitted their budgets.

- The discussion began with the music department. There were questions regarding the increase in payroll. It was noted that the music director is paid hourly. She has worked an average of 15.1 hours per week this year vs 11.7 in the prior year. The keyboardists are also paid. There were also questions regarding the details of the budgeted program services of \$3,100 and the budgeted travel & training of \$1,800 for the next year.

- It was noted that youth ministry and confirmation has been expanded per directives from Bishop Pates. That led to a new confirmation coordinator position last year.
- It was decided that the finance council members should review the budget and email their questions to Peter as well as the other council members, so Peter can communicate the questions to the appropriate department heads for clarification.
- It was also mentioned that maybe we should consider second collections designated for specific areas within the budget.
- It was once again noted that there needs to be more control over expenditures. If revenue is decreasing, expenses should also be decreasing.

New Business: Shaun moved that new business be tabled until the next meeting. Motion carried.

Next Meeting: Tuesday, June 20, 2017 at 7:00

Minutes submitted by Sue Tollefson