

St. Mary - Holy Cross Parish Finance Council Meeting Minutes

Date: [May 27, 2025] | Location: [St. Mary Parish Hall]

Attendees: Julia Coash, Craig Johnson, Laurie Phelan, Anne Power, Bill Rooney, Tom Rooney

Absent: None

Approval of Minutes

- **Approval of March Finance Committee Meeting Minutes** Tom read a motion to approve the minutes from the March Finance Committee meeting, which was seconded by Sarah. The motion passed, and the minutes were approved without further discussion.

March/April Financial Statements

- **Contact Diocese About Parishsoft Subscription:** It was agreed that the issue of paying for both Parishsoft and Paylocity needed to be addressed. Candy committed to reaching out to the diocese to resolve the matter and inquire about any potential credits for the unused Parishsoft payroll module.
- **Income and Expenses Update:** It was noted that primary and auxiliary income had increased and was above the year-to-date budget. However, expenses, particularly utilities and building expenses, had also increased.
- **Fire Extinguisher Testing Protocol:** Laurie raised a protocol question regarding the approval of expenses related to fire extinguisher testing. It was clarified that finance-related expenses should be approved by the Finance Committee, not the Building and Grounds subcommittee. Candy will send the invoice to the Finance Cmte for review and approval.
- **Budget Adjustments for 2025-2026:** Laurie, Candy, and Sarah discussed the proposed budgets for 2025-2026, considering different salary and income increase scenarios. They agreed to stay with a 3% salary increase and a 5% income increase, while also aiming for a balanced budget by adjusting certain line items. Bookkeeping will adjust a few expense and income items that will help to balance the budget. The 2025-26 Budget will be built from current year actuals. Budget will be approved at next Finance Council meeting.

New Business Matters

- **Inspection Reports and Prioritization:** Father stated he would be sending out the inspection report for St. Mary this week. The Council was sent the report for Holy Cross earlier in May.

Old Business Matters

- **Holy Cross 150th Anniversary Budget:** Laurie discussed the budget for the Holy Cross 150th anniversary celebration, noting that the initial estimate of \$6,000 might be insufficient. The committee agreed to increase the budget to \$15,000 to cover expenses such as tents, catering, and printing.
- **NCYC Budget Adjustment:** Laurie and Candy discussed the budget for the NCYC project, noting that the initial estimate of \$25,000 was high. They agreed to adjust the budget to a more accurate estimate of \$7,000 to \$9,000.
- **Approval to Move Forward with Bovard:** Laurie sought approval to move forward with Bovard for phase one of the current year's projects. The committee agreed to give Bovard the green light to proceed. Fr. Ross will speak to the Bishop so the project can move forward soon.
- **Update on Pit Toilet Project:** Laurie provided an update on the pit toilet project, noting that Polk County Conservation was moving forward with the installation. The project is expected to be completed before the Holy Cross 150th anniversary celebration at a cost to the parish of approximately \$11,000.

Meeting Adjourned at 7:33 p.m.

Anne Power