

St. Cecilia Finance Committee
Meeting Minutes
December 13, 2018

Members Present: Fr. John, Mary Ellen Ryan, John Bykowski, Ken Scherber, Julie Sexton and Julie Kunkel

AGENDA

Opening Prayer

Approve minutes from October meeting

Discussion of November results

Revised Archdiocesan Report – Year ended June 30, 2018

Julie opened the meeting with a prayer.

The October minutes were approved and will be posted to the parish website.

Review of results through November:

- The Committee reviewed November YTD results. Revenues continue to lag behind the prior year by about \$12k in the aggregate. The shortfalls are noted in all categories including envelope, building fund and events (Oktoberfest). Expenses are running \$10k higher than the prior year. Although some of the increase is timing related (e.g., general insurance premiums) other overages are expected to continue as they are related to personnel expenses which were planned to be higher than the prior year due to increasing salary and benefit costs.
- As a result, the net deficit is about \$20,000 before principal payments on the debt.
- The committee discussed overall giving levels, implications to charitable giving from the new tax law and other factors impacting revenues. There will be additional communications in the bulletin prior to year-end to encourage additional giving.
- The committee will revisit the situation after year-end to address whether additional measures are required to right-size expenditures to match the lower revenue amounts.
- Overall the cash balances are still strong at about \$133k – although down considerably from the beginning of the year level of \$174k. Debt is now at \$79k.

The Committee discussed that if revenues continue to trend below budget, we may need to change the reporting we are using in the bulletin to include monthly comparisons of anticipated revenues to actual revenues, in addition to the quarterly information currently provided.

Archdiocesan reporting – the committee discussed the corrections that were made to the original submission to the archdiocese. The overall change to the assessment was about \$1100. The revised report was submitted in time for the early filing discount. The revisions related to:

- Treatment of endowment activity, including unrealized gains
- The use of “net assessable” accounts for certain parish activities – which permits “netting” of allowable expenses against revenues for assessment purposes
- Allowable use of pass through accounts – which is limited only to charitable giving.

Appropriate changes are being made to address these requirements. The revised use of the pass through account will require additional changes to processes. This will be addressed before the end of the fiscal year.

The Committee plans to begin a process of revisiting existing parish staff job descriptions as part of its succession planning efforts.

The Committee will meet again on January 10 at 5 p.m.

Submitted by, Julie Kunkel

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