

AGENDA

Opening Prayer

Review:

- February financial statements

Discuss:

- Results against budget and anticipated results for the year
- Preliminary budget discussion
 - Salary discussion
 - Any areas to invest or change our historical expense approach
- Building plans and building cash position

Minutes of the March 31, 2016 Meeting

Members in attendance: Gerry Sande, Fr. John Hofstede, Ken Scherber, John Bykowski, Dick McCarthy, Linda Whiteneck (staff), Julie Kunkel (chair) and Dave Eggenberger. Gerry opened the meeting with a prayer.

Review of Monthly Results for February 2016 and Preliminary March 2016

Julie reviewed the preliminary monthly financial statements through February and noted that the cash position was significantly lower than December year end due to payment for the new doors. Revenues and expenses are largely on plan and we expect to end the year close to break even. The full year forecast assumes a successful parish dinner and no unforeseen expenses. Linda also provided a preliminary copy of the March financial statements, although minor adjustments will be made to close out the month. Due to strong collections around Easter, the year to date results show a slight favorable result.

A full quarterly report will be prepared once March is closed and shared with the parish via the website and copies in the link.

Preliminary budget discussion

This is the time of year when Gerry begins to build the budget for the upcoming fiscal year. Our single largest expense is salary and related costs (insurance, payroll taxes). The committee discussed the current level of staffing, the need for an equitable increase in salaries and other payroll related costs. Most of the salary related expenses are forecast by the Archdiocese for use in budget planning. Gerry noted that the Archdiocese will be changing to a calendar year benefits plan to align with the new health care law requirements. As a result, there are no changes in rates planned through December 31, 2016. However, there could be adjustments at that time, which would be the middle of our fiscal year. The Archdiocese also changed the requirement for "full time" status to 30 hours. This is not expected to significantly change the budgeted expenses or impact our staff.

Historically, other expenses for fixed costs (utilities, maintenance) have been budgeted based on historical costs and trends. Program expenses are budgeted by seeking input from staff, as well as a review of historical expenses. The Committee discussed whether any significant changes in planned programs or ministries were expected and none were noted at this time. The new Parish Community

Council is establishing committees, but at this time, no major changes are planned. Any new initiatives would require discussion of funding and seed money.

Building Plans

Dave Eggenberger was in attendance to provide the committee with an overview of the building task force work to date, which has included various walkthroughs of the building and discussions with staff about building needs. A preliminary list has been accumulated:

- Repairs to the furnace – to address recent outages and service calls
- A need for additional closet space so that the link space can be used more efficiently
- Fans for increased circulation in the link
- Choir room ceiling repairs
- Various kitchen issues, including water leakage
- Paving issues behind the church, including landscaping
- The handicap walkway to the church

The committee discussed that safety issues need to be a priority. The next step is to obtain bids for the minor repairs and prioritize the list. Funds available for repairs have been accumulated in the building fund from donations and the Mondatti endowment.

Next Meeting

The committee will not meet in April. The next meeting will be on May 26, 2016 at 5:30 p.m.

Meeting adjourned at 6:15 p.m.

Submitted by,
Julie Kunkel