

**ST. SUSANNA CHURCH
FINANCE COMMISSION
MINUTES
APRIL 27, 2008**

Attending:

Fr. Kevin
Barb Buschman
Kevin Cassidy
Gloria Costello
Al Czyzewski
Lance DeNardin
Katie Kuka
Joe Sandifer
Joe Schembre

Absent:

Chris Kelly(?) [I TOOK THIS NAME FROM LAST MONTH'S MINUTES]

Fr. Kevin opened the meeting with a prayer. Joe Sandifer led the meeting.

March minutes were approved.

Finance commission members reviewed the cash flow projection prepared by Barb Buschman. Members also reviewed the year-to-date March financial reports and budget reports presented by Barb. Members were concerned about the projected cash flow deficit of approximately \$30,000 at year-end.

Fr. Kevin presented a revised parish budget, and he highlighted a few line items. In Religious Education expenses, Fr. Kevin noted that "Health Insurance" costs are not adjustable numbers. Also, Fr. Kevin noted that Religious Education has requested funds for continuing education, but they are not included in the current budget. Under parish expenses, "clergy health insurance" represents St. Susanna's share of health insurance costs for all priests. Also under parish expenses, "Cathedraticum" and "High school assessment" budget numbers are provided by the diocese and are non-negotiable. Fr. Kevin noted that his file does not reflect the expected 3% salary increase for parish office staff. On the last page of his revised budget, Fr. Kevin backed into the final subsidy/parish net gain numbers needed to balance his budget. Fr. Kevin noted that the final budget is due downtown by June 30, 2008.

Finance commission members discussed how best to accurately portray the parish's current financial situation in the bulletin. Members feel that the current disclosures do not communicate our budget shortfalls to parishioners. No final decision was made.

Finance commission members inquired about payment for costs related to the church addition. Fr. Kevin reported that if pledges are paid timely, the parish will be able to pay bills as they come due. Members discussed adding a dollar amount to the budget to plan for the possibility of late pledge payments. Similarly, members discussed the possibility that the parish may need to borrow money to cover payroll costs and the need to add a line item to the budget for the repayment of such a loan. No final decisions were made.

Bus costs were discussed. For the 2008-2009 school year, only two families have requested bus service. To purchase a used bus for the 2009-2010 school year, the estimated cost is \$40,000. Members discussed the possibility of eliminating bus service and renting buses for field trips instead of replacing the current bus. The current bus is nearly ten years old, which is the typical life for a school bus.

The FACTS tuition management system was discussed, in an effort to educate members in anticipation of questions from parishioners. Unless families pay tuition in one lump sum, they must be enrolled in FACTS. If a family chooses to receive paper statements or pay by credit card, rather than ACH, the family must pay the related fees. The benefits of FACTS are: improved ability to track cash flow position, frees up Mrs. Uberto for more value-added tasks, payment remitted to the school quickly. FACTS is also capable of billing ancillary services such as lunches and bus service, if we choose to use those in the future. The parish does not realize any cash savings by using FACTS. However, FACTS will enable improved budgeting capability and more effective use of staff.

Extraordinary expenses were discussed. With respect to the Spanish program, some members feel it is the commission's job to focus on financial issues rather than the validity or need of the program. Some members feel it is the commission's role to discuss the validity and relative value of such programs.

Janitorial salaries were discussed. Salaries are currently in school account 5575.50 (\$36,171.59). Members discussed the potential need to move this line item up to salaries to be sure appropriate taxes are included. Members also discussed the potential need to split janitorial salaries between the school and parish budgets.

Prepaid needs for the festival were discussed. Based on discussions with festival committee members, there is not a need for prepaids for the festival. The committee will adjust the timing of bills to match the inflow and outflow of cash.

Members discussed the need for ongoing budget to actual discussions with individuals controlling budgets throughout the fiscal year.

Action Items:

- Barb Buschman: adjust and re-distribute the budget reports based on today's discussion
- Joe Sandifer: ask parish council members to cut 5-10% from all budgets

Joe Sandifer closed the meeting with a prayer.

Our next meeting will be May 25, 2008 at 10:15AM.

Respectfully submitted by

Katie Kuka (with the caveat that this is her first meeting, so please forgive any missteps above!)