

**ST. SUSANNA CHURCH
FINANCE COMMISSION
MINUTES
August 23, 2009**

Attending:

Fr. Kevin
Barb Buschman
Gloria Costello
Al Czyzewski
Kevin Cassidy
Joe Schembre
Mary Matarazzo
Katie Kuka
Jeff Lockridge
Kristy Keith (guest)
Brad Bernhardt (guest)

Absent: Lance DeNardin

- I. Barb Buschman opened with a prayer and presided over the meeting
- II. Minutes for the July meeting were approved
- III. Financial Statement review
 - A. Cash flow statement was discussed and reviewed
 - B. Jeff Lockridge discussed the Religious Education financial statements and mentioned two questions:
 1. Account 4023.60 Registration Income - Mary explained the variance versus budget as being due to the school year not starting and that there is not a lot of deposits. Likely will even out during August (i.e., timing issue).
 2. Account 5354.60 YM Activities expense shows a credit balance in July. Mary explained this represents deposits for the NYC trip which no bills have been paid yet to offset the receipts.
 - C. Joe Schembre discussed the School financial statements and asked questions on several line items including:
 1. Kristy Keith shared the following information with the committee related to the impact to income and expenses:
 - ◆ Total enrollment by grade ('08-'09 versus '09-'10) as well as the total teachers / aides by grade. Enrollment is up 25 total students (344 versus 325).
 - ◆ Extended Day Care - projected salary overages are the result of a \$0.75 increase in minimum wage that was not budgeted as well as a

need to have an additional person on staff due to the number of children in the building due to increased enrollment). Fees were increased from \$4.00 per hour to \$4.50 to help offset some of the increases.

- ◆ School Secretary - projected to be approximately \$3,500 over budget for the year - due primarily to wages paid to Kathy Mallott. Kathy works a minimum number of hours during the summer, which were not factored into the budget.
- ◆ Instructional Assistants - \$38K annual budget, actual projection is for \$58K. Two main contributors to the variance: budget does not include the additional 4th and 5th grade aides approved due to the increased enrollment and the preschool and pre K aides were only budgeted for 5 hours per week, but they really need to work 7 hours. COMMITTEE APPROVED AN INCREASE TO 7 HOURS PER WEEK for Pre-school and Pre-Kindergarten aides..
- ◆ School Hot Lunch Salaries - projected overage of approximately \$1,200. Budget was based on 4 hour work days with no consideration for administrative time for Mrs. Castro. COMMITTEE APPROVED REQUEST TO INCREASE MRS. CASTRO'S HOURS TO 8 PER DAY. Also it was suggested that the school begin cross training other personnel as a backup on the administrative support.
- ◆ Anticipate big expense item in September hitting the financials related to text book purchases. Original text book budget did not consider the increase in enrollment.

D. Scrip - tuition credits - investigation into how we can use the scrip program proceeds as an offset to family tuition is still continuing. Committee discussed the Great Lakes Scrip Center and the IRS Private Ruling they received in July addressing concerns potential tax implications of the program. Members of the committee are conducting additional diligence around the program and materials provided.

E. Other School Updates

1. Heat exchangers are needed for the school heating system (carbon dioxide leakage issue) - Father Kevin presented an estimate of approximately \$7,000 for the replacement of approximately 4 or 5 exchangers.
2. New sound system for Zore Hall update - estimate is \$6,600 for the new system. Mary estimates we have received almost \$5,000 of donations to cover the costs.
3. Brad Bernhardt provided an update related to technology at the request of Father Kevin. The school needs to purchase an additional 7 computers at a cost of approximately \$350 per (includes the computer and software). Brad requested approval to purchase a total of 11 computers --- APPROVED (funds to be used from the School Technology budget). With this purchase the computer lab will be fully equipped. Also, new servers have been donated to the school which will increase capacity.

4. FACTS program - for next year it appears we will be able to add the school activity fees to the FACTS program so families will not have to make a lump sum payment at the beginning of the school year. Amy Uberto has requested to start using a software package to help track tuition payments for the families not on FACTS - - request was approved.
- F. Internal control assessment report timetable - NOT DISCUSSED
- G. Background checks update - Lance was not present so no update was provided

IV. New Business Discussed

1. FY2009 Actual and FY2010 Budget Financial Statement for the Bulletin - Mary has to have the YE report for the Archdiocese completed by September 15. Once completed, she will begin working on the parish report.
2. Incorporation of Saint Susanna - Barb met with the Archdiocese and all of the schools have been incorporated and the expectation is that the churches will be completed by January 1, 2010. This change in status should not affect any of the day to day activities of the parish or school.
3. Fundraiser Financials - all fundraiser financial information needs to be presented to the finance committee for review and approval
4. Volunteer counter instructions - any volunteers responsible for counting money will need to be provided instructions prior to their participation in the event so that everyone is getting consistent messages and directions on the proper methods, etc.
5. Whistleblower hotline on the Archdiocese is active and we need to publish the information in the weekly Bulletin
6. It was moved for Mary and Barb to do what is necessary from an accounting perspective to eliminate the balance - likely reclassifying the balance to equity.

V. Prayer and adjournment

NEXT MEETING: Sunday September 27, 2009 at 10:00 AM