

**ST. SUSANNA CHURCH  
FINANCE COMMISSION  
MINUTES – January 24, 2010**

**Attending:**

Fr. Kevin  
Barb Buschman  
Nelson Coughlan  
Al Czyzewski  
Katie Kuka  
Mary Matarazzo  
Joe Schembre  
Bart Fisher (guest)

**Absent:** Matt Bitar (new member), Gloria Costello, Lance DeNardin, Tammy Kozma (new member), Jeff Lockridge

Fr. Kevin opened with a prayer. Barb Buschman ran the meeting. Minutes for the November meeting were approved.

Barb welcomed a new member to the commission, Nelson Coughlan. Gloria will be rolling off of the commission at the end of this fiscal year. Kevin Cassidy is rolling off immediately. We will have nine members as of July 1, 2010.

Bart Fisher was a guest. Bart noted his expectation that the Parish Council will need to define “parishioner” vs. “non-parishioner” for the purpose of school tuition rates. Bart asked the Finance Commission for our thoughts on those definitions. Fr. Kevin commented that to be a “parishioner” you must be registered with the parish and submit an envelope. Fr. Kevin noted that we will not be dictating a donation requirement. There is some uncertainty regarding these questions as we are waiting to hear about the incorporation of the parish, which will be effective July 1<sup>st</sup>. The average subsidy per student over the past four years has been \$850, which is more than the \$750 differential in tuition rates for parishioners vs. non-parishioners.

**December financial statements were reviewed.** Account 5121.50, school secretary salaries, is higher than budgeted for year-to-date numbers. Joe Schembre and Mary M. will investigate. Account 5427.50, school copier expense, has already nearly met its full-year budget. Why? Joe Schembre to investigate. Mary M. distributed a report highlighting the “remaining budget” for all accounts. Kristy Keith received this report for school accounts. Joe Schembre will review the school’s remaining budget and note any accounts that could become an issue. Members noted that it is critical to get a handle on these issues as we discuss projected cash flow, to provide an accurate picture of how the parish will look for the remainder of the year.

Joe Schembre asked if the contributions portion of Scrip revenues have been pulled out of Scrip accounts. They have not, yet. The amount that will be a reduction in tuition for next year will need to be reallocated out of Scrip income and into a prepaid tuition income. We may need a separate line item. Bonnie Booher provided Jackie with calendar year information for what is to be included as donations to the church for Scrip items. Jackie included these amounts in tax letters.

Members discussed if we can consolidate some of the school accounts. For reporting purposes, Mary M. needs "regular tuition" and "preschool tuition" separate. Other income accounts can be folded into each other. Registration fees can be kept separate. Going forward, we will only need three accounts: School tuition income, Preschool tuition income, and Registration income. Mary M. will confirm that these are the only three accounts she needs and will tell Fr. Kevin to relay the information to Amy Uberto for FACTS purposes. Folding all of the fees into FACTS will allow families to spread the costs over 12 months. It will also impact our cash flow and next year's budget.

The cash flow projection prepared by Mary through the end of June shows a deficit of \$400k. Fr. Kevin noted that this projection is the absolute worst case scenario. Mary will fine-tune the cash flow projection through the end of the year with average YTD numbers to make it a more useful tool.

#### **Old business was reviewed.**

- 1. Prior action items.** Barb talked to Jackie regarding electronic giving. We are up to 40 families using the service. Average basket giving is lower than average electronic givers, so this service continues to benefit the parish. Parish Council discussed 5<sup>th</sup> Sunday talks. Parish Council is in charge of coordinating those talks, and they assigned the remaining talks for the year. Various groups within the parish will prepare and present the talks. For example, Kristy Keith will talk in January as it is during Catholic Schools Week. Al C. has reconciled the lunch system to within \$2k. He will monitor it quarterly. Katie presented the donor thank you letter. The letter was approved. Katie will pass it on to Jackie with the plan for distribution. Mary corrected the RE accounts, she is working on the capital campaign accounts, the heat exchanger was properly moved to capital improvements, and she is working on tuition accounts. Joe Schembre will ask Rich Sinks for the compensation re-forecast.
- 2. June 2009 financial statements** were included in the December bulletin. We included an Income Statement and a Balance Sheet.

#### **New business was reviewed.**

1. PTP presented a new fundraiser at the parish council meeting, a year-long raffle. Each school family will be required to buy and/or sell two raffle tickets. The parish received a license for the fundraiser. Amounts will need to run through the special gaming account (the Auction account).
2. **Usage of facility agreement.** Members reviewed the draft agreement and decided to: remove section C of the "liability" section; change wording to reflect that "parish-sponsored groups" fall

under the parish's liability insurance while non-parish-sponsored groups need to provide proof of their own liability; and change "arbitration" wording to "will be decided by the pastor." Members discussed if changes should be made to "available facilities." No final decision was made. Barb will make changes and re-distribute to members. Groups would be required to sign the agreement once a year.

The meeting was closed with a prayer.

### **ACTION ITEMS:**

#### **Fr. Kevin:**

- Follow up on the parking lot. Talk with the Archdiocese - do we need and/or can we get a loan?

#### **Lance DeNardin:**

- Lance will follow up with CYO regarding why expenses are higher than budget.

#### **Mary Matarazzo:**

- Account 5121.50, school secretary salaries, is higher than budgeted for year-to-date numbers. Joe Schembre and Mary M. will investigate.
- Going forward, we will only need three accounts: School tuition income, Preschool tuition income, and Registration income. Mary M. will confirm that these are the only three accounts she needs and will tell Fr. Kevin to relay the information to Amy Uberto for FACTS purposes.
- Mary will fine-tune the cash flow projection through the end of the year with average YTD numbers to make it a more useful tool.
- Mary will clear the negative balance in the capital campaign account.
- Mary will draft written policies regarding NSF and Bad Debt.

#### **Joe Schembre:**

- Account 5121.50, school secretary salaries, is higher than budgeted for year-to-date numbers. Joe Schembre and Mary M. will investigate.
- Account 5427.50, school copier expense, has already nearly met its full-year budget. Why? Joe Schembre to investigate.
- Joe Schembre will review the school's remaining budget and note any accounts that could become an issue.
- Ask Rich Sinks about re-projection for school personnel costs.