

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

**Attending:**

Fr. Kevin  
Barb Buschman  
Kevin Cassidy  
Gloria Costello  
Al Czyzewski  
Lance DeNardin  
Joe Schembre  
Mary Matarazzo  
Joe Schembre

**Absent:** Joe Sandifer, Katie Kuka

1. Barb Buschman opened and presided over the meeting
2. Father Kevin lead the prayer
3. Minutes for the May meeting were approved
4. Barb reviewed the **Action Items** from the May meeting with members making the following comments:
  - Barb spoke with Brad Bernhardt regarding Commission minutes and the timeline for posting to the website. The minutes are a work-in-progress and Brad is working to merge the two websites, while waiting on approved Minutes. Father Kevin noted that final Minutes were not needed and Brad could post 'draft' minutes.
  - Al Czyzewski provided an update on the development of the Policy regarding the use of parish facilities for non-parish events.
    - On site Tutoring: Each teacher and all students will be asked to sign a hold-harmless waiver and the prospective tutor will be encouraged to secure a home owners insurance rider for coverage.
    - Use of Parish for Events - any parishioner can use the Parish facilities for events; however, the policy will likely need to include language whereby a non-parishioner will be required to submit a request for approval to the Parish Council in order to use the facilities.
  - Lance DeNardin - provided an update regarding conversations with Ed Carson related to CYO deposits. CYO has an informal process related to submission of funds. Ed is currently documenting a formal process to outline the thresholds as

to when money will be transferred. The policy should be completed and submitted by Friday, June 26th.

- Internal Audits / Annual Reviews
  - Gloria noted the Women's Club annual review (to be completed by Barb Buschman) has not yet been completed. Barb encouraged this be scheduled and completed.
  - School Lunch Program - Al Czyzewski to schedule and complete

5. Financial Statement review

- May financial statements were discussed with no significant comments, it was noted that it appears the Parish will finish FY2009 with a positive cash flow (approximately \$3,400).
- Father Kevin and Mary Matarazzo discussed the FY10 budget and it was noted only the Parish, the School, and Religious Education budgets will be submitted to the Archdiocese.
- Discussion took place regarding prepaid tuition and FACTS payments and how each would be accounted for during FY10.

6. School related information

- Band expenses will be covered by users of the program
- Spanish program - \$11K has been allocated in the budget, but now need to find a director to run the program
- Current enrollment projections are 338 students (versus a budget of 314) which if holds will generate approximately \$96K of additional tuition revenue, but the revenue will be offset by increased expenses for 4th and 5th grade aides.
- Special education program is funded by Plainfield Schools. Teachers must submit hours and St. Susanna will have to approve the reports, but will not incur any expenses for the program.
- Aides - the school is looking into a time tracking system to track hours. Each aide will be provided a set budget of hours and will not be paid for any hours worked above this level on a weekly basis.
- Kristy Keith has been hired as the new Principal
- Open positions
  - Math teacher - 6th and 7th grade
  - Receptionist
  - Special education teacher
  - Kindergarten teacher
  - Daycare program (both AM and PM)

7. Other information

- St. Susanna Festival - July 17th and 18th. Men's Club is cooking steaks; Festival has been budgeted for a \$16K loss. Concerts on Friday (Jimmy Ryser) and Saturday (Connersvine - featuring former Colts punter Hunter Smith)

- SCRIP Program - Barb has reached out to Archdiocese related to the proposed changes (presented during May Committee meeting by Kristy Keith) and has not heard back related to the potential to use profits as tuition credits. With Mrs. Keith becoming principal, SCRIP program will need a new leader.
- Fifth Sunday Program - program was discussed and 5th Sunday dates identified for FY10. August 30, November 29, January 31, and May 30. The 5th Sunday will be added to the agenda for Committee discussion the meeting immediately preceding the 5th Sunday date.
- FY 2009 - 2010 Finance Committee dates - Meeting schedule was published for comment and approved. Meeting times will be 10:00am on Sundays

8. Prayer (Father Kevin) and Adjournment

**NEXT MEETING: Sunday July 26**