

**ST. SUSANNA CHURCH
FINANCE COMMISSION
MINUTES
NOVEMBER 23, 2008**

Attending:

Fr. Kevin
Barb Buschman
Kevin Cassidy
Al Czyzewski
Lance DeNardin
Chris Kelly
Katie Kuka
Mary Matarazzo
Joe Sandifer
Guest: Brad Bernhardt

Absent: Gloria Costello, Joe Schembre

Fr. Kevin opened with a prayer. Barb Buschman ran the meeting

Brad Bernhardt presented a proposal to update the school's server. Currently, the school's server has a capacity of 12 gigabytes and 11.2 gigabytes are full. The previous technology plan was to update the computer lab this year and update the server next year. However, the poor functionality of the server has accelerated its priority.

To fix the server, it will cost \$2,595. This will provide the school with a higher-end server that is "upgradeable" with two high-end processors that are "made for this type of work." The fix will involve adopting a "virtual server" option which is software-based. This option will save the parish significant money.

Brad also informed the Commission that we need to purchase copies of Office for the twelve newly purchased computers and we will need 17 more copies when the additional computers are purchased. Office is \$54 per copy.

Hanke photography recently donated \$3,000 to the school on an unrestricted basis. Potential uses of this donation include: teacher in-service costs, a new convection oven, additional computers, or the server upgrade. Fr. Kevin proposed using the donation for the new server and the purchase of needed copies of Office. It will take 6-7 business days to receive the server upgrade from the time it is ordered.

The Commission requested, from Brad, a long-term spending plan and outline of what technology will be replaced at what date. Brad will provide to Mary.

The Commission approved the server upgrade and Office purchases. The total approved expense is approximately \$3,200: \$2600 for the server and \$600 for Office copies. \$3,000 of this cost will come from the Hanke Photography donation. The remaining \$200 will come from the PTP budget.

Al Czyzewski offered some corrections to the October minutes. Katie Kuka will make the suggested corrections and distribute the updated minutes. With those corrections, the October minutes were approved.

The commission reviewed last month's action items:

Fr. Kevin is working on capital campaign letters and plans to mail them the week after Thanksgiving. The letters will go to all members of the parish. Delinquent payors receive a statement from downtown outlining what is overdue. The capital campaign letters will include information on how new members can contribute, such as the parish office contact information.

Al Czyzewski is reviewing the lunch program for the annual review.

Chris Kelly reported that inventory items have not been tagged, yet. This delay is due to the replacement of the computers. The twelve new computers have not been tagged either. The 5-year schedule of replacements is outstanding.

Commission members reviewed October financial statements:

Commission members discussed the looming financial shortfall. We are budgeted to hit a deficit in January, but current results indicate the deficit will occur sooner. We are currently behind on revenues by two full collections. Funds have already been taken out of the rainy day fund.

Joe Sandifer presented an abbreviated version of the TRS proposal given to the Parish Council. Joe Sandifer disclosed that TRS is one of his clients; however, he will receive no financial benefit if St. Susanna hires TRS. TRS has experience coordinating significant volunteer events such as the Super Bowl and PGA events. TRS can establish a database containing all parishioners' information. This system can collect tuition, tithing dollars, school lunch funds, and daycare fees. The system would be accessible from the website. This system would not replace PDS, which particularly concerns Religious Ed.

Currently, we pay \$41 per family for FACTS to collect tuition. This year, the parish paid the \$41 per family charge for FACTS. Next year, that charge will be included in tuition. TRS will perform tuition collection plus the other features for \$5,000 per year. TRS can also track stewardship hours. Members noted a difference between TRS and FACTS – FACTS automatically withdraws funds from a family's account; TRS requires a family to transfer the funds to TRS. TRS, then, transfers the funds immediately to St. Susanna's account. FACTS holds the funds for a few days before it is transferred to St. Susanna.

Lance DeNardin asked how many parish families do not have computers in their homes. Members discussed that using TRS would not preclude check writing. Members also asked if Religious Ed needs PDS or if they could use TRS. PDS is used for accounting purposes, but other users of PDS could move

onto TRS. Members expressed the desire for a single system (aside from the use of PDS for accounting). Currently, the parish office, faith formation, and the school use PDS. However, the school uses PDS on a minimal basis.

The most significant issue with TRS noted by members was that the burden falls on the individuals to actually make the transfer. Members worry that this will result in a decrease in tithing, late payments, etc.

Members asked Chris Kelly to take the TRS proposal to the tech committee and conduct a “fact-finding” discussion. What do we need to do? What facts do we need to gather? Who are the stakeholders? Can we move to 1 system? Do we need another presentation with TRS for other stakeholders?

Barb Buschman asked if we are holding off on any eft program or if we can move forward with vanco. **No final decision was made.** Members were uncertain about how the transaction cost is handled with Vanco. Is it covered by the parish or by the parishioner?

The Cash flow statement was discussed:

Going forward, Mary will e-mail this statement to members every Friday. It tracks actual revenues and expenses by week and provides several weeks of estimated revenues and expenses. It also provides a running balance of what is in the balance sheet accounts.

Joe Schembre distributed a notice from the Criterion regarding a new grant. Barb distributed the application to the heads of all departments and received no response. Fr. Kevin will take the application over to school and get someone to apply.

Closing comments:

Fr. Kevin: Mrs. Davis is returning from maternity leave on December 1, 2008. Slight changes being made to the children’s Christmas Eve mass.

Al Czyzewski: Daycare rates were increased by \$0.75 per hour at the beginning of the school year. Daycare rates are being increased again by \$0.50 per hour. This increase is estimated to increase monthly revenues by \$1,200. Monthly daycare expenses are estimated to increase \$300 with the additional staff. Al questioned if daycare should be subsidizing the other school children. Fr. Kevin asked Mrs. Uberto to discuss this issue with Rich Sinks. Members expressed concern about potentially reversing this decision. Members worry that the alternative to this is increasing tuition to cover our deficits. Members noted that the church subsidizes the school with \$250,000 – so, should parishioners who don’t have school children stop donating? Many members agreed that the bills must be paid and the funds most come from somewhere.

Lance DeNardin: What have we done to establish checks and balances for hourly workers? Mary responded that all hours must be approved by Mrs. Reed. No worker is allowed to work more than eight hours.

Lance also suggested renting the gym to generate additional revenues. Mary noted concerns with liability. Lance will raise this question with Fr. Kevin.

Kevin Cassidy: Reiterated the need to cover our costs and noted that it is up to the discretion of daycare families to determine if they can afford the increased rates.

ACTION ITEMS:

Fr. Kevin Morris:

- Draft a letter to be sent to parishioners regarding capital campaign shortfall.
- Assign someone at the school to apply for the grant listed in the Criterion.

Lance DeNardin:

- Ask Fr. Kevin about feasibility of renting the gym to generate additional revenue.

Chris Kelly:

- Take the TRS proposal to the tech committee and conduct a “fact-finding” discussion. What do we need to do? What facts do we need to gather? Who are the stakeholders? Can we move to 1 system? Do we need another presentation with TRS for other stakeholders?
- Follow up with Brad Bernhardt to ensure he provides the Commission with a 5-year schedule of anticipated technology needs. The schedule should identify PCs by a unique number, estimate the date when each PC will become obsolete, and estimate the replacement cost and date. The schedule must be submitted to the Commission prior to the second phase of the technology purchase (the additional 17).
- Ensure all technology labeled with unique identifying numbers. Must be complete prior to the audit.
- Inform Barb during which month the annual review of the CYO will be completed.

Katie Kuka:

- Draft an adaptation of the archdiocese’s FMLA policy for potential adoption by St. Susanna.
- Draft a packet for new members including bylaws, policies, and a one-sheet description of positions and duties.