

**ST. SUSANNA CHURCH  
FINANCE COMMISSION  
MINUTES  
OCTOBER 19, 2008**

**Attending:**

Fr. Kevin  
Barb Buschman  
Kevin Cassidy  
Al Czyzewski  
Katie Kuka  
Mary Matarazzo

**Absent:** Gloria Costello, Lance DeNardin, Joe Sandifer, Joe Schembre

Fr. Kevin opened with a prayer. Barb Buschman ran the meeting. September minutes were approved.

Members reviewed action items from previous meetings:

- Kevin Cassidy submitted signed copies of the Conflict of Interest and Whistleblower policies.
- Al Czyzewski reported that he is uncomfortable with the level of control Deb has over the lunch process. Barb requested a quarterly reconciliation between the lunch system and the general ledger. Al will follow up with Deb regarding this reconciliation.

Members discussed the 5<sup>th</sup> Sunday presentations. The next fifth Sunday will be during Thanksgiving weekend. So, members agreed that Fr. Kevin should give his talk on November 23<sup>rd</sup> (the weekend before Thanksgiving). The Finance Commission meets on November 23<sup>rd</sup>. Fr. Kevin will work with the Stewardship Committee on talking points for his talk.

The group discussed the FMLA policy. Katie Kuka and Mary M. shared the Archdiocese's Employment Law Manual with the group. Based on this policy, maternity leave is unpaid. This policy has not been uniformly applied at St. Susanna in the past. The group discussed the need for a documented policy at St. Susanna regarding FMLA. Mary M. will review what contracts include regarding the use of vacation, sick days, and maternity leave. Katie Kuka will draft an adaptation of the archdiocese's FMLA policy for review by St. Susanna. Fr. Kevin will discuss the Commission's FMLA policy concerns with the Chair of the school commission. Kevin Cassidy expressed concern that adjustments to the FMLA policy should be done by the school commission and not this commission.

**September financial statements:**

Commission members reviewed the September financial statements. Mary M. shared a report that presents the actual, budget, and variance results for each general ledger account. Mary M. expressed

her hope that this report would answer repeated questions on budget variances. Fr. Kevin asked her to eliminate all but school accounts from the report in the future.

Katie Kuka asked questions about accounts 4286.14 (school grant fund) and 4314.50 (school donations). Account 4286.14 is used for faculty development and is audited by the diocese (who submits reports to the state). Account 4314.50 is not restricted; it is for general use. The group discussed variations in school salary accounts. Reviewing the report prepared by Mary M., the group noted that a significant portion of those variances are due to budgeting errors. For example, account 5126.50 (school teacher salaries) is projected to be over budget by approximately \$7,600 for the full year. Account 5127.50 (school preschool salaries) is projected to be under budget by approximately \$8,200 for the full year. These two variances approximately offset each other. However, variances in the hourly employee accounts remain unexplained.

Barb reported that Joe Sandifer had requested that we postpone approval of Vanco as our eft vendor until next month's meeting. He has an eft vendor that is presenting to the Parish council at their November 2, 2008 meeting. The goal is to have eft in place before the end of the fiscal year.

Jackie has prepared a list of past due accounts for the capital campaign. She is reviewing it to eliminate people who have left the parish, etc. Approximately \$260,000 in pledges are outstanding. The end of the original payment plan is December 2008. The plan is to distribute a letter to parishioners. Jackie is acquiring sample letters from the archdiocese for Fr. Kevin. Members discussed whether the letters should go to all parishioners or only the ones past due on payments. Fr. Kevin prefers to send a letter to the entire parish. Some parishioners have joined the parish after the capital campaign and should be encouraged to give. The group agreed with this plan. Fr. Kevin will review the letters collected by Jackie and draft a letter to be mailed the week after the "5<sup>th</sup> Sunday" presentation on November 23<sup>rd</sup>.

Mary M. and Fr. Kevin are working on a statement that will provide "cash-flow-type information." It includes a month of actual and a month of projected results. It includes cash in the ADLF funds, as well as checking accounts. Parish expenses are estimated on the high end. Mary M. will share a copy with the commission when it is completed.

The archdiocese will be performing an internal controls assessment at St. Susanna this year. Mary M. will notify members when it has been scheduled.

**Closing comments:**

Kevin Cassidy is concerned that computers need to last 5 years; he thinks that 3 years should be the maximum life. Fr. Kevin responded that it is a financial issue. Brad Bernhardt is preparing a schedule for the commission outlining the replacement needs in the future.

Al Czyzewski reported that the school approved single-rides on the bus. The driver will be tracking it by stamping prepaid bus passes. No additional bus stops will be provided. Al also reported that the lunch program wants to spend another \$3,500 on an oven and \$500 on a computer program. The system they

are currently using dates from the 1950s. They want to take funds out of the federal lunch program for these expenses. The school commission said that if we collect more than \$10,000 for the lunch program, we can use extra funds for these items. However, the first \$10,000 is “spoken for.” Barb noted that there is a line item in the auction budget for miscellaneous equipment. Fr. Kevin will ask Kristy Keith about the PTP’s budget for equipment. Al noted his concern that there is no overall plan for the expansion and improvement of the kitchen. He questions whether this is a want or a need. Finally, Al noted that the school commission told the PTP that they do not need to have fundraisers approved by the commission. Someone should track fundraisers to avoid too many at the same time.

The meeting closed with a prayer.

**ACTION ITEMS:**

All:

- If possible, attend the November 2, 2008 Parish Council meeting to hear the presentation by a potential eft vendor.

Fr. Kevin Morris:

- Sign and submit certification statements for the Conflict of Interest and Whistleblower policies.
- Discuss FMLA policy concerns with chair of school commission.
- Draft a letter to be sent to parishioners regarding capital campaign shortfall.
- Discuss PTP’s equipment budget with Kristy Keith – can it be used for kitchen needs?

Barb Buschman:

- Add format of 5<sup>th</sup> Sunday report to next month’s agenda. Include discussion of Gloria’s report from the initial church building.

Kevin Cassidy:

- Inform Barb during which month the annual review of the parish will be completed.

Al Czyzewski :

- Annual review of the lunch program in November.
- Ask Deb to perform a quarterly reconciliation between the lunch program and the general ledger.

Lance DeNardin:

- Inform Barb during which month the annual review of the festival will be completed.

Chris Kelly:

- 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.

Joe Sandifer:

- Share Conflict of Interest and Whistleblower policies with Parish Council and School Commission, suggesting their adoption of similar policies.

Joe Schembre:

- Present the following Finance commission recommendation to the School commission: Increase extended daycare rates in January 2009 to cover the additional cost of a part-time supervisor. The school will be responsible for this personnel position, so they need to approve a rate change.
- Meet with Fr. Kevin and Rich Sinks to discuss school salaries.