

**ST. SUSANNA CHURCH  
FINANCE COMMISSION  
MINUTES  
SEPTEMBER 28, 2008**

**Attending:**

Fr. Kevin  
Barb Buschman  
Kevin Cassidy  
Gloria Costello  
Al Czyzewski  
Lance DeNardin  
Katie Kuka  
Mary Matarazzo  
Joe Sandifer  
Joe Schembre  
Guest – Brad Bernhardt

**Absent:** Kevin Cassidy

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

August minutes were approved.

Brad Bernhardt presented the technology proposal to purchase 29 computers for the school/parish. Brad noted that there are four aspects to technology: PCs, software, servers, and the physical network (i.e. cables). Brad informed the Commission that our servers and cables are adequate and in acceptable condition. However, our software and PCs are “behind.” Several of our PCs were given to the school nearly 7 years ago. The request is to purchase 29 computers for the school lab, 28 for the students and 1 for the teacher station. The existing computers in the labs will replace classroom computers. The obsolete computers in the school and parish office will be recycled. Acquiring the new PCs will enable us to run “higher-end” software.

Brad proposed purchasing the components for 12 PCs initially. After they have been built and tested on the network, he would purchase the components for the remaining 17. Brad will build the computers with assistance from the technology committee. He will also incorporate portions of the building into an 8<sup>th</sup> grade project, allowing the students to assist in low-risk portions of the project.

According to the proposal submitted by Brad: “The current quote is \$386 per computer, or \$11,194 for 29 computers (replacing all the lab units) which is \$4,394.00 less than the Dell quote from last year for only 12 computers (\$1083 per unit). By purchasing the individual parts and assembling the computers ourselves, we save nearly \$650 per computer, excluding monitors. Monitors are not an immediate necessity and therefore do not need purchased at this time. In the technology budget, we have

approximately \$10,300 and in PTP we have approximately \$7,800. We would like to use approximately \$7,000 from the technology budget and \$4,000 from the PTP budget for this project.”

Account 5392.30 (“Auction – Technology Expense”) has \$8,000 budgeted for fiscal year 2008. Account 5582.50 (“School Technology & Computer Supplies”) has \$11,000 budgeted for fiscal year 2008. The proposal would leave a remaining \$4,000 in the Acct 5392.30 and \$4,000 in Acct 5582.50.

Software licenses will transfer. All of the parts come with warranties. The length of the warranties vary by part; the minimum warranty is one year. Between the school and the church we have approximately 91 PCs. Brad anticipates the 29 new PCs would serve us for at least 3-5 years.

Joe Sandifer asked Brad to prepare a 5-year plan outlining technology needs and anticipated replacement dates and costs for PCs. The plan should identify the PCs by a unique identifying number. This will allow us to budget appropriately and plan for significant technology expenditures. Chris Kelly will follow up with Brad to ensure that plan is completed before the second phase of this project occurs.

Lance De Nardin asked Brad if all of the computers have identifying tags. The answer was “No.” Fr. Kevin asked if there is a cost to dispose of the obsolete computers. According to Brad, different organizations sponsor recycling days which allow us to do it for free.

The Commission approved the purchase of the initial 12 PCs. The cost will be allocated in the following way: 4,000 from the PTP account; the remaining amount from the school technology account. Brad anticipates the building and testing will take approximately 4 weeks. The Commission will revisit the purchase of the additional 17 after the initial phase is complete.

### **August financial statements:**

Commission members reviewed the August financial statements. Several members reported on their areas of responsibility.

- *Scrip/PTP and Auction (Katie Kuka):* Katie had submitted a few questions to Barb Buschman, PTP Treasurer. This year, PTP is recording Other Income net of expenses in the expense account for tracking purposes. The Auction received an unexpected \$2200 matching gift from Duke related to last year’s auction. Also, the auction license was paid in fiscal year 2008, although it was budgeted in fiscal year 2009.
- *Lunch program (Al Czyzewski):* Al needs to review lunch program reports with Mrs. Reed – see prior month’s action items.
- *School (Joe Schembre):* Joe presented his analysis of the school’s results through August 2008. He worked with Amy Uberto to prepare a spreadsheet from FACTS showing projected collections, budgeted amounts, and actual collections. Several issues were discussed: prepaid accounts, extended daycare staffing, and school salaries. According to Mary M., in September, it was determined that we had a total of \$183,046 in prepaid and deferred tuitions. These

amounts were moved out of school tuition and preschool tuition into an A/P account. They will be evenly pro-rated over the fiscal year. Each month, 1/12<sup>th</sup> will be debited from A/P and credited to revenue for the month. The budget reflects this accrual accounting. However, commission members are concerned that our budget is prepared on a cash basis with this exception. Members worry that this makes it to analyze cash flow. Members discussed the addition of a part-time supervisor position for the extended daycare program. Members agree that rates will need to increase in January 2009 to cover this cost. Joe Schembre will present this recommendation to the School Commission. No final decision was made regarding whether the budget needs to be revised for an additional salary. Based on the first two months of the year, school salaries are projected to be nearly \$120,000 over budget for the full year. Joe noted that the school does not have a system to verify hourly employees' hours. The budget variance is due to hourly employees. Joe has not been able to review the payroll reports, despite requests. Joe will meet with Fr. Kevin and Rich Sinks to discuss these issues.

- Commission members asked if Mrs. Davis' maternity leave had been included in the budget. Members were uncertain on the payment policy for maternity leave.

Fr. Kevin reported that the carpeting installation will begin next week and will take 10 days to complete. The new sound system will also be installed next week. The existing system will be moved to the gym. Fr. Kevin informed the Commission that a dedication ceremony will be held on November 9<sup>th</sup> for the new addition. There will also be a ministry fair at the ceremony, promoting the work of all of the Commissions.

Al asked if we need more pews. Fr. Kevin reported that we are adding four two-seat pews for handicapped access. We are also adding benches for the choir.

The Conflict of Interest and Whistleblower policies were approved at the August meeting. Members submitted signed certification statements for both policies. Fr. Kevin, Joe Sandifer, and Kevin Cassidy need to submit signed statements.

Barb discussed the annual reviews each member needs to conduct for their areas of responsibility. Al will review the lunch program in November. Barb will review Religious Ed in December. Barb still needs a scheduled month from Chris Kelly (CYO), Kevin Cassidy (Parish), and Lance DeNardin (Festival).

Barb reported that the attendance policy requires attendance at 70% of meetings. Barb will be monitoring attendance going forward. If a member falls below that threshold, s/he will be notified by Barb via e-mail. If attendance does not improve, the Commission will review the membership.

Commission members discussed if the capital campaign pledge payments will cover the loan payments. At this point, members do not anticipate that receipts will exceed payments. The "rainy day fund (Acct 1212)" has been built to \$130,000. However, this build up was intended for the school subsidy.

Gloria Costello presented a parish bulletin from the original building project. It included a complete financial report of the project. Members suggested it would be a useful format for the 5<sup>th</sup> Sunday campaign.

**Closing comments:**

Joe Schembre reported that the Men's Catholic Conference was excellent. No other closing comments.

**ACTION ITEMS:**

Fr. Kevin Morris:

- Sign and submit certification statements for the Conflict of Interest and Whistleblower policies.

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:

- Sign and submit certification statements for the Conflict of Interest and Whistleblower policies.
- Inform Barb during which month the annual review of the parish will be completed.

Al Czyzewski :

- Review lunch program reports with Mrs. Reed to resolve discrepancy between amount sold and amount collected for prior year. Verify if amounts are due from prior year.
- Annual review of the lunch program in November.

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:

- Research the archdiocese's policy on maternity leave and report to the Commission.
- Prepare a list of who has and has not signed the Conflict of Interest and Whistleblower policies.
- Draft a packet for new members including bylaws, policies, and a one-sheet description of positions and duties.

Mary Matarazzo:

- Ask Jackie to create a listing of delinquent capital campaign pledge payments.
- Work with Barb to create a cash flow statement for monthly review by Commission.

Joe Sandifer:

- Sign and submit certification statements for the Conflict of Interest and Whistleblower policies.
- 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.