

**ST. SUSANNA CHURCH  
FINANCE COMMISSION  
MINUTES - SEPTEMBER 26, 2009**

**Attending:**

Fr. Kevin  
Barb Buschman  
Gloria Costello  
Al Czyzewski  
Lance DeNardin  
Katie Kuka  
Jeff Lockridge  
Mary Matarazzo  
Joe Schembre  
Bonnie Booher (Guest)

**Absent:** Kevin Cassidy

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

**The 2009/2010 Scrip program was discussed.** Bonnie Booher has discussed the program with St. Chris and St. Malachy; neither parish is changing their Scrip program due to the new IRS guidance. Bonnie asked members what should be done if people request 100% of their rebate as cash back. Members discussed various options and decided orders could not be refused. Scrip's software will track the rebate allocations and the annual amounts of charitable contributions. Members also discussed how to handle administrative fees. Members agreed that a 5% mandatory administrative fee should be required. Members discussed the registration form and agreed to revise the form to more closely follow the IRS sample by including the administrative fee line, the cash-back option, and re-wording the first bullet to ensure that the allocation of the rebates is the individual's "choice." Members also discussed how to report charitable contributions back to families – calendar year vs. fiscal year. Contributions will need to be reported on a calendar year basis for the families' tax purposes. On April 30<sup>th</sup>, the PTP will run a report showing the amount earned by families for the next year. PTP will cut a check to the parish, and Mary will put the tuition amounts into a prepaid account for the following year. The parish amount of the rebate check will go into current accounts. Members discussed if volunteers are considered 'compensated,' if their hours count toward stewardship, as that would create UBIT issues. Members agreed that the amount of time is an immaterial, negligible amount, and this is not an issue. Fr. Kevin will highlight the new Scrip program during his 5<sup>th</sup> Sunday talk in November. The Finance Commission authorized Bonnie Booher to revise the forms and send them out to families.

**Old business was reviewed.**

1. Mary is working on the cash flow statement and will distribute it soon.

2. Mary has sent in the internal control assessment reports.
3. Lance reported on his research regarding who pays for background checks. Currently, the parish pays for all background checks, and members had hoped the government could pay for some of them. For the government to pay for a background check, the individual must be 100% employed by the church and spend no time on school business. No employees fall into that bracket. Currently, we pay \$15.50 for volunteer background checks and \$36.50 for new employees. We spend close to \$5k per year on background checks.
4. Mary is working on the annual financials and budget to be included in the bulletin. Fr. Kevin approved including the Balance Sheet in the bulletin. The 09/10 budget will also be included.
5. Heat exchangers – Mary has received the appropriations form. The cost will be close to \$9k, and it will be 30 to 40 days before installation. The expenditure was approved.
6. Joe Schembre submitted the appropriations form for the school sound system. The total cost is \$6,695. We had \$5400 allocated for this project; the parish will cover the difference. The expenditure was approved. Al C. will notify appropriate individuals that the sound system for the school has been approved.

**New business was discussed.**

1. NSF Policy – Barb asked if we have a policy outlining what to do when a check bounces. A check to PTP bounced, and PTP did not know the appropriate procedures to follow. According to Mary M., if a check is returned to her, she contacts the people to see if they can redeposit funds. There is no official policy regarding who pays the fees, etc. Typically, both the individuals and the parish are charged a fee. We typically receive only a few bad checks per year. Going forward, Mary will handle all bad checks, as it is difficult for volunteers to handle those issues. We do not have bad debt expense on our books. Before Amy Uberto writes off any accounts, she obtains Fr. Kevin's approval. Judgment is used to determine collectibility. Mary will draft written policies regarding NSF and Bad Debt.
2. Meeting dates – The next meeting was changed to October 18, 2009. The March 28<sup>th</sup> meeting was changed to March 21, 2010.

**August 2009 financials were discussed.** Katie Kuka asked why we are holding so much cash and not moving some of it to ADLF. We earn no more interest on ADLF than we do in our checking account. Barb asked why the "Other Ordinary Income" was budgeted so high. Mary will investigate and report back. The capital campaign account still needs to be run through the income statement. Lance asked if the increased school personnel hours we approved are covered within our budget. Members shared the form presented by Mrs. Keith during the August 2009 meeting, outlining overages and how the budget covers them with the higher enrollment numbers. Joe Schembre will provide members with a new projection of school income vs. expenses. His projection will include the new enrollment numbers and

additional expenses approved for personnel. The projection will show members what our cushion is with the new budgeted figures. Next year, fees will be rolled into FACTS which will make reporting easier. Members also discussed if some of the revenue accounts could be consolidated to simplify reporting. No final decision was made.

**ACTION ITEMS:**

**Al Czyzewski:**

- Notify appropriate individuals that the sound system for the school has been approved.

**Mary Matarazzo:**

- Mary will draft written policies regarding NSF and Bad Debt.
- Investigate why the "Other Ordinary Income" was budgeted so high and report back to Barb B.
- Run the capital campaign account through the income statement.

**Joe Schembre:**

- Notify the school of which accounts are over-budget or at-budget.
- Provide members with a new projection of school income vs. expenses. The projection will include the new enrollment numbers and additional expenses approved for personnel. The projection will show members what our cushion is with the new budgeted figures.