

**St. Bruno Parish Finance Council**  
**Meeting Minutes**  
**March 14, 2016, 7:00 PM**

Members Present: Father Ralph Gross, Father Chuck Wrobel, Tim Dittman, Pat Seegers, Elizabeth Senglaub, Joe Kuenzli, Steve Spiegelhoff  
Others Present: Rita Borowski, Scott Vandenhouten  
Members Absent: Amanda McCollough, Jim Keller  
Meeting Location: St. Bruno Parish

Old Business:

- A. Approval of February Meeting Minutes – Minutes were approved with one amendment.

New Business

A. Review of February Financials –

- a. Review of actuals versus budget:
- Caught up on some work comp payments that had not been billed previously.
  - Steve Spiegelhoff will look into the KM payments received to make sure they are up to date.
  - Steve Spiegelhoff confirmed that a gift was received for tuition assistance in February.
  - The difference in the actual versus budget of the Registration account was attributed to unbudgeted income due to the “buyout” by some of volunteer hours.
  - The Principal Fund was explained as an account for donations received for the discretionary use of the principal.
  - Discussed accounts for Absent Tea, Day of Prayer, Boston Store, Pampered Chef, VIGIO Media Rewards which had income budgeted (principally to support the Washington D.C. trip), but had zero balances. This will be reviewed.
  - It was pointed out that an over budget item on the substitute teacher account is offset by savings on the full time teacher account.

B. Financial Red Flags -

- a. The Buildings and Grounds Committee is looking into the pump for the baptismal fountain which is running virtually nonstop and may require repairs.
- b. Anticipated organ repairs of \$500-\$1000.

C. Pastoral Council Update - Update from Scott Vandenhouten.

- a. The School Committee has approached the pastoral council with the idea of placing a large screen TV as a message board in the gathering space. He mentioned that the Pastoral Council had suggested that the School Committee talk to Buildings and Grounds and the Communications Committees. Discussion ensued with ideas from the Finance Council.

- b. The Mass Times Committee will be making a presentation to the Pastoral and Finance Councils as well as the parish staff of both St. Bruno and St. Paul's on March 18.
- c. The Pastoral Council wondered whether the Finance Council had all of the tools that it needed for the budget process. It was discussed that in the short term, there are a number of outstanding items that impact the budget including: the decision on Mass times and the effect that the changes might have; sharing of certain staff positions between the parishes; and religious education fees. Long term, the Finance Council would like direction if the vision of the parish is different than it is currently.

D. Capital Expenditures – Update from Pat Seegers

- b. Carpet – we are getting a second quote with regards to the carpeting in the gathering space. Buildings and Grounds are expected to make a recommendation soon.
- c. LED Lighting – Nothing new to report at this time as we are waiting for return phone calls from vendors.
- d. The Council discussed the Archdiocesan approvals for certain capital expenditures:
  - i. If a parish has the money, any capital expenditures greater than 4% of parish support require Archdiocesan approval.
  - ii. If a parish needs to borrow any money, Archdiocesan approval is required.

E. Mortgage Update – Town Bank has locked in our current rate of 4.28% on a 5 year note amortized over 25 years with closing costs of a couple of hundred dollars. At current payment levels, the mortgage will be paid by September 2020.

F. Budget Update

- a. The budgets have not been set for any accounts yet.
- b. The first go around on the budget showed an approximate \$30,000 deficit.
- c. A lengthy discussion ensued regarding the effects of school choice and its impact on the budget for the parish. There was also discussion regarding accounting changes that may be required per state requirements.
- d. Lengthy discussion regarding Faith Formation and the allocation of costs.

The next Finance Council meeting will be Monday, April 18, 2016, at 6:30 PM at St. Paul Parish.

Respectfully Submitted by

Scott Vandenhouten  
Secretary for the meeting

Finance Council Approved: April 18, 2016