

**St. Bruno Parish Finance Council
Meeting Minutes
August 22, 2016, 6:30 PM**

Members Present: Louise Diodato, Tim Dittman, Joe Kuenzli, Steve Paquin, Pat Seegers, Elizabeth Senglaub and Steve Spiegelhoff

Others Present: None

Members Absent: Rita Borowski, Jim Keller and Father Chuck Wrobel

Meeting Location: St. Paul Parish

Old Business:

- A. Approval of May Meeting Minutes – Minutes were approved subject to Father Chucks final approval. Subsequent to this meeting Father Chuck did in fact approve these minutes

New Business:

- A. Review of 2015-2016 Financials –
 - a. Final surplus prior to establishment of reserves was \$ 250,972.
 - b. Reserves were discussed, approved and established for the following:
 - Landscaping (\$20,000) – to be completed by end of September
 - Playground Mulch (\$2,000) – to be completed by end of August
 - Gathering Space Carpeting (\$33,000) – to be completed by end of September
 - LED Lighting (\$52,000) – no completion data as of this time
 - Mortgage Payment (\$142,000) – Available for principal reduction, no time frame at this time
 - c. After reserves were established we were left with a surplus of \$ 1,972
- B. Review of July Financials –
 - a. A surplus of \$82,763 was reported for the month. A surplus of \$57,561 was budgeted resulting in surplus of \$25,202 in excess of budget.
 - b. Revenues were within \$1, 036 of budget
 - c. Expenses were \$24,166 less than budgeted. Steve reported that, for the most part this was the result of timing differences.
- C. Financial Red Flags –
 - a. No red flags were reported.
- D. Pastoral Council Update –
 - a. New members were discerned
 - b. Scott Vandenhouten will again serve as Chair
 - c. Jenny Harnack was appointed secretary

d. Louise Diodato was appointed as the new Finance Council liaison. Joe will continue as the second Finance Council liaison. Welcome and thank you to Louise.

E. Spend Out of Reserves –

- a. Landscaping – The final quote came in at \$14,354.74. \$20,000 had been reserved. The quote for \$14,354.74 was approved.
- b. Playground Mulch – The final quote came in at \$2,562. While more than was established in the reserve for this, there were savings in other areas (see above and below). The quote for \$2,562 was approved.
- c. Carpeting - The final quote came in at \$27,000. This included an amount for reserves and contingencies. \$33,000 had been reserved. The quote for \$27,000 was approved.
- d. LED lighting – It is Pat Seeger’s recommendation that we wait for better technology/ pricing. No movement at this time.
- e. Mortgage – It was decided to wait and see how parish support holds up compared to budget. If we are tracking well, we will likely make a sizable principal payment in December/January.

F. Auction Results/Thank You Letters –

- a. Total net proceeds for the auction were \$64,790.14. As a result we were able to add \$17,287.63 to our unallocated auction reserve.
- b. Given that some time has lapsed since the first draft of the “Thank you” letter, it was agreed that Tim would re-draft and send to Scott Vandenhouten for his review. Letters are to be sent to the major volunteers and will be signed by Father, the trustees, Pastoral and Finance Council chairs. Once Scott and Tim agree on a new draft, all signers will be provided a copy for their input.

G. Open –

- a. Steve educated us on the Hispanic Ministry Accrual. As of the end of the year this account had a total balance of \$1,290.60. Amounts are added to the account via a special request made to the Arch. Any costs associated with the ministry are paid from this account. It was agreed that Steve would reach out to Betty Igl to inform her of the availability of funds and ask if there are any expenditures she would like to make to help this ministry grow. If Betty’s requests exceed the accrual balance a new special request will be made.
- b. Now that no one is currently living in the rectory, alternative uses for the space were considered. Steve reported that due to our status as non-profit, we could rent the space only if we offer it for free with consideration by occupant of a “free will” donation to the church. There was a request for short time use from a relative of Father Ralph that was granted. It was agreed that Steve would reach out to the various ministries (i.e. Child and Youth) to see if they had any use for the space. Discussion will continue at the next meeting.

The next Finance Council meeting will be Monday, July 18, 2016, at 7:00 PM at St. Bruno Parish.

The meeting was adjourned at 8:40 PM.

Respectfully Submitted, September 16, 2016, by

Tim Dittman
Acting Secretary

Finance Council Approved: September 21, 2016