

**St. Bruno Parish Finance Council
Meeting Minutes
November 24, 2016, 7:00 PM**

Members Present: Rita Borowski, Louise Diodato, Tim Dittman, Jim Keller, Joe Kuenzli,
Steve Paquin, Pat Seegers, Steve Spiegelhoff, and Father Chuck Wrobel

Others Present: None

Members Absent: Elizabeth Senglaub

Meeting Location: St. Bruno Parish

Old Business:

- A. Approval of October Meeting Minutes – Minutes for the October 17, 2016 meeting were approved.

New Business:

A. Review of October Financials –

- a. Net income year to date is \$111,016, which is \$92,634 ahead of budget.
- b. The accounting for Tuition Assistance Needed (Account 3113) has been corrected. It was originally entered in the budget as income rather than expense.
- c. \$1300 in donations for the Blessed Virgin Grotto landscaping will go to offset a portion of the expense of the recent landscaping work.
- d. The Council discussed the lack of written procedure or process for approving expenditures. The Council agreed that expenditures that are already included in the approved budget can proceed without further Finance Council review. For emergent items not in the budget (for example an unexpected failed piece of equipment), Kurt and Steve would make an email request/recommendation to Building and Grounds and copy the Finance Council. Building and Grounds would review and make a recommendation to Finance Council for their approval. Depending on time constraints, the Finance Council may need to perform their review and approval by email.
- e. Wages for School. A contract signed with the Wisconsin Conservatory of Music is for \$16,240 while the budgeted amount was only \$13,000. This will result in \$3240 in expense over budget.
- f. Professional Services for School will increase by \$6000 this year which is the amount not covered by students for the after school Spanish program.
- g. The hot lunch program is being done different from how it was budgeted, resulting in a favorable change compared to the budget (a reduced loss) of \$3.36 per week.

B. Financial Red Flags –

- a. While there were no “red flags” to report, Steve Spiegelhoff did bring up the following matters:

- Archdiocese financial review. This is not an audit, but a review will be performed at both St Bruno and St Paul. There is an expense to each parish of \$1000 which is not in the Budget for either parish.
- A parishioner left \$8000 to St Bruno upon death. It will take several months for this amount to clear.
- We recently received a \$10,000 debt reduction donation. The Finance Council agreed to add this amount to the \$15,000 debt reduction planned for December.
- Tony Igl is willing to donate approximately 1 acre of land to the St Bruno Cemetery (along the west side). The Cemetery Committee is recommending we move forward to accept this gift. The transaction will require a survey, title search, etc. Steve Spiegelhoff will get a quote on how much this will cost. Paul Hoffman will provide legal assistance. The Council agreed to pursue accepting this donation, subject to gathering more information on the transaction.
- The 2016 turkey dinner was a financial success. Total net income was \$4657 compared to \$4000 in the budget. Net income for the 2015 dinner was \$3312.
- The 2016 Parish Raffle net income of \$6701 came in below budget (\$8000) and below the net income for 2015 (\$9289) and 2014 (\$12,609).
- The school extended care attendance is running about double what was in the budget, bringing in \$1334 per month compared to \$579 per month in the budget. Steve Spiegelhoff will verify that the school is maintaining the proper ratio of students per adult.
- Steve Spiegelhoff will review year to date expenses for supplies.

C. Pastoral Council Update –

- a. Louise Diodato reported the Pastoral Council's last meeting included among other items, discussion of installing handrails to get up to the altar (referred to Buildings and Grounds) and that mass attendance and donations at St Bruno are about what they were last year.

D. Capital Expenditures –

- a. Landscaping. \$1300 in donations for landscaping the Blessed Virgin Grotto will be applied to the expense of the recent work.
- b. Parking lot resealing. Building and Grounds is still seeking a second quote.
- c. Mortgage. The pay-down of the mortgage by an additional \$15,000 originally planned for both October and November will now occur in November and December.

E. School and Youth Ministry Update –

- a. The transition for these two newly filled positions is going well.

F. Budget Committee –

- a. Formation of the Budget Committee for development of the 2017/2018 budget was discussed. Tim Dittman is reaching out to others to round out the Budget Committee members.
- b. The Budget Committee's first meeting is still planned for Tuesday, December 13, 2016.

G. Building Use Procedures

- a. Steve Spiegelhoff reported he has acquired procedures from seven parishes in the area and there is a wide range of how this is handled. Steve will create a draft set of policy/procedures for Finance Council review.
- b. Steve also reported that the recent request to rent the Parish Room for a baby shower was withdrawn.

H. Next Appeal

- a. Plans for the next appeal will be discussed at the next Finance Council meeting. Tim Dittman will invite the Appeal Chair, Mark Karpfinger.

I. Balance Sheet Review

- a. This is the start of the Finance Council's systematic review of the Balance Sheet. The Council will be looking at two things for each item: (1) is the amount correct? And (2) do we have checks and balances?
- b. With input from Steve Spiegelhoff, the Council reviewed 23 Balance Sheet Accounts: 2061, 2070-1, 2201, 2205, 2206, 2207, 2208, 2209, 2210, 2212, 2213, 2214, 2215, 2216, 2218, 2219, 2220, 2221, 2225, 2227, 2012, 2401, and 2416.
- c. Steve Spiegelhoff will pursue action on several Accounts, including:
 - 2205 Accrued Guatemala Expense, need more info
 - 2212 Accrued Child Ministry, agreed to clear
 - 2215 Accrued 1857 Church Expense, check proper accounting of a \$500 donation
 - 2216 Accrued Building Repair Expense, include unbudgeted expenses
 - 2218 Hispanic Ministry, gather more info
 - 2219 Auction Wish List, work with Tammy to make sure there is agreement on the balance in this account. The Council also agreed that auction donors should be called when the actual amount spent on an item is less than the projected cost.

J. Open –

- a. Steve Spiegelhoff presented two new policies for approval: St. Bruno Parish Capitalization Policy and St. Bruno Parish Electronic Funds Transfer Policy. After discussion by the Council, the two policies were

approved. The date of when the policies were last updated and approved will be added to each.

The next Finance Council meeting will be Monday December 19, 2016, at 6:30 PM at St. Paul Parish.

The meeting was adjourned at 8:55 PM.

Respectfully Submitted, December 1, 2016, by

Jim Keller
Secretary

Finance Council Approved: December 19, 2016