

## **St. Jerome Finance Committee Minutes Meeting of February 17, 2009**

**In attendance:** Father David Blanchfield, Dick Vicenzi, Dan Loch, Bill Groener, Frank Soldano, Jim Alvord, and Bob Olson (chairperson).

Fr. Dave began the meeting at 7:30 pm with a prayer for the parish, for those in need, and for the members of the Finance Committee.

### **October 14, 2008 Minutes**

Minutes of the October 14 meeting had been approved by the members via e-mail by December 8. A copy has been posted on the parish website and on the Pastoral Council bulletin board in the church hallway since December 14.

### **Profit & Loss Budget Analysis: July 1, 2008 through January 31, 2009**

The meeting began with Fr. David's remarks that the parish would not be up-to-date on its bills this month (February) because of the high cost of heating fuel supplied by advance contract with Hi-Ho Fuel Oil of Bridgeport at \$4.19 a gallon, down from the advance contract original price of \$4.29 a gallon due to the negotiating efforts of Frank Soldano. Yet overall the parish was \$62,000 better than last year at this time.

Discussion of line items in the Profit & Loss Budget Statement from July 1, 2008 through January 31, 2009 –

- Fr. David prepared and distributed copies of the General Ledger detail sheets to explain the details of items out of balance.
- Income Entry #4000, Other Offertory Income, \$0.00 vs. a budgeted \$35,00.00. This is an unknown and more research will be done into the assumptions for budgeting this amount in this line item.
- Income Entry #4125, Other Fund Raisers, \$41,560.35 vs. a budget of \$9,986.79 is due to late arrival of the first prize parish raffle car. The car which was advertized as an automatic shift, came in as manual shift car and was returned and exchanged for an automatic at the request of the raffle winner.
- Income Budget Entry #4210, Gifts and Bequests, \$41,638.00 vs. a budget of \$18,430.64. As was explained at the October meeting, this represents various gifts made to the parish during the past quarter and the receiving of a Culpepper grant for \$25,215.00 for needed work on school lighting.
- Expense Budget Entry #5015, Religious Allowance, \$15,152.97 vs. a budget of \$1,099.99. This is where Fr. Mike's salary should be itemized. The fiscal year 2008-2009 budget incorrectly assigned his salary to #5012 Clergy payroll. Because Fr. Mike is not on salary but officially a

“consultant,” his salary is paid to the Jesuit New York Province, and should be itemized in #5015.

- Expense Budget Entry #5258, Retreats/Speakers/Workshops, \$4,274.00 vs. a budget of \$1,140.14. This represents the costs for the TOTAL Emmaus weekend plus, as was explained in October, expenses for the Confirmation candidates retreat, Fr. David’s Leadership Training, and a Men’s Retreat. Emmaus expenses go into #5258, yet Emmaus fees go into #4150, Religious Education Fees.
- Expense Budget Entry #5333, Building Repairs/Maintenance, \$54,498.00 vs. a budget of \$0.00. As was explained in October, over \$25,00 of this was for new lights for the school building rooms and hallway and funded by the Culpepper Grant from #4210. Then, on December 18, the parish had a major septic tank back-up which required a back hoe and a tree take-down. The pipes from the septic tank to the leaching fields were blocked causing a horrid smell in the school building’s upstairs rest rooms.
- Expense Budget Item #5336, Landscaping, \$7,243.20 vs. a budget of \$4,895.52. The overage needs to be investigated. It may represent the miscoding of a bill.
- Expense Budget Item #5338, Snow Removal, \$3,555.00 vs. a budget of \$2,475.29. Snow removal costs simply were higher this winter due to the increased number of snowfalls.

### **Offertory Giving Analysis, Oct. 1 through Dec. 31, 2008**

John DiDomezio prepared a spreadsheet detailing the weekly Offertory basket dollar amount giving for each of the weekend Masses from October 1 through December 31, 2008, including Christmas giving, with a monthly summary of Faith Direct giving not divided out by Mass or by week.

[ Analysis of the figures subsequent to the meeting shows:

- 25.5% Faith Direct electronic giving
- 13.9% Saturday 4:00 PM Mass
- 12.3% Sunday 8:00 AM Mass
- 12.9% Sunday 9:15 AM Mass
- 1.4% Sunday 10:30 AM REACH Grades 4-6 Mass
- 10.3% Sunday 11:00 AM Mass
- 12.0% Sunday 6:00 PM Mass
- 11.6% Mid-week

Analysis of the monthly giving shows:

- 22.3% October
- 35.0% November
- 42.7% December
- 34.5% of which was Christmas giving ]

## **Balance Sheet, June 2008 vs. January 2009**

- The parish checking account is \$17,000.00 down from last year.
- Overall cash is down \$24,000.00.
- The parish is down \$5,400.00 from budget.

## **Other Old or New Business**

### **Faith Direct**

Faith Direct fees went down in 2009 from \$750.00 monthly to \$549.00 monthly.

### **Increased Offertory Campaign**

299 parish families responded. The parish is receiving \$1,600.00 to \$1,800.00 additional giving each week. This should make us solvent.

### **Parish Raffle**

The first prize will be a Subaru Forester. Holding the parish dinner for raffle ticket buyers at the All Saints' School gymnasium and catering it ourselves (courtesy of Tom Bennett) will save us half the \$18,000.00 cost of using Continental Manor.

### **Parish Maintenance**

The Finance Committee members approved Fr. David's proposal to hire, part-time, Tony Fauci, the unemployed electrician who did our school lighting replacement at a special reduced hourly cost, to do the church and hall floors (strip, wax, buff) alongside Mark Marrero, the parish custodian. Mark has returned from three and one-half weeks of sick leave during which time Tony had filled in. Mark will not receive medical coverage as he is part-time (20 hours a week). Jenn-Pro, a service firm that has done the weekly church and school cleaning, will not be retained. Mark will assume their duties.

### **Procedural Audit**

A second parish procedural audit will be conducted in May. This required diocesan audit will assess how well we are following the procedures of the new diocesan financial controls as issued in the diocese's Parish Administration & Finance Manual. Last summer's procedural audit required by the diocese of the parish finances found us in very good compliance with the old diocesan financial controls with the exception of a few issues, some of which have been abrogated by the new diocesan financial controls, and all of which have been fully rectified.

The meeting ended at 8:55 PM.

Submitted by:  
Dan Loch, Finance Committee Secretary  
March 21, 2009