

St. Jerome Finance Committee Minutes Meeting of October 19, 2010

In attendance: Jim Alvord, Father David Blanchfield, Jerry Holdridge, Lee Larchevesque, Dan Loch, Bob Olson (chairperson), Skip Vincent, Dick Vincenzi, and Dom Vento

Fr. David began the meeting at 7:30 pm with a prayer for the parish and for the work of the committee.

June 22, 2010 Minutes

Minutes of the June 22 meeting were approved. A copy has been posted on the parish website and on the Pastoral Council bulletin board in the church hallway since October 26.

Pastor's 2009-2010 Fiscal Year Financial Report to the Parish

Fr. David shared a draft pastor's letter to the parish to accompany the annual fiscal year financial report mailed to all parishioners. This year we are using the official diocesan form for the financial report. Member attending once again voiced concerns that the official diocesan annual report form's detailing of over \$3 million in assets is not liquid since the church, rectory, school building, belongings, and land are not liquid (i.e., not readily convertible into cash).

The traditional request in the letter for a donation for special parish projects was for new lighting in the Half Mile parking lot, the beautification of the East Rocks entrance to the church, and the part-time salary of Joe O'Callaghan, Jr. for TOTAL. The three projects total \$18,000.00.

The letter also includes a request that parishioners enroll in Faith Direct, the parish's electronic automatic Offertory giving system.

The members approved the pastor's letter unanimously provided that a line be added that parishioners with questions could contact Fr. David or Bob Olson, Finance Committee chair.

Quarterly Budget Analysis

Two weeks before the meeting Fr. Dave mailed all Finance Committee members for their examination, copies of the

- July 2009 through June 2010 Profit & Loss Budget vs. Actual Statement
- June 30, 2009 and June 30, 2010 Balance Sheets
- July 2010 through September 2010 Profit & Loss Budget vs. Actual Statement
- and the September 30, 2010 Balance Sheet.

Current fiscal year, Income Item 4150, Religious Education Fees, actual \$15,215 and budgeted \$23,700 for a shortfall of \$8,485. Due to the late start of REACH religious education in October (due to the 50th Anniversary Mass with Bishop Lori of September 19th and the Parish Festival on September 28th).

Expense Items 5012 and 5015, Salaries. Item 5012 is again over budget and Item 5015 is under budget due to continued miscoding of Fr. Mike's salary. The Items balance out, but the miscoding has been prolonged.

Expense Item 5253, Professional Development, \$3,125, versus a budget of \$900. Due to \$2,500 to Joe O'Callaghan, Jr., as a recently-added part-timer for TOTAL.

Expense Item 5272, Insurance – Clergy-Owned Vehicles, \$1,417 versus budgeted \$0.00. This item should have been budgeted for.

Expense Item 5333, Building Repairs-Maintenance, \$8,473.82 versus budget of \$4,300. Due to \$1,300 to clean the septic system and \$1,900 to Johnson Controls for HVAC controls work.

Expense Item 5336, Landscaping, \$5,770.80 versus budget of \$2,800. The parish insurance required approximately \$3,000 in tree work.

Expense Item 5357, Other Services, \$7,311.92 versus budget of \$4,800. Due to miscoded for-profit property tax for Busy Bodies Daycare not yet reimbursed to the parish.

Expense Item 5417, Electric, \$7,757.74 versus budget of \$5,600. Parish summer air-conditioning costs were up by \$300 a month.

Busybodies Daycare

Attendance for Busybodies Daycare is down by 50% due to the downward economy. They are having cash-flow problems.

It was agreed that Bob Olson would write Busybodies a letter designed to address this situation.

Parish Car Raffle and Dinner

Karen Christensen is taking over the raffle from John Kuczo. The raffle drawing will be Saturday, June 25. Instead of a car, there will be cash prizes of \$12 thousand, \$2 thousand, and \$1 thousand. Tickets may be \$50, not \$100. All Saints' Catholic School had good success by restructuring their raffle this way.

Discussion centered on preserving a parish gathering that was less than a dinner and held at the church hall rather than at Continental Manor (too expensive at \$13-14 thousand) or at All Saint's Catholic School gym (too demanding on parishioners for gym set-up and take-down). Probable time for the parish gathering was discussed before or after the 4:30 PM Saturday afternoon Vigil Mass.

Other Business

Jerry Holdridge advanced an idea to raise funds by placing a "cookie" on the computers of those who visit the parish web site. The members voted against this.

The meeting ended at 8:57 pm with a closing prayer by Fr. David.

Submitted by:

Dan Loch, Finance Committee Secretary

January 25, 2011