

St. Jerome Finance Committee Minutes Meeting of January 25, 2011

In attendance: Jim Alvord, Father David Blanchfield, Regina Flaherty, Bill Groener, Jerry Holdridge, Dan Loch, Judd Mellott, Dom Vento, and Dick Vincenzi

Fr. David began the meeting at 7:35 pm with a prayer for the parish and for the work of the committee.

October 19, 2010 Minutes

Minutes of the October 19 Finance Committee meeting were approved.

Quarterly Budget Analysis

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

- July 1, 2010 through December 31, 2010 Profit & Loss Budget vs. Actual Statement
- June 30, 2010 and December 31, 2010 Balance Sheets

The July through December 2010 income and expenses nearly balance: income is within \$3,500 of expenses.

Income Items 4010 through 5050, Offertory Income, \$274,115.75 vs. budgeted \$287,400.00 for a shortfall of \$13,284.25. This shortfall points to an already anticipated increased Offertory giving campaign for this coming fall.

Income Item 4160, Rental Income, actual \$21,395 vs. budgeted \$31,700 for a shortfall of \$10,305. This represents rental income from Busybodies Daycare which has not made full rental payment since last summer due to a lack of clients.

- Finance Committee chairperson Bob Olson has been in discussions with Busybodies over their delinquent rent payments.
- A number of members present felt Busybodies should open their books to the Finance Committee.
- Bill Groener and Dom Vento will research how other church-related daycare facilities are faring in an effort to see if the continued downward economy has resulted in diminished income at those other church-related daycare facilities.
- It was noted that there is at least some sentiment in the parish for St. Jerome's to conduct its own daycare, although the complicated, costly, and involved work that this would entail was recognized.

Expense Items 5012 and 5015, Salaries. As has been explained at the last three Finance Committee meetings, Item 5012 is over budget and Item 5015 is under budget due to unrectified 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 an overage of \$2,225.00. As was explained at the October 19 Finance Committee

meeting, this is 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 5312, Food and Beverage, \$11,212.86 vs. a budgeted \$9,200.00 for an overage of \$2,012.86. This is due to expense receipts submitted very late for the September 2009 parish festival and the June 2010 parish raffle dinner and which should have been in last fiscal year's (July 1, 2009 – June 30, 2010) expenses.

Expense Item 5333, Building Repairs-Maintenance, \$18,100.29 versus budget of \$16,600.00 for an overage of \$1,500.29. As was explained at the October 19 Finance Committee meeting, this is due to septic system cleaning work and HVAC controls work.

Expense Item 5336, Landscaping, \$10,865.80 versus budget of \$7,200 for a shortfall of \$3,665.80. As was explained at the October 19 Finance Committee meeting, the parish insurance required over \$3,000 in tree work.

Expense Item 5417, Electric, \$13,540.07 versus budget of \$10,500.00, for an overage of \$3,040.07. As was explained at the October 19 Finance Committee meeting, parish summer air-conditioning costs were up by \$300 a month.

Building & Grounds Sub-Committee Projects Requiring Approval

- Repairing the church roof.

Fr. David reported that the parish Building & Grounds Sub-Committee formed last October has received three bids of \$22, \$26, and \$38 thousand for repairing the church roof. The church roof leaks to the left rear and the entire roof was re-shingled in the mid-1990s with substandard shingles by a manufacturer who has since gone out of business. Building & Grounds Sub-Committee chairperson John Davis currently is checking the references and work quality of the three bidders.

The parish has obtained a Culpepper Foundation grant for \$12,000 to be applied to the church roof repairs.

The Finance Committee members present voted unanimously to approve proceeding with the church roof repairs. Regina Flaherty advised securing a performance bond and a warranty from the selected bidder. The Finance Committee also noted the need for diocesan approval should the repair expense exceed \$25,000.00.

- Church addition.

A long-term goal of the Building & Grounds Sub-Committee is to construct a 750-900 square-foot "rotunda" extending off the front of the church hallway and onto the grassy area at the front of the church. This addition would give the parish added meeting/activity space, possibly a "crying room."

Constructing this "rotunda" would involve removing the 1,500-gallon church-school building in-ground oil tank, and replacing it with a smaller tank or tanks, most likely in the furnace room.

Doable in the short-term as part of this “rotunda” construction would be needed work on the cracked concrete of the church front steps and improving the hallway of the downstairs church hall.

Funding would come from a parishioner appeal to purchase name-inscribed church front step bricks for \$100 - \$500 (based on size of the brick) and name-inscribed church hall hallway ceramic color-drawn tiles for \$100 - \$500 (based on size of the tile).

To solicit parishioner fundraising for this rotunda project, to make this project concrete for the parishioners, and to approach the diocese for approval an architectural drawing and, possibly, a model are needed at an estimated cost of \$5,000.00.

The Finance Committee members present voted unanimously to approve the idea of constructing a church “rotunda” addition and to approve a parishioner fundraising effort as described above at a future date to be determined (and ideally not to coincide with an increased Offertory giving campaign likely for this fall). The Finance Committee members present also voted unanimously to approve \$5,000.00 for an architectural drawing of the “rotunda.”

Fr. David said the next step was to present the plan for the addition and its fundraising to the Pastoral Council for their approval.

- On-off switches for church hall lighting.

The Building & Grounds Sub-Committee can immediately install genuine on-off light switches for the church hall overhead lighting, thus avoiding the continued use of the breakers in the church hall fuse box to turn the church hall lights on and off. Genuine on-off light switches for the church hall overhead lighting would reduce electricity use and conform to accepted practice.

When Dan Loch stated this work would cost \$5,000.00, several Finance Committee members present considered this an excessive cost and requested a detailed list of the labor and equipment costs involved. No Finance Committee approval was voted on for this work. (*Please see Addendum at end.*)

- Rectory mold.

The Building & Grounds Sub-Committee will be getting bids for correcting a persistent mold problem in the upstairs of the church rectory outside Fr. Joe’s study. The first step is to ascertain the extent of any wood rot and to determine if an air-conditioner water-vent line leak is the cause. There also is the possibility of mold and frame deterioration that was painted over when the rectory exterior was re-painted in the 1990s.

Jerry Holdridge advised this rectory mold problem be addressed soon because of possible serious structural consequences if left untreated.

- In general.

Bill Groener recommended that the Finance Committee set up a new budget item for the Building & Grounds Sub-Committee.

Judd Mellott preferred to learn of the range of problems that need to be addressed and their attendant costs.

Dan Loch pointed out that the minutes of the parish Building & Grounds Sub-Committee which detail the range of problems and initiatives that the Building & Grounds Sub-Committee is working on are available on the parish web site at the end of the Pastoral Council page.

No action was taken.

The meeting ended at 8:35 pm.

Submitted by:

Dan Loch, Finance Committee Secretary

March 14, 2011

Addendum

After the January 25 Finance Committee meeting, Dan Loch e-mailed the Finance Committee members on January 31 that the cost for installing on-off switches for the church hall overhead lighting is around \$995.00, not \$5,000.00.

A majority of the Finance Committee members present at the January 25 meeting then e-mailed on February 1 their approval of \$1,000 to do the work. The work was accomplished on February 7 at a cost of \$964.00.