

Finance Council (FC) Minutes from 6/24/2025 Meeting (in person)

In Attendance

X	Jerry Beine (Chairperson)	X	Deb Steppe
	Rebecca Porter	X	Patricia Fabian
X	Cathy Markwiese	X	Rob Petri (Secretary)

Meeting Started at 6:00pm

Opening Prayer

Budget and Financial Review

- 2024-2025 Budget – status/review – **MAY 2025**
 - **Balance Sheet**
 - LOA
 - May Account Balance is \$120,518.
 - May quarterly distribution from Arch was \$19,891
 - **Income**
 - Contributions:
 - Envelope contributions:
 - May was above budget at \$63,498 vs. \$43,611 budgeted.
 - YTD was slightly above budget at \$741,770 actual vs. \$741,390 budgeted.
 - Offertory contributions:
 - May was \$3,354 actual vs. \$3,333 budgeted
 - YTD was above budget at \$42,463 actual vs. \$38,333 budgeted.
 - Overall Contributions on YTD basis:
 - Above budget at \$784,233 actual vs \$779,723 budgeted.
 - Compared to YTD May 2024 (\$749,174), current year actual is \$35,059 higher than last year.
 - Rental Income
 - Increased church/hall rental fees. Resulted in \$1,000 in income in May from weddings and funerals.
 - Misc. Income
 - Bequests were \$32 in May and \$62,192 YTD (zero budgeted)
 - Memorials were \$50 for May and \$6,707 for YTD (zero budgeted).
 - Investment Income is \$2,718 above budget YTD.
 - **Year to Date Income** is \$70,153 above budget (\$932,649 actual vs. \$862,496 budgeted), driven by Bequest and memorial income not budgeted.

- **Expenses**
 - HEALTH INSURANCE – costs approx. \$20,000 higher than budget YTD due to staff requiring family coverage but single was budgeted. This was factored into the 2025-2026 budget.
 - GIFT FOOD – YTD is 2,037 over budget as the Prayer Palooza event required a Catered Breakfast that was not budgeted.
 - INSURANCE: P&C insurance (B&G #136) and Workers Comp line (Admin #376) reclassification of March/April was made in May
 - DIOCESAN ASSESSMENT – YTD is \$5,922 higher than budget. Timing off slightly as two payments were recorded in May.
 - TECHNOLOGY – YTD is \$3,395 higher than budget as 5 Aruba Wi-Fi switches were purchased and installed in May. This was a planned expense over budget due to the current year surplus.
 - **Total Expenses**
 - May actual of \$106,305 compared to \$73,159 budgeted.
 - YTD expenses are above budget as actual is \$862,505 vs the YTD Budget of \$839,898. The expenses over budget of \$22,607 are largely health insurance costs over budget.
- **Net Profit/Loss**
 - May shows a loss of (\$38,098) compared to budgeted loss of (\$23,563).
 - YTD profit of \$70,143 vs YTD budgeted Profit of \$22,598. The favorable \$47,545 is due to bequest income, less unbudgeted expenses due to surplus and unanticipated health insurance costs.
- **Dedicated Accounts**
 - IMPROVEMENT FUND: Balance of \$251,295.
 - Reconciliation to determine what is owed to Improv Fund from LOA to be prepared.
- 2025-2026 Budget – finalization
 - Patricia submitted budget to the Arch but no feedback as of date of this meeting.
 - Discussed presentation of budget to parish – decided to rely on Finance Council update to parish on June 28-29 and then provide report to parish after YE is closed with final 2024-2025 results and the 2025-2026 budget.

Love One Another Update

- Rob will work with Patricia over the next week to complete the reconciliation of LOA funds used by the Improvement Fund, as well as to determine if an additional proxy needs to be submitted to the Arch.

Improvement/Building & Grounds items

- B&G meeting took place on June 9.
- Parking Lot Landscaping Project Update:
 - The 3 arborvitaes near the dumpsters have been put in.
 - A watering log is being maintained in the office so volunteers can track when they water the plants.
- Kitchen Equipment update – the new sink has arrived and Ken will install.
- Stack Washer & Dryer
 - Quotes for installation, plumbing and roof venting to install the washer/dryer are approximately \$8,100. B&G questioned the need to spend this type of capital on this project.
 - The need for the project was derived from a need to meet health code requirements for washing/drying of towels. In the interim, Patricia will provide disposable towels in the kitchen, and we will try this approach to determine if this will meet the need without capital investment. We will also purchase buckets to have specific buckets for washing, rinse and sanitize.
- Office carpeting quote has been received, and the cost is approx. \$5,200. We will proceed.
- Property Maintenance – discussed if we needed to hire outside service to assist with yard maintenance now with the landscaping addition. For now, the conclusion is that this is not necessary but that possibly in a few years we may need to hire a service to assist with pruning trees once per year.

Next Financial Update to Parish

- We reviewed and finalized the presentation.
- Will be presented June 28/29 - 4:00pm (Jerry), 8:00am (Rob), 10:30am (Rob)

Other items

- Ministry Fair on July 17th from 3-7pm. It will be open house style event.
- Reviewed new Conflict of Interest Form
- Increasing Credit Card limit for Deb from \$1,000 to \$10,000. All other employee credit limits will remain the same with the thought that any large purchases will need to be done by Deb.
 - Employees will be asked to sign a Credit Card Usage Agreement.

Meeting Adjourned

Next Meetings

- Tuesday August 12, 2025 @ 6pm

Respectfully Submitted: Rob Petri