

**St. Michael Parish**  
**Finance Council Meeting Minutes**  
**February 17<sup>th</sup>, 2022 @ 4:00 pm**

**Present:** David Barnett, Jamie Hartzell, Rev. Carlos Melocoton, Marissa Saludes, Wendy Hinerman, Michelle Patterson, Steve Waters, Jacob Altmeyer, Denny Wilson, Ben Beckett, LaDonna Tomei

**Absent:** Kim Burge

The meeting opened in prayer offered by Fr. Carlos.

**Buildings and Grounds**

Denny Wilson provided the council with an update on the ongoing initiatives him and his team are working on.

- Church Boiler

The church boiler is broken beyond repair, and as such a new one is required. In order to adequately heat the church a boiler that can produce between 1.5 and 1.9 million BTU's needs to be purchased. Due to the nationwide supply chain issues many suppliers are indicating a lead time of 16-22 weeks before they can obtain and install a new one. Denny has spoke with a number of providers and they indicated the total cost will be between \$55,000 - \$65,000 for the boiler and installation.

Due to the urgency of the situation the council passed a motion permitting us to vote on bid approval via email. This will prevent the council from having to wait until the next meeting to do so.

- Parish office carpet

The carpet in two Parish offices is bunching up to the point where it is now a tripping hazard and needs to be replaced. The Parish received two bids. Total cost for both offices is \$2,500, which was approved by Fr. Carlos.

- Security Cameras

With child safety being paramount, the Parish has been exploring the possibility of adding 24 more security cameras around the school campus. 3 bids were obtained ranging from \$14,500-\$32,000. The bids are all very different and Denny needs to obtain more clarity as to the differences with each.

- School Gymnasium

One of the side basketball hoops came down and won't go back up. Also, a section of the bleachers located under the same hoop only fold halfway in and can't be closed all the way. An inspector is coming to fix the broken basketball hoop and inspect all the others as well as the bleachers. Total cost is \$4,500 which Fr. Carlos approved.

- Snow Removal

The snow removal company the Parish contracted with this year had their snow plow break right before the first snow of the season. As a result, the buildings and grounds crew had to clear the snow themselves from the entire property. The company has showed up only once this year, even though there have been multiple snow showers. The Parish is going to request \$6,500 back from the \$7,500 that was pre-paid for the year.

- Stone Lot Parking

El Villa apartments would like to lease the Parish's stone parking lot next to the Angelus Center for overflow parking from their residents. The Council passed a motion to propose a \$475/month lease fee. Jake Altmeyer to create a lease agreement outlining the details of the arrangement.

- Parish School Flooring

8 rooms in the school require new flooring this summer. Denny to obtain multiple bids for the work prior to the April Finance Council meeting so that we can review.

- Building and Grounds Equipment

Denny and his team have requested that the Parish purchase a small bucket tractor to assist with snow removal. Denny is going to obtain pricing and provide to the Council for consideration.

**January 2022 Meeting Minutes Approved**

## **December 31, 2021 Financial Statement Review**

LaDonna Tomei of Felton & Felton CPA review the 2021 Year End Financial Statements. Listed below is a snapshot of the report, but below are some highlights:

### Parish

The Parish's Cash Balance continues to be in good position. Overall expenses came in under budget for the year; however, this is due to the PPE funds that were received.

There is a \$74,000 receivable for the Employee Retention Credit; however, we don't anticipate it will be received until 4Q2022 due to an IRS backlog.

Taxes on the PPE loan received by the Parish from the US government are listed as a payable; however, we have applied for loan forgiveness.

There was a payment made to the Diocese in the amount of \$53,000 on 12/30/21. Due to a timing issue this payment is not reflected in the 12/31/21 statement. LaDonna is going to re-state the report so that it is included.

The Finance Council will develop a plan to address the need for a listing of the Parish's capital assets.

### School

The School's Cash Balance continues to be in good position. Overall expenses came in under budget for the year; however, this is due to the PPE funds that were received.

There is also a receivable for the Employee Retention Credit; however, we don't anticipate it will be received until 4Q2022 due to an IRS backlog.

Taxes on the PPE loan received by the Parish from the US government are listed as a payable; however, we have applied for loan forgiveness.

Dear Parishioners,

The parish and school financial reports are regular entries in our bulletin. We appreciate and value your support of our parish and school. We provide these reports as part of our mission to be faithful and effective stewards of the treasure you entrust to the parish.

St. Michael Parish Finance Council

### St. Michael Parish

*Calendar Year*

#### Statement of Revenue and Expenses - Modified Accrual Basis For the Twelve Months Ended December 31, 2021

	Month to Date		Year to Date	
	Actual	Budget	Actual	Budget
Total Income	103,866	113,471	789,512	751,900
Total Expenses	(61,306)	(66,824)	(741,146)	(743,943)
Earnings (Deficit)	42,560	46,647	48,366	7,957
Grade School Subsidy	-	-	-	(20,000)
Net Earnings (Deficit)	<u>42,560</u>	<u>46,647</u>	<u>48,366</u>	<u>(12,043)</u>

For year 2021, the offertory collections (weekly, monthly, loose) recovered from the impact of the pandemic faster than expected exceeding expectations by \$58,954. Expenses were in line with the budget in total. Salaries and benefits were \$61,429 favorable due to unfilled positions, Maintenance & repairs were \$40,468 higher than expected and no grade school subsidy was required saving \$20,000

### St. Michael Parish School

*Fiscal Year Beginning June 1*

#### Statement of Revenue and Expenses For the Six Months Ended December 31, 2021

	Month to Date		Year to Date	
	Actual	Budget	Actual	Budget
Total Income	424,466	95,054	1,060,639	639,694
Total Expenses	(119,205)	(109,957)	(667,755)	(678,271)
Operating Excess (Deficiency)	305,261	(14,903)	392,884	(38,577)
Subsidy from Parish	-	-	-	-
Net Operating Excess (Deficiency after Parish Subsidy)	<u>305,261</u>	<u>(14,903)</u>	<u>392,884</u>	<u>(38,577)</u>

The school ended the month of December \$320,164 favorable to plan. In December, we filed a return with the IRS for the Employee Retention Credit for a refund of \$312,264 which we qualify for as a result of the pandemic. We recognize the income when the return is filed but we will not receive the funds until the 3rd or 4th quarter of 2022.

## **Teacher's Retention Fund Account**

Weekly offering envelopes were distributed to parishioners specifically for the Teacher's Retention Fund. Fr. Carlos expressed the hope that parishioners would see the TRF envelope as an opportunity to increase their support of the school teachers while continuing to support the parish as well.

November-January TRF collections totaled \$15,613. This money will be sent to the account at the Diocese.

Dave and Jamie Hartzell are currently working to obtain additional funding for the account and is also exploring all options as to where the assets should be held within the Diocese.

## **Pastors Report**

Fr. Carlos informed the Council that with Lent beginning in two weeks there are a number of activities and prayer sessions planned by the Pastoral Council for the season.

The Parish Golf Scramble is on May 27<sup>th</sup>, 2022 at Crispin Golf Course.

Fr. Carlos reminded the Council about our business luncheon's the last Thursday of every other month beginning March 31<sup>st</sup>. Council members are encouraged to bring guests.

## **School Report**

Michelle Patterson informed the Council that \$10,000 will be taken from the Hoffman Grant in order to provide a \$50 discount for each family returning to St. Michael's school. Fr. Carlos approved.

\$6,000 was withdrawn from the teacher's fund (which was created from an anonymous donation) in order to provide our teachers with a bonus for Catholic Schools Week.

\$12,568.61 was withdrawn from the Hoffman Grant to provide Christmas Bonuses.

Teachers informed administration if they intend to return for the 2022/2023 school year in January. Kim Burge to inform any employee if they will not be renewed for next year by May 1<sup>st</sup>, 2022.

Michelle and her team are actively working on the 2022/2023 budget.

The Parish Festival is schedule from July 7-9. Volunteers are needed.

## **Finance Council Chair Updates**

Dave Barnett asked that all Council members provide Steve Waters with their email address and cell phone numbers in order to create a distribution contact list.

Moving forward the financial statements are reviewed on a bi-monthly basis with Felton & Felton CPA.

Dave will be updating the Finance Council Calendar and expects to have it finalized by the end of the month.

The Finance Council Parish Town Hall is scheduled for September 15<sup>th</sup>, 2022 at 6:30 PM.

Jake Altmeyer to host an Estate Planning Town Hall on May 4<sup>th</sup>, 2022 in which all Parishioners are welcome.

Finance Council to determine dates/times of masses in which to speak to Parishioners regarding the Catholic Sharing Appeal.

**Next Council Meeting Scheduled for April 7<sup>th</sup>, 2022 at 4:00 PM**

**Closing Prayer**

**Meeting Adjourned at 6:00 PM**

Respectfully Submitted,

Steve Waters