

Holy Spirit Finance Council Meeting Minutes

April 28, 2016

Parish Center Library

Present: Father Bob, Bill Vande Voort, Patty Vande Voort, Roy Verstegen, and Tim Wyngaard

1. Welcome by Bill
2. Fr. Bob led prayer
3. Tim Wyngaard was assigned Minute Taker
4. Roy Verstegen was assigned timekeeper
5. Approval of Minutes
 - The minutes from the March 10, 2016 Finance Council meeting were reviewed. Bill had suggested the minutes be amended to correct spelling and clarification that Worship and Spiritual Life **expense** was up about \$2,000.00. A motion was made by Roy Verstegen and seconded by Tim Wyngaard to approve the minutes as amended. Motion carried.
6. Buildings and Grounds budget presentation-Bob Buchinger from Building and Grounds presented the proposed budget for next fiscal year. He mentioned that the maintenance contracts with August Winters were a part of the budget again. Line item 20 is for the replacement of all of the first floor ventilators as part of the renovation of the school for the Kimberly School District. August Winters replaced these last year and is providing Holy Spirit with an interest free loan for the next five years so this line item will appear in the budget for that duration. Bob then discussed four line items that were additional to the budget this year:

Line 34 Parking lot	\$15,000
Line 35 Vacuum/Sweepers	\$5,500
Line 36 Gym Entrance –Darboy School	\$5,000
Line 39 Kimberly Church Boiler Replacement	\$60,000

The parking lot would be built behind the parish center with access from Wilson St. This would alleviate parking concerns from Kimberly Ave. for staff, volunteers, and parishioners coming into the parish center.

The vacuum /sweepers would allow for maintenance of the new carpet being installed in the Darboy church.

The gym entrance would be enhanced from the outside with some sort of awning which would protect people from the elements who are waiting to get into the gym for events such as bingo. For security purposes, it is best to have people enter from this entrance instead of through the school.

Our tithing for the month was within \$1,000.00 of budgeted which was good to see but YTD we are \$18,000 lower than budgeted. Our total revenues (line 36) are \$3,400.00 lower than budgeted for the month and \$51,000.00 lower than budgeted YTD. Along with the \$18,000.00 deficit in tithing compared to YTD budget, the other two areas where we are not reaching our budgeted amount is restricted and unrestricted donations (lines 21 and 22).

Expenses were higher by \$13,000 (line 105) and YTD are \$29,000 higher. Some of the expenses that were higher this month were:

Line 46	Workers Comp	\$2,213 increase (Diocese assessment)
Line 85/86	Bishops Appeal	\$2,100 increase
Line 90	School Subsidy	\$12,000 increase

Patty indicated that Richard was confident that they would come in at budget by fiscal year end. They are \$6,000.00 over YTD.

Building and Grounds was lower than budgeted by \$3,000 this month but is over budget YTD by \$10,000.00.

Four of the five ministry subsidies are over budget YTD. It was discussed and decided that a letter would be sent to the ministries informing them of their current situation in relation to budget and asking them if there is a plan to come in at budget by June 30th. They will be asked to respond prior to the next meeting.

Bill and Tim will work with Patty in May on the upcoming budget to be presented at the next meeting.

8. Update on Scrip- Bill indicated that the Scrip Committee had not met prior to our meeting. He did indicate that the monthly payment of \$7,660.00 plus one half of the previous missed payments will be made this month. Tim had asked if there was any further information on contacting those parishioners that have dormant scrip accounts (not used in the last two years) and that is being worked on. Roy asked if there were any aging reports on scrip cards and there is not at this time. He asked because of the high inventory amount. Bill indicated that there were reviewing the cards that were not moving and some of those have been eliminated. Any cards that were older are also being sold in the increments they have to use them up. Vendors do have a charge back if not used but there was no information if that was an issue.
9. Bishop's Appeal – Through April 26th, we have had 496 parishioners donate a total of \$74,074.26. Last year there were 557 donors and there have been new donors this year. The thermometer has been displayed. There have been updates in the bulletin and information shared in regards to the Appeal. Discussion took place about contacting parishioners who have given in the past but not this year. Father will give an update the weekend of May 14-15th at mass. Patty and Father indicated that they are looking to put together a dinner possibly at