

# St. Boniface Catholic Church

1952 GA Hwy 21 S. Springfield, GA 31329-5207

Office: [912] 754-7473

[st.boniface@sbcatholic.com](mailto:st.boniface@sbcatholic.com)

Fax: [912] 754-1201

Meeting Minutes for 20 August '15 Financial Council Meeting

**Opening Prayer:** 7:10pm

**Roll call/attendees:**

Name:	Present	Absent
Jack Cook-Chairperson FC	X	
Carol Galasco-Member FC	X	
Barbara Lafond-Member FC	X	
Marian Larson-Secretary FC		X
Morgan McCumber-Member FC		X
Fr Martino Thong Nguyen- Ex-Officio Member		X
Joe Bahm – Chairperson- Parish Council- Ex-Officio		X

**Old business:**

- a. The SBCC Fin Status Report for July 15 has been finalized and has now been signed by Patti, Jack and Joe and is ready to be sent to the Diocese.
- b. We continue to implement the SBCC Collection Guide Lines developed from the Diocese Collection Guide Lines. The procedures have been fully adapted, however the counting teams have not yet gained the level of proficiency they had with the previous system.

**New business**

- a. We still need to increase the Council by at least two members. An announcement to that effect was made during the FC briefing to the parishioners. We will also put out a signup sheet at the Ministry fair for anyone who may be interested in serving on the
- b. Parishioners were briefed and provided an information paper on our financial status for the fiscal year 1 July '14 through 30 June '15 at all masses on the weekend of August 15-16, 2015.
- c. The Annual Ministry Fair will be held after all masses the weekend of September 12-13, 2015.
  - i. Carol will make the Trip tyk and get it to Jack in time for set up Saturday, September 12 at 4:00 p.m. Jack, Carol and Barb decided on the layout of the display.
  - ii. The Stewardship Ministry will provide the ministries with signup sheets and pens/pencils.
  - iii. We will put the display board in the center of the table and will have candy, which has already been provided by Barb, a handout that briefly describes the duties of the Council and signup sheets that will be provided by the Stewardship ministry.
  - iv. Parishioners will receive a raffle sheet listing each ministry at the end of Mass. The Ministry representative will initial the raffle sheet in the appropriate spot on the sheet when the Parishioner visits their booth. Barb will be making a "money" tree for us to raffle off.
  - v. Jack has agreed to be at all three Masses. Barb and Marion will work the 8:30 a.m. Sunday Mass. Carol has tentatively volunteered to work the 5:00 p.m. Saturday evening Mass with Jack.
  - vi. Jack will take the display down after the 11:00 a.m. Sunday mass.
  - vii. SBCC Collection/Counting Procedures update: Patti has established batch loading procedures for Parish Soft to match each of our weekly deposits. Reports can be run for each batch and used to match summary deposit records prepared by count team and the actual deposit records from the bank. Jack is currently performing the first audit of the

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offertory counting and deposit process to validate that what is received is recorded in Parish Soft and deposited. The goal is to audit at least one weekend's offertory each quarter. A copy of the actual documentation being used was passed out to attendees for review however, since the documents contain parishioner information Jack collected the handouts back so they could be shredded.

d. Next meeting:

- i. We do not see the need to meet in the month of September so the next formal meeting is scheduled for October '15

**Closing prayer: 8:10**

Handwritten signature of Carol M. Larson in cursive, with the initials 'ML' circled at the end.

Marian Larson, Secretary

Handwritten date '9-14-15' in cursive.

Date Approved