

St. Boniface Catholic Church

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

Office: [912] 754-7473

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Minutes for 16 Jun 2016 Financial Council Meeting

Opening Prayer: 7:00 pm

Roll call/attendees:

Name:	Present	Absent
Jack Cook - Chairperson FC	X	
Paula Cihla - Member FC	X	
Denise Curtis - Member FC	X	
Marian Larson - Secretary FC	X	
Polo Rodriguez - Member FC		X
Joe Bahm – Chairperson- Parish Council- Ex-Officio		X
Fr Martino Thong Nguyen - Ex-Officio Member	X	

Old business:

- a. Status of BAA campaign - As of the 6/10/16 update on the Diocese website, SBCC has paid in \$16,594 toward our established target of \$26,125. There is currently a pledge balance of \$3,834. As of this report there have been 80 donors, which is only 22.41% of our family count (according to the Diocese).
- b. FC member status - Two members (Carol and Barbara), after two terms on the FC, ended their service on the council effective 1 June 16. Paula Chila is our newest member effective this month. We will also try to get at least 1 more parish member to join the FC committee. Fr Martino may ask one of the Parish Council nominees who was not elected to join FC.

New business:

- a. SBCC Fin Status Report for May is under review. Latest update was provided earlier this week. All agreed on the final report.
- b. Savannah Diocese Financial Department member, Mary Alice Nadeau conducted an audit of SBCC financial records and procedures on 6 and 7 June. During her review she evaluated counting team activities during the morning of 6 Jun. Her reviewed covered every actions from retrieval of the collection bags to the deposit of funds. She then reviewed with Patti and Jack how the donations were recorded in Quick Books and reconciled. She also looked on how bills are processed, how purchases and reimbursements are approved and processed, as well as records security. Written report will follow. Fr. says a Lock Box is not needed unless we get one for free. We also need another person to sign checks in Fr's absence.
- c. Due to the changes in the membership of the FC, review assignments for financial reports have been reallocated as follows;

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1. Marian – assigned Page 2 Revenues and Pages 1 and 4 of the Diocese Report.
2. Denise – assigned Page 3 Lines 1-37 Expenses and Pages 1 and 4 of the Diocese Report.
3. Polo – assigned Page 3 lines 38-59 Expenses and Pages 1 and 4 of the Diocese Report.
4. Paula – assigned Page 3 lines 38-59 Expenses and Pages 1 and 4 of the Diocese Report.
5. Jack – assigned all pages of the Diocese Report.
6. Process – Reviews should include checking the Dio Report entries with the General Ledger and P&L for the month being reviewed as well as the YTD (year to date) totals for each. Members should complete their review within three business days of the report being sent out for review and comments or negative reply to all. Members are reminded not to edit the Diocese report itself but rather send questions and details to Patti, with copy to FC members, for her action as appropriate.

d. Father Martino comments: Discussed the cost of his Health Care Coverage.

e. Parish Council Rep comments: N/A

f. Any further comments? New Members need Name Tags

g. Next formal meeting: July 14, 2016 at 7PM.

Closing prayer: 7:56pm


Marian Larson, Secretary


Date Approved