

# St. Boniface Catholic Church

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

Office: [912] 754-7473

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Meeting Minutes for 20 Jul 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:

The SBCC FY 15-16 budget was finalized 1 May 15 and submitted to the Diocese. It is a zero bottom line budget which reflects approximately a 3.7% increase in revenues, a 3.6% increase in operating expenses, and a 4.1% increase in non-operating expenses over the FY4-15 budget. The new FY began on 1 July 2015.

## New business:

- a. SBCC Fin Status Report for June 15 :
  - i. This is the final report of FY 14-15.
  - ii. Review is still on-going. Hoping to get all issues/comments resolved and report submitted to Diocese NLT 23 July 15.
- b. Actuals versus budget comparison through the end of FY14-15:
  - i. Revenues: \$445,565 actual versus \$418,280 budgeted
  - ii. Expenses: \$350,373 actual versus \$338,248 budgeted
  - iii. Non-Operating: \$109,424 actual versus \$81,232 budgeted.
  - iv. Bottom Line: -\$12,474 actual versus \$ 0 budgeted
- c. Bishops Annual Appeal status: As of July 2 July 15, SBCC total pledge and one time payments totaled \$23,913.00. This exceeds the target of \$23,433.00 set by the Diocese. \$4203.00 is the unpaid balance due on SBCC total.
- d. All parishes within the Diocese of Savannah are now using a centralized database maintained by the Diocese for the Parish Soft application as well the local Quick Book programs.
- e. Diocese Collection Guide Lines
  - i. The Diocese provided guidance on “best policy/procedures” to all parishes in an effort to standardize and strengthen how offertory funds are collected, safeguarded, counted, and deposited. Each parish, based on their size and resources is required to develop and/or review their procedures.
  - ii. There has been three training sessions with offertory counters using drafts of SBCC procedures.
  - iii. As part of the procedure the Finance committee is required to spot check the process and do random audits using parish/diocese software programs and counting logs, deposit slips etc., to verify that our deposits are correct.

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- iv. Patti and Jack have been working together on the procedures and forms to be used. A copy of the latest "draft" of our procedures were provided for FC member review and comment. Once we are able to get the counting process procedure finalized we will look into just what reports the FC can use to do their random audits.
- v. It is worth noting that while this effort is quite time consuming we have been able to identify areas in data input that need to be reviewed and possibly modified to make data entry and reporting more compatible with auditing requirements.
- f. We need to increase by at least two individuals the membership of the Financial Council. Rather than waiting for the Ministry Fair in Sep-Oct recommend we put a notice in the bulletin soliciting new members. To that end a draft announcement has been sent to Fr Martino and Patti Liebl for review, discussion, and comment as appropriate.
- g. The new organ has been purchased and delivered. Total cost was approximately \$24k. This expense was covered by organ donations to date (approx. \$14k) and a withdrawal from our Savings account at the Diocese (approx. 10K). Any further donations received for the Organ will be deposited in our Savings account.
- h. SBCC received a refund from the Diocese of approximately \$1k of our assessment to support the "Savannah Harbor Chaplain." The refund will be deposited into our Savings account.
- i. Next meeting:
  - i. Next formal meeting 20 Aug 15

**Closing prayer: 9:10**

  
Marian Larson, Secretary

  
Date Approved