

**St. Charles Borromeo Parish**  
**Finance Council Minutes**  
**April 26, 2022, at 12:30pm – Conference Room 2**

**A. Call to order, roll call, opening prayer**

-Called to order at 12:30pm

-Present: L. Kassuba, J. Latva, T. Cripps, T. Reno, R. Peacock, T. Russell, S. Wyse

-Absent: Fr. Wyse (vacation), S. Smith

**B. Approval of meeting agenda**

-Motion, T. Reno, second L. Kassuba, approved

**C. Approval of meeting minutes**

- **January 25, 2022** - Motion T. Reno, second T. Cripps, approved
- **February 22, 2022** - Motion T. Reno, second T. Cripps, approved
- **March 22, 2022** - Motion T. Reno, second T. Cripps, approved

**D. Membership:**

-Harrington, vacancy

-Reno, 2<sup>nd</sup> term ends 6-30-2022

-Latva, 2<sup>nd</sup> term ends 6-30-2023

-Russel, 3<sup>rd</sup> term ends 6-30-2023

- An announcement will be put in bulletin asking for volunteers to call the Chair who will explain the position to them. S. Wyse: Father approached J. Hoffman to be a member and he has agreed. New members will be asked to fill out a short application.
- As of 7-1-2022 we need a chair, vice-chair and secretary. L. Kassuba volunteered to be vice-chair, shared he would need someone to conduct some of the computer tasks associated with the position. R. Peacock volunteered assistance to the Council in whatever capacity Father needed.
- Current members are willing to look at moving meeting times to the evening.

**E. Old Business**

**-Parish Organizational Chart: S. Wyse and R. Peacock** will work on finalizing after 22/23 budget is completed.

**-#Giving Tuesday final report: R. Peacock** reported no change in giving from report earlier in year.

**-2022/23 Finance Council Budget Subcommittee:** T. Cripps, R. Peacock, L. Kassuba.

**S. Wyse** is working on draft to share, a meeting is scheduled for 4-27-2022 at 6:00PM.

**-Restricted and Enrichment Funds:** M. Karpus is working on a spreadsheet summarizing these; Finance Council would like to see this. The Finance Council-School Board Funding Task Force will work with Margaret on this.

- S. Wyse answered questions:
  - There are two accounts in the ledger and one bank account.
  - The bank account is a combination of both the restricted non-operating and the non-restricted non-operating funds.
  - The Enrichment Fund A-03-10-110-02 is the bank account they sit in; is called this to indicate it is not to be used for operating expenses; on statement of financial position; is in the parish bank account.
  - School Restricted Funds A-03-10-105-07 is in the diocese deposit and loan account.

**-Catholic Education Foundation of West Michigan: R. Peacock** checked with person that shared the Board of Directors could be approached to release more money than they do. The individual heard from someone else that the Board can determine amount of earnings distributed, the principal is not touched.

-**Grant Writer: S. Wyse** shared contact information received from diocese with Margaret and Roberta. A. Havens has same information from diocese, contacted Dayna Boyd; shared that Margaret contacted Deb Wagner.

The Church may qualify for outreach programs like Community Kitchen and Habitat for Humanity. Group agreed that the Finance Council-School Board Funding Task Force can follow up on this. **T. Reno: will contact Jonathon Hicks and share contact information with Roberta.** J. Latva: shared Sacred Heart Parish has many ways to contribute, gave information to Larry.

-**Tim Human's bulletin introduction:** Was in the bulletin on 4-3-22.

-**White House/Faith Formation Center Cost:** was requested in 3-22-2022 Building and Grounds Committee's chair report to Finance Council. Sherry stated majority of renovations were paid for by insurance company, two rooms were not included. The HVAC improvements came out of Capital Campaign funds. 560CHAD Other Expenses included \$1,007.36 for furnishings/equipment and \$380.94 for white boards.

## F. Financial Update (Sherry)

### -FY21/22 3<sup>rd</sup> quarter summary questions:

- **400.01CHAD Sunday collection:** 3<sup>rd</sup> quarter summary indicates down 3.46%; 4-10-22 bulletin indicates down 5.1%, please explain.  
S. Wyse: the dollar amounts are accurate; may be due to how is calculated.
- **552.00CHAD and 552.00SCAD Bank fees/Payment processing fees: totals close to \$6,000, what is Huntington Bank charging us for?**  
S. Wyse: **552.00CHAD** charges for WeShare giving on-line charges  
**552.00SCAD Bank fees/Payment:** charge from diocese to process the EANS grant (Emergency Assistance for Non-Public Schools), covered COVID learning special needs, diocese paid teachers directly.  
**Huntington Bank fees** \$87.86
- **512.00CHPLA Contracted Services: summary covers \$5,389.12, what was remaining \$3,056.82 spent on?** S. Wyse: heating coil, elevator maintenance, oven thermostat.
- **508.00FFREL Hospitality under RE:** is at 314.10%, what is this used for?  
S. Wyse: used for food and drinks for Fun Fridays.
- **550.00FFREL Field Trips and Social Events: \$1,085.81 spent; did not participate in field trips this year, what was this spent on?** S. Wyse: SHINE rally and local March for Life.
- **550.00FFYOU Field Trips and Social Events: \$700 spent; did not participate in field trips this year, what was this spent on?** S. Wyse: registration for Steubenville.
- **513.00FFADU Books/periodicals/subscriptions:** \$00.00 was budgeted, \$369.73 spent. S. Wyse: error, should have gone in a different line with similar name, will adjust.
- **430.05SCAD Sponsor a Student Program:** \$25,389.06 brought in for 9 months, outstanding. What is the process for distribution? Is there an amount that is saved to roll over for the next fiscal year? S. Wyse: Margaret talks to families that are in need and makes a determination; remaining funds rolled over to next year.
- **EANS-Class Wallet: does this stand for Emergency Assistance for Non-Public Schools?** S. Wyse: yes. **What was this spent on?** S. Wyse: teacher salaries, special needs students had due to COVID, technology.
- **401.00SCELE Donations:** is at 576.06%, nice to see; was this multiple donations, funeral memorial donations? S. Wyse: \$14,500 due to a matching funds donation.
- **402.00SCELE Fundraising-operating:** #GivingTuesday just under \$8,000, Serve-a-Thon just under \$23,000, what did twig furniture sale bring in? Are all

three included in the \$33,874.89. S. Wyse: Yes, all three are included; the twig furniture sales brought in approximately \$13,000.

- **403.00SCELE Fundraising Activity Expense:** How much was given to the Knights? S. Wyse: Knights received \$4,622.
- **420.01SCPRE Child Stabilization for Preschool: please explain what this can be spent on and when it needs to be spent. Is there another round available?** S. Wyse: We received \$60,700 that must be spent by 5-31-22; used \$42,000 for salaries, bathroom remodel, clever touch adjustable stand, and locking cabinet for after school care.

**Discussion:** Due to EANS and Childhood Stabilization for Preschool dollars the school is at 100% of revenue without Beuscher and WMCF revenue included. We will receive this at year end. There is a second round of EANS money applied for that will cover air conditioning for the school; a third round is available. There will also be a second round of Childhood Stabilization for Preschool dollars. We are going to have extra revenue; will it be set aside for the school? S. Wyse: The Sponsor-A-Student fund will be rolled over, it is restricted money; net income is at \$31,250 now, I'm thinking distributions we get from WMCF could roll forward into next year's income.

**-FY22/23 budget preparation**

- Is in process, S. Wyse will share with subcommittee at meeting tomorrow.
- CSA:** Goal is \$58,583, is assessed on regular offertory; is 10.48% less than last year.

**G. Fundraising** (Father Wyse, Roberta, Sherry, Tom)

**-Finance Council/St. Charles School Board Funding Task Force** (S. Stewart, R. Peacock, S. Wyse, M. Karpus, L. Kassuba, K. Johnson)

-Reviewed meeting notes for 4/6 and 4/20.

**-Discussion:**

- Have entered long term phase of sustaining revenue needed to increase teacher's salaries and supplant \$25,000 fundraising line.
- Will focus on: increasing offertory collection, donations, school enrollment, tuition, use of SCRIP; donations, grants and matching funds.
- Recommend a comprehensive Stewardship emphasis this Fall. No requests for increased tithing have come from the pulpit since Fr. Mike and Fr. Jim have been pastors.

**H. Human Resources** (Father Wyse)

-YM3 director vacancy has been posted, received two applications; interview committee composed of R. Peacock, S. Smith, S. Wyse, and Fr. Wyse.

**I. Building and Grounds Committee** (Tim Reno)

-Focus is the bell tower; not being able to use the garage of the white house has caused issues; two members have resigned; enthusiasm was high to get projects done and is now on life support; whether volunteers are available to complete the project is questionable.

- No information has been received regarding what the plan for use is even though it has been requested more than once.
- Need to have a place to locate the seasonal grounds equipment; bids have come in over \$5,000.
- A new garage door was installed within the past year.
- It will be difficult explaining to parishioners that we spent in excess of \$5,000 on a shed when we have a garage sitting there.
- This committee has worked diligently to make sure we spent parishioner money wisely.

- T. Reno provided a document to the Finance Council chair and asked that an information request regarding the attached garage of the Faith Formation Center be sent to the Religious Education Director. Information requested is:
  - What is the intended purpose of the repurposed garage?
  - What is the frequency of use per year?
  - Is there an alternative location for activities?
- Comments received from parishioners: Why is the trash being moved down to the end of the parking lot and the storage shed being moved? We already have a convenient place for the trash and have storage? Don't we have more important things to do?
- Members commented on what an outstanding job the Building and Grounds Committee has done. Tim has done a wonderful job leading the committee.
- L. Kassuba moved to approve the Building and Grounds Chair's request for information from the Religious Education Director; T. Reno second, approved unanimously.

**J. Finance Council Transparency Sub-committee** (. Kassuba, R. Peacock. S. Smith, T. Russell, S. Wyse)  
 -Parish Hall meeting scheduled for May 25, 2022, from 6:30-8:00pm, McKinney Hall

**K. Father's Comments** (on vacation)

**L. Council Member Comments**

-R. Peacock: Our charter indicates short-term and long-term strategic plans should guide the work of this Council. T. Russell and R. Peacock have met to start planning. Please contact either one of us if you would like to work in this area.

**M. Parishioner Comments**

Present: Alan Havens

-Can the beautiful educational facility we have be shared with Faith Formation? I don't think times conflict.

**Discussion:**

S. Wyse: During COVID religious education couldn't use the same space as the school. They had to find other areas of the church and lower level to use. When planning in the summer of 2021, they were looking for a different space that could accommodate their needs. The main thing was they wanted a space that was their own.

T. Reno: Mary and I teach second grade. We have five kids huddled around a table, no podium, a small white board that leans up against the wall and it is a hallway to the bathroom from the other rooms in the building.

R. Peacock: How is there enough room for eight grades? The school was available for use in August of 2021. The Religious Education school year started in October of 2021.

R. Peacock: When a project is presented to the pastor, it should also go to the appropriate councils/committees; Finance Council and Building and Grounds.

**N. Next Meeting**

-May 24, 2022, at 12:30pm, Conference Room 2

-June 28, 2022, at 12:30pm, Conference Room 2

-July 26, 2022, at 12:30pm, Conference Room 2

**Closing Prayer and Adjournment**

-Closing prayer: L. Kassuba

-Meeting adjourned at 2:47pm

Respectfully submitted by Roberta Peacock on 05-20-2022  
 Finance Council Secretary