

**St. Charles Borromeo Parish**  
**Finance Council Meeting Minutes**  
**November 20, 2024, at 6:30pm – Conference Room**

- A. Call to order, roll call, prayer (6:30)**  
-Meeting called to order at 6:31pm by T. Cripps.  
-Present: Fr. Wyse, K. Darvill, T. Cripps, R. Peacock, L. Kassuba, J. Latva, S. Stewart, J. Bertone.  
-Absent: J. Hoffman  
-Opening prayer by Fr. Wyse
- B. Approval of meeting agenda (6:35):** Motion by S. Smith with revisions: add E3-Quarterly Review Subcommittee and F2-Agenda Format. Second by L. Kassuba, approved. Revisions made by R. Peacock.
- C. Approval of August 29, 2024, meeting minutes (6:37):** Motion by L. Kassuba with revision: E1-Sunday Collections, 1<sup>st</sup> Larry entry: change 3.5% for community needs and 1.5% for the school. Second by S. Smith, approved. Revision made by R. Peacock.
- D. Old Business (6:40)**
1. **Ongoing bulletin revenue stream topics: K. Darvill offered** to contact PDS to see if there is a more accurate way to run a report and get real numbers. Her recommendation for the bulletin is to publish total membership and number of contributors from PDS (point in time?), and the total weekly donations and budgeted collection amount.  
-**K. Darvill:** Contacted the Diocese for accurate report numbers from PDS (Parish Data Systems, the software STC uses), the discussion was not helpful.  
-Discussion: It does not seem that PDS is as useful as we would like it to be. There are other software systems that could be used.  
-Karin will reach out to parishes that use other systems for contact information.  
-**Perhaps a subcommittee could be formed to research other systems.**  
-**Leave on agenda for the next meeting.**
  2. **Finance Council members' terms:**  
-J. Latva announced his resignation from the Council. Father thanked him for his 7+ years of service.  
-Father introduced and welcomed Judi Bertone to the Council.  
-T. Cripps asked for a list of members and their term end date to be distributed to all members. **R. Peacock volunteered to do so.**  
-R. Peacock shared that she has a binder that holds all relevant Council and meeting information that she finds helpful in keeping things organized for herself and the Council.  
-**T. Cripps would like to have one.** Perhaps all members would.  
-**Tom and Roberta will work on the manual.**
  3. **Contact Mike Lown re: CFWM 4% disbursement increase: Fr. Wyse.** See New Business #1 below.
  4. **Parishioner Update regarding 23/24 and 24/25 budget: Karin and Tom.**  
-Tom presented at Masses on October 12 and 13.  
-No one received feedback.
  5. **Employee Benefit Options Presentation:** MCC is sending a representative on 9-16-24 at 2:45pm to discuss benefit options.  
-Presentation was well received by staff
  6. **Raise Right: Not assigned** L. Kassuba recommended that Raise Right proceeds should be tracked as an income source. When total tuition is determined, the Raise Right total amount would be subtracted off from total tuition and shown as a separate account line. Perhaps the school principal or business manager tracks it.  
-Discussion: Karin shared that the Raise Right income is under 401.00SCAD, the deposit crosses her desk via the bank statement, and she enters it into a spreadsheet that the school secretary works with. Krysta Russell tracks individual people.

-Larry shared that this is the first time this is being tracked like this. He pointed out that 0.00 was budgeted for in the 401.00SCAS line for FY24-25. The 1/4ly report indicates YTD is 1,298.41.

**7. Monthly budget reports to be sent out: Karin.**

-Karin will send out draft Statement of Activity monthly reports for the Church, Faith Formation and School to L. Kassuba, R. Peacock, and J. Hoffman to review and get questions/concerns to her. She will respond in a timely manner.

-If changes are made, the group will catch it next month.

**8. Create a shared Electronic Statement of Activities and Financial Position document for FC members to input questions/concerns: Karin:** Karin has created an Excel spreadsheet. See E2.

**E. Financial Update (Karin Darvill) (6:50)**

**1. FY2024/25 first quarter summary**

Discussion: Larry and Roberta submitted review questions and comments to Karin.

-Karin responded to some of the questions.

-T. Cripps asked if there were any main areas of concern.

- Cover sheet discrepancy with Budgeted Income Total and Budgeted Expense Total being off by approximately 80K. Karin explained the correct budget went to the diocese in June; somehow the first quarter budget we received did not include all Foundation revenue lines. Larry/Roberta shared this with Karin, Karin made the changes and gave the revised first quarter budget to FC members.
- Does/should the total Sunday Collection in the bulletin include 5% Good Samaritan?
- There is 50K in school fundraising lines for operating expenses for the first time.

-This was never discussed or brought to the attention of the Finance Council during budget preparation.

-402.00SCELE Fundraising operating; is this Giving Tuesday? Giving Tuesday has never brought in \$25,000; the high was about \$12,000.

-402.01SCELE Fundraising Income Serve-a-thon = 25K. In the past, this has been used for projects that parents and staff have identified through a survey. The School Board prioritized the list, the list was shared with potential donors and donors have contributed based on that list. For the most part, the list has been for capital improvements that have not been budgeted for. Last year, three donors gave \$45,000 to fix the bathrooms, a capital improvement expense.

-The group agreed that Larry, Roberta, and Karin **will meet** to go over all items. Answers will be shared with the FC via email.

**2. FY2025/26 budget:** Karin has not received information from the diocese; work will start after Christmas.

**3. Quarterly Review subcommittee (L. Kassuba, R. Peacock)**

-The subcommittee met and entered comments and questions into an Excel spreadsheet Karin provided a few days before this meeting.

-Karin had time to respond to some questions but not all.

-Karin will respond to the remaining questions; **Larry and Roberta will meet with her.**

-The quarterly review summary will be sent out to all FC members via email as a pdf.

-The subcommittee needs the quarterly summary report 3 weeks before the February 26<sup>th</sup> meeting. This should allow enough time for the subcommittee to review the information, share comments and questions with Karin, for Karin to respond and for the review summary pdf to be sent to FC members via email.

-The questions and answers will become part of the meeting minutes.

-Larry shared that he is no longer on the School Board but has been asked to complete the financial review for the school and has agreed to do so.

-**Larry will ask the School Board** if they want the review to be monthly, every other month or quarterly. If it is different than monthly, he will let Karin know.

**F. New Business (7:10)**

**1. Catholic Foundation of West Michigan – Endowment Presentation by Greg Deja, 9-11-202.**

--Father, Karin, Tom, Roberta, Stewart, Larry attended the presentation

-K. Darvill to check with the diocese to see if we can hold investments in non-diocesan accounts. Karin checked and was told that individual parishes are not permitted to hold or own securities.  
-Our understanding of how the Board distributes money from the fund is correct. The formula used to distribute funds on an annual basis is 4% of a rolling 3-year average of the principal and earnings.

-Discussion: The Catholic Foundation of West Michigan is an effective way for parishioners to create an endowment that will help St. Charles School in perpetuity. Is there a way to donate to the school outside of the Foundation so all or most of the donations can be used now?

-T. Cripps arranged for Brett, a financial planner/wealth advisor, from Hungerford to give a presentation on October 22. Brett gave a slide presentation which included charitable giving, donor advised charitable funds, endowments, and wills.

-Discussion: **Tom and Roberta will work on an education component to share with parishioners on an individual basis or in the bulletin.**

**2. Agenda Format (T. Cripps)**

-T. Cripps: Pass

**G. Revenue Enhancement (7:15) No discussion.**

1. **Tuition/Enrollment:** L. Kassuba

2. **Grant Writing:** S. Smith.

Deb Wagner, the grant writer, has applied to be on the school board.

3. **Matching Funds:** T. Cripps

4. **Offertory/Donations:**

5. **Fundraising/Development:**

**H. Human Resources (Fr. Wyse) (7:20)**

-Mike Albert resigned as of 11-14-2024

-Lauren Norton is now our bookkeeper. Karin shared that there is one last NFG invoice to pay.

**I. Building and Grounds Committee (7:25) Dan Evans-Chair**

1. Steeple Repair

-**T. Cripps to contact Dan Evans for update.**

2. Brick Wall and Bell Tower

- **T. Cripps to contact Dan Evans for update.**

**J. Father's Comments (7:30)**

-Keep up the good work.

**K. Council Member Comments (7:35)**

-No comments

**L. Parishioner Comments (7:50)**

-No comments

**M. Next Meeting:** February 26, 2025, at 6:30pm, Conference Room 2.

**N. Closing Prayer and Adjournment (7:58)**

-Closing Prayer by Fr. Wyse

-Adjournment at 8:06pm

Respectfully submitted by Roberta Peacock, Finance Council Secretary, on February 4, 2025.