***Saint Mary's Finance Council***

***Wednesday, January 31, 2018 ~ 6:15 P.M.***

**Minutes**

1. Call to Order: The meeting was called to order at 6:20 p.m.
2. Members present: Fr. Wayne, Steve Burbank, Rich Killgoar, Mike Lembo, Bill Flanagan, and Stephen Gentile
3. Opening Prayer: Fr. Wayne opened the meeting with the Hail Mary.
4. Budgets:
   1. November Actuals: In November, we were projecting a $21,693 surplus for the month. We posted a deficit of $2,602. The income for the month was within the projected budget. However, the expenses came in high than projected. Staff salaries were higher due to an extra pay week, rental contracts were due on the quarterly basis, Church and office supplies were increased due to the Advent and Christmas seasons, and some repairs that were unforeseen. We are confident that this will equal out in December due to the bulk of expenses occurring this month.
   2. December Actuals: In December, we were projecting a $27,063 deficit for the month. We posted a surplus of $18,443. The expenses for the month were held in check and even reported as under the budgeted amount. Due to fundraising (Christmas Bazaar) and donations, our income was increased than originally budgeted.
   3. January Projected: At the time of the meeting the January budget was still being prepared; yet, as of January 31st:

Income: $472,683

Expenses: $468,762

+$3,921

1. Fundraising efforts

a. Grand Annual: Goal $100,000 – collected $103,000 ~ The painting started on January 2nd and is scheduled to end prior to Ash Wednesday which is February 14th. Funerals and weekend Masses will take place in the Church, but all daily Masses will be held in the Chapel. We petitioned the Archdiocese to release $50,000 that was restricted for parish renovations that can be applied to the painting, which will allow us if we want to use some of the Grand Annual to pay down the principle of the debt. Due to the overabundance of funerals, we are slightly behind the projected date – but not by much time.

b. Christmas Bazaar was scheduled for Saturday, December 2nd in Mary Hall. It began with a free pancake and juice breakfast. There were raffles, gift baskets, a baked goods table, penny raffle, knitted items, Christmas decorations for sale, and food. The profit realized from the bazaar was $6,471.08.

1. The State of the Parish
   1. Eversource: Eversource was called to come and see if we would qualify for the light bulb discount program. They scheduled an appointment for February to meet with Rich, Steve Hern, and myself. They will inspect the Church, rectory, and Parish Center.
   2. In-pew donation: The Seaport Shrine in Boston has introduced a program in which a card is placed in each pew that allows for donations to be made via one’s cell phone. Fr. Wayne will call the Shrine to ascertain more information on the logistics of the program.
   3. February Audit: The council spent time reviewing the past recommendations from the audit that was conducted for the Fiscal Year End 2013. We reviewed the protocols for collecting and counting. It appears that all the recommendations were implemented in this area. Also, the other recommendations regarding the fiscal oversight were viewed and discussed. The audit is scheduled for February 27th. The findings of the audit will be made public once the data is collected and processed.
   4. **Debt $836,739** as of January 31st.
2. New Business
   1. To help remind parishioners of the Parish Monthly Collection (a second collection on the last weekend of each month), the envelop company has been notified and a

a special Monthly Collection Envelop will be added to the next envelop packets

mailed.

* 1. There may be a new leak in the roof, Rich has called the company and they will check it out.

1. Adjournment: The meeting was adjourned at 7:40 p.m.

Parish Finance Council Members

Fr. Wayne Belschner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steve Burbank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bonnie Featherstone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

William Flanagan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stephen Gentile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rich Killgoar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Lembo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tom Polito \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_