

Our Lady of Peace Parish Finance Council Meeting – Wednesday January 27, 2016

ATTENDEES: Fr. Walter Dziordz, Mike Clark, Bill Lucas, Mike Murphy, Joe Phillips, Don Wittmer, Kellie Moore (Business Manager/Parish Administrator), Dawn Fleming (School Board), and Nicole Ward-Serpico (School Board).

Absent: Bill Chromizky resigned from the Finance Committee

AGENDA

- 1 – New Finance Committee member and school representatives
- 2 – Construction update
- 3 - Capital campaign; cash projections and pledge updates
- 4 - Offertory collection budget vs actual
- 5 - School budget: enrollment and tuition report
- 6 - FACTS implementation
- 7 – Diocese of Joliet Health Coverage
- 8 – Fr. Al Scholarship and naming of the school's gym
- 9 – New vendor procedures
- 10 – Strategic Financial plan for the parish and school
- 11 - Miscellaneous

DISCUSSION

1- New Finance Committee member and School Board representatives:

Joe Phillips was introduced as the newest member of the Finance Committee. Joe accepted the tasks to review the monthly parish and payroll operating bank account reconciliations; and to review the parish credit card transactions.

Nicole Ward and Dawn Fleming joined the meeting representing the School Board.

2 – Construction update:

To date the parking lot replacement project cost is \$1,437,580.

Church Drainage:

To improve the current drainage problem an engineering recommendation has been received to disconnect the drainage from the courtyard and the church roof from the structure with the backflow preventer. The drainage will be rerouted to discharge freely in 75th Street ditch. Rerouting the stormwater should improve the existing drainage conditions and eliminate the backup of stormwater into the church. Bids will be solicited in March.

3 - Capital campaign cash projections and pledge updates:

Total pledges paid through December, 2015 = \$888,672. The balance due = \$811,128

A total of 611 pledges were made to the capital campaign for \$1,699,800.

It is projected that the Deposit Account balance (following disbursement of funds for the capital project) will be as follows at year end through the pledge period:

December 31, 2016 - \$416,623

December 31, 2017 - \$672,663
December 31, 2018 - \$851,577
December 31, 2019 - \$997,003
December 31, 2020 - \$1,033,212

4 – Offertory Collection vs Budget:

July, 2015 through January 24, 2016 Actual = \$614,609 Budget = \$619,500 a deficit of \$4,891 (During the same 28 week period last year contributions of \$637,204 had been received).

Note: The budget had been set at \$17,500 for nine weeks during the parking lot construction, the budget thereafter has been \$22,000 per week.

5 – School budget: enrollment and tuition report:

Currently the 2015/2016 school year is projecting revenue \$5,151 below budget. School enrollment is down from 300 to 296. With the parish offertory collections decreasing, the parish subsidy is projected to decrease for the 2016/2017 school year. We will be working closely with the principal and school board to compile the school budget for the 2016/2017 school year.

6– FACTS implementation:

A contract has been signed to implement FACTS, a computerized payment system for school tuition and fees. Plans are being made to communicate the benefits and features of FACTS to school families by March 1, 2016.

7– Diocese of Joliet Health Coverage:

DoJ completed a comparison of employee premiums for health insurance with other northern Illinois diocese and considering a modification to their past practices. We will be informed if a change is formally made.

Also, due to excessive employee workmen’s compensation claims in past years, OLoP will be billed an added \$2,000 for this coverage by the DoJ.

8 – Fr. Al scholarship and naming of the school gym:

The Parish Council has recommended the establishment of a Fr. Al Micka Scholarship along with naming the school gym for Fr. Al. Bids for a plaque to be mounted over the gym entrance were solicited, a purchase order has been issued for \$4130.00.

The scholarship will be funded by parishioner donations and will be issued through an award committee made up of religious, laity, academic, and business members of OLoP community. Collected funds will be held in the DoJ parish deposit account.

The \$500 annual award will be available to all 4th and 7th grade students. RE students will have an opportunity to receive between \$125 and \$225 to cover tuition and fees.

9 – New vendor procedures:

Before any new vendor can be used to supply a good or service to the OLoP parish (the church, the rectory, and the school) the vendor must be approved by the business office.

The approval process will be completed in two days and is intended to confirm the legitimacy of the firms as well as their correct contact information.

10 - Strategic financial plan for the parish:

Don Wittmer and Kellie Moore have nearly completed a three year financial plan for the parish. The plan will be considering the impact of the costs associated with the facilities assessment, the decreasing Sunday mass contributions and the lower number of school students.

11 – Miscellaneous:

Members of the FC and representatives of the school board had a general discussion relating to activities of the parish and school.