

# Sacred Heart Parish Finance Council Meeting

## PFC Meeting Minutes – July 22, 2015

PFC attendees - Fr. Danny Ramos, Rudy Maranca, Andy Stryk, Ginger Martin, Jun Mendoza, and Tom Crowe  
Absent - Lorenzo Perez and Niki Goodman

### **1) Opening Prayer**

**2) Previous minutes** – for June 18 were approved as written.

### **3) Financials -**

- a) We reviewed the June financial reports, showing our 12 month net income of about \$218K, after one-time expenses of \$45K for parking lot improvements and \$47K for new air-conditioning equipment. This net income is about \$63K above our budgeted net income.
- b) The May and June 2015 bank reconciliations were not reviewed and will need to be reviewed in August.

### **4) Update from Capital Campaign Committee**

- a) The formal pledge drive planning began actively in February. The pledge drive will occur in 4 successive phases - the leadership phase for gifts above \$50K, the major phase for gifts above \$25K, the advance phase for gifts above \$10K, and the general phase for gifts below \$10K. The first phase started on March 25 and the last phase will conclude this fall. No data will be publicized under the campaign is concluded.

### **5) Update from Parish Pastoral Council – n/a**

### **6) Old Business**

- a) We have opened a new on-line account with Vanco Services and the “On-Line Donation” button is now active on our parish website. Our 10 credit card parishioners will be invited to try the on-line donation initially, and everyone will be invited later.
- b) In April, we decided to transfer an additional \$500K from our checking and savings bank accounts to add to our investment account at The Catholic Foundation. That transfer has been completed in July, eliminating our existing CDs at Comerica and Happy State Bank, and reducing our Savings Account balances at Inwood Bank and Green Bank. The results should show up on our July statements. Ginger will contact TCF to request copies of our quarterly statements.

### **5) New Business -**

- a) A bid of \$3,264 from Wedge Supply for purchase of floor cleaning and polishing equipment was reviewed. It was decided to not purchase the equipment, but to rely on contractors to provide a cleaning service whenever needed.

b) A bid of about \$1,300 per day from Seyforth Services for roof repairs was reviewed. It was decided to have them come to the church next week and explain their proposal in more detail. Apparently, there were several areas of roof leakage during the Spring rains, including classrooms 3 & 4 and Father Danny's office.

c) We need to develop an inventory control system for movable assets such as tables and folding chairs. A checkout form should be used by parishioners who want to borrow them for a short time period for off-site events. Ginger will work on a policy statement and investigate barcode equipment.

d) Andy will work on a brief 2014-2015 annual financial statement as a bulletin insert for our parishioners in several weeks. A full report from Niki will also be made available to anyone requesting it.

e) The effectiveness of our use of PDS, the Parish Database software was discussed. Further discussions are necessary in this area.

f) The long-term plans for our playground area were discussed. This question was referred to the Parish Pastoral Council for their discussion. In the short term, Harry Rivera will be asked to spray for weed control.

g) Due to recent water leaks behind the multi-purpose building, the plumbers did lots of digging in the grassy area behind the kitchen. That same area had been the location for the new cooking pavilion proposed by the KCs. Because the pavilion would block access for future plumbing repairs, the KCs are now discussing other possible locations. One possibility is to install the two-car carport in the rear parking lot, thereby providing covered parking for Father Danny & Diane all year. Father Danny was agreeable with that location. Further discussions will be held with the KCs at their next meeting, August 6.

#### **6) Unresolved Issues for future meetings -**

a) The annual review of our Policies & Procedures Manual for possible minor revisions will be in September. Revisions to include are miscellaneous income and bidding procedures.

#### **7) Next Finance Council meeting is Thursday, August 20 at 7:00PM -**

Finance Council meetings are scheduled for the third (3<sup>rd</sup>) Thursday of each month.

Minutes by Tom Crowe

Approved – August 20, 2015