

**St. Peter Church**  
**Finance Committee Meeting**  
**October 11, 2018**  
**Minutes of the Meeting**

**Present:**

**Rev. Jerome Foley, Pastor**  
**Dale Fajardo, Chair**  
**Lisa Wuerstle**

**Absent:**

**Mary Duch**

**Also Present:**

**Kathleen Bissell, Recording Secretary**

**Opening Prayer**

Kathleen led the committee in an opening prayer.

**Approval of the Minutes**

Committee meeting minutes from the July 24, 2018, meeting, as presented previously to committee members, were approved by consensus without amendment.

**Financial Review**

The Committee was presented with a Profit & Loss statement for the previous fiscal year July 1, 2017 through June 30 2018. Father Jerry provided clarification and detail on several of the line items included in the report. A few items will require further discussion with the parish bookkeeper. The report was then accepted.

Bank account statements as of June 2018 and outstanding receivables will be provided at the next meeting. The Independent Accountants' Report as of June 30 was briefly discussed and Father Jerry advised that addressing the outstanding items continues to progress and many items have been completed as recommended. Father also presented an update on recent capital expenditures made and pending. The updated sound system has been installed and is operational but is underdoing some adjustments to assure optimal sound quality. The project to upgrade the windows and paint the

Religious Education Center awaits a response from the contractor but is expected to begin shortly.

### **Budget Projection 2018-2019**

The committee reviewed a budget projection for the current fiscal year. Several questions were raised and discussed. Overall the budget projection was accepted by the committee.

### **Other Items**

Gift Cards -- The committee discussed the process for review, account and procedures needed to assure the gift card program works well. The committee generally agreed that the gift card program should focus on the 4 or 5 cards that are most popular, and potentially coordinate the use of the lesser used cards into the Giving Tree program during Advent. Lisa will coordinate a discussion with the appropriate individuals to make the appropriate changes.

Collection Process – The committee discussed the current process and agreed that it was running smoothly but Father Jerry pointed out that more volunteers for this process should be found.

Parish Offerings through We Share – It was suggested that the bulletin include an item which shows, once per month, the amount of parish offerings that are received from those who participate in the We Share program. Father Jerry noted that there is a need to proactively follow up with those whose credit cards may have expired and advised that he had approved added responsibilities for Denise Allen, current Director of Confirmation Program, to include the review and maintenance of the We Share program.

### **Executive Session**

An Executive Session was called to discuss several administrative items.

### **Next Meeting**

The next meeting of the committee will be held January 15, 2019.

**Adjourn**

The meeting was adjourned at 8:40 p.m.