



MEETING MINUTES

Finance Council Meeting for July 27, 2026 St. Sylvester Parish

PREPARED BY:	Mark Burson	
ATTENDEES:	Mark Burson	Gilbert Edwards
	Father John Kelly	Jim Kizer
	Tom Pitts	Nic Bray
Not Present	Jeff Arnett	Javier Ruiz

Agenda Based Minutes

- **Opening Prayer:** We opened the meeting with prayer.
- **New Personnel:** Mark Presented a plan for his replacement and new position of Facilities Manager. The proposed plan is as follows:
 - Nicki Rosa-Miranda (Current Administrative Assistant) become the Parish Administrator at a salary of \$46,592 annually for 32 hours a week of work.
 - John Eaves (current custodian) will be promoted to a new position of Facilities Manager at a pay rate of \$24/hour for 33 hours a week of work.
 - We will hire a new Administrative Assistant at a rate of \$19/hour for 24 hours a week of work.
 - Mark Burson will stay on as Bookkeeper at a rate of \$22/hour for 8 hours a week of work.
 - This changes will increase our personnel costs by \$10,830. This will also make us in compliance with the Diocese to have the bookkeeper separate from the person who controls the budget and handles money.
 - Updated budget reflecting these personnel changes was approved. This budget also included a slight decrease in our assessment.
- **Previous Minutes:** Minutes for July 6, 2026 meeting was approved.
- **Reports for June 2026:**
 - **Balance Sheet:**
 - No comments or questions.
 - **Profit & Loss Budget versus Actual:**
 - Offertory was \$7,925.84 below budgeted for June but is still \$58,660.48 above budget year-to-date.
 - Total net ordinary income was \$11,142.52 under budgeted for June but is \$85,547.25 over budgeted year-to-date.

-
- Total expenses were only \$197.98 over for the month of June.
 - We had a loss of \$11,340.50 for the month of June. This was due to income being below budget as we were right on for expenses.
 - We ended the year with a net profit of \$18,243.96.
 - **CSA 2026:** A total of 416 pledges for a total of \$186,379.78 pledged. Collected to date \$153,783.83.
 - Mark will work on End of Year report to the Bishop and Parish. Nicki will help him prepare it.
 - **MAUSOLEUM** Only permit still outstanding is the FPL plan.
 - **Meeting:** Next meeting is scheduled for August 24, 2026 @ 5 PM.
 - **Closing Prayer:** We closed our meeting with a prayer.