

**St. Patrick Finance Council
Meeting Minutes
February 11, 2025; 5:30 PM – The Commons**

The meeting was called to order at 5:30pm after the 5:15pm Finance Council photo

Meeting Attendance included: Fr. Ivan Nienhaus, Jon Wiebers, Molly Lahart, Gary Winterhof, Marilyn Voorhees, Justin Krieger, Buck Kerndt, Amy Rube, Erin Lyons, and Brock Krejchi.

Absent: David DeMoss

The Finance Council prayed their opening Prayer.

Review/Correct/Approve Minutes from the November Finance Council Meeting

- Marilyn and Justin provided feedback via email prior to this evening's meeting. No other feedback, questions or edits were provided to Amy.
- *A Motion was made by Brock and seconded by Gary to approve the November minutes. Motion passed with all "ayes."*

St Patrick School Update/ Review & Discussion of School Financial Statements & Related Reports for November, December & January

Updates from Molly:

- We are currently getting ready for next school year's registration.
- Security upgrades have been completed.
- We began this school year with 197 students and currently sit at 193 students enrolled (siting the decline due to John Deere employment impacts/moves).

November:

- Prior to Tuesday's meeting, Marilyn and Amy emailed Jon with a few report questions:
 - K-8 Teachers Supplies (5320-1125-00) for \$2,094 (Per Jon); this was for Reading materials for our 2nd grade phonics program. This amount will be reimbursed from a donor.
 - Nutrition/Food (6700-1805-00) for \$10,199.13 was about double the amount of Nov 2023. (Per Jon); the nutrition expense has to do with timing along with increasing food cost. We also have more students enrolled this year compared to last year. That's a reason for the roughly \$2,500 more in income as well compared to last year.
 - On the income statement, the YTD Budget column has some amounts referring to the CFAD accounts that will not materialize. They are as follows:
 - Under Third Source Income, 4900-0410-00 CFAD026B - Interest/Dividends has a YTD Budget of \$6,000. It should be zero. Since

the school is a beneficiary of the CFAD account, the only income on the books should be account #4900-0400-00 Distribution from CDAD026B_Foundation. (Per Jon); for this fiscal year, the School elected not to receive a CFAD distribution.

- Along with the same issue of CFAD activity, the Third Source Expense, 5500-2452-00 CFAD028B - Admin Fees has a YTD Budget of \$1,666.66. It should be zero.
- In summary, the following accounts were set up several years ago when Michelle changed the CFAD accounting. Later we reversed that accounting and went back to the old method. If you can, it would be beneficial to make those accounts "inactive" and remove them from the printed financial statements. These accounts are:
 - 4900-0410-00 CFAD026B - Interest/Dividends
 - 4900-0420-00 CFAD026B - Realized Gains/Losses
 - 5500-2452-00 CFAD028B - Admin Fees
- (Per Jon); at some point, the account 8000-0002-00 Realized Gain/Loss CEF could also be made "inactive". I believe this was used when the last CFAD account was established. An adjustment needed to be made to the books regarding the difference between the book amount and the amount actually transferred to CFAD. These items are not on my 24 - 25 budget that was approved. So, I am not sure why they are showing up there. They are also not on the 25 - 26 Proposed budget that I will be sending your way soon. I would leave the Distribution in just in case we take money at the end of the year rather than adding the line item back in at a later date and I will talk to Michelle about this).

December

- Prior to Tuesday's meeting, Marilyn emailed Jon with a few report questions: Income Statement:
 - Under Nutrition Income #4160-0425-04 Other Income, the account received \$9,956.98 in December 2023 but the YTD budget shows only \$100. Apparently last year funds have come to an end. Where did these funds come from? (Per Jon); last year we received the last of the supply chain reimbursement due to CO-VID. This has now run out of funding.
 - Under Maintenance Expense, 5140-1365-00 Building Improvements YTD expense of \$35,496.55 is for security upgrades (cameras and door locks). Is that correct? (Per Jon); yes; this is for security upgrades, and we will be reimbursed for these expenses.
 - Under School Utilities, 5150-1354-00 Gas has a \$10,000 YTD budget with only \$662.56 YTD expenses. Why do we have such a large budget for gas? Do we have gas expense in another expense account? (Per Jon); the budget was increased for gas to \$20,000 this year due to the conversation we had at the

Parish Finance meeting last year. I believe the discussion was wondering if we had budgeted enough for gas with the fluctuating prices of gas. I also try to be a little higher on expenses in the budget and more conservative on the income side.

January

Pre notes emailed from Michelle:

- Health & Dental Insurance Accounts; January payment has not been taken out of our bank account yet. The amounts on the invoice were incorrect. They are in the process of correcting. Will have 2 payments taken out in February to catch up.
- Custodial Services Expense: the amount includes months of November, December, and January. We were waiting for corrected invoices for November and December before paying.
- Building Improvements Expense; the amount is for the new camera/security system.
- Background Check Expense: deposit from the church for an invoice the school paid in December that included school employees and 1 church employee.

Additional meeting notes:

- STO is received twice per year.
- ESA for next year will cover 100% of student tuition (unless they do not apply for the ESA).

2025-2026 School Budget:

- Jon provided the initial budget to Marilyn for review. Her feedback is below regarding some line items on the original budget which was approved by the School Board. Below is a summary of major changes greater than \$1,000.

#4160-0425-05 Federal reimbursement	+ \$6,000
Expenses:	
#5140-1310-00 Cleaning Services (Custodial Service)	+3,151
#5140-1365-00 Building Improvements	(10,000)
#5310-1735-00 Payroll Billing	+2,000
#6400-1107-14 Circle of Care Aides Salaries	+10,524
#6600-1107-16 Preschool Daycare Salaries	(1,588)
#6700-1801-00 Nutrition Salaries	+1,002
#6700-1805-00 Nutrition Food	+11,000
Net Effect on Original Operating Profit	(\$10,089)

Net Change to Operating Profit from original to revised Budget (\$10,808)

- The budget is based upon a slight increase (200 students) of enrollment. Considering the 8th graders who are moving onto high school and the projected enrollment into Kindergarten.
 - There will be a pre-registration fee of \$100 for Parishioners and \$200 for non-Parishioners, so they have a pre investment to enroll.
 - Jon explained that he over projects expenses and under projects for enrollment, keeping the budget conservative.
 - It was noted to consider that one expense (gas) is exceedingly difficult to determine the future state for the budget.
 - Jon noted that for the Nutrition account, we can fund this budget item if we ever need to since we are not a public school. This is federally and state funded, so it is “its own” budget.
 - We have not created a yearbook in the past few years; however, a budget was created in case we decide to do so again.
 - Marilyn and the rest of the Finance Council believe that Jon has prepared an excellent school budget for the Fiscal Year 2025-2026. Notice that the K-8 Parish Subsidy has been reduced by \$50,000 for next year's budget.
 - Jon indicated when asked that he feels the boilers are still working well and replacement would be around \$65K (this potential known expense is included within the Foundation for the Future capital campaign). Jon also noted that there are other areas of the school’s heating system which need more immediate attention.
 - There is a goal to build up the school’s endowment fund in case of any unknown and high expense needs.
 - A check register will be made available beginning next year and the School Board will review expenses (sans employee salaries). This increases accountability; the Council feels this is a great idea.
 - Jon is working on a five-year budget (four years out); phasing in the goal to get our teachers to 80% of the salary of public-school teachers.
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- *A Motion was made by Gary and seconded by Brock to approve the School Budget for 2025-2026. Motion passed with all “ayes.”*
 - *A Motion was made by Brock and seconded by Amy to approve the School Financials & Reports. Motion passed with all “ayes.”*

Review/Discussion/Question & Answer of Church Financial Statements & Related Reports for November, December & January

November

- Prior to Tuesday's meeting, Amy emailed Justin with a few report questions:
 - Noting the \$16K decrease YOY for sacrificial giving. Looks like there were the same number of Sundays in '23 vs '24; anything else you can think of regarding that decrease that I am missing? I did also notice that we received about \$3K more in Christmas donations this year over last, which is fantastic! (Per Justin); the primary reason for the November YoY decrease is a large single donation that we received last November but not this year. If you remove that single donation, this November was better than last November.
 - There is a (-)\$81.98 under Lay Retirement? (Per Justin); the Lay Retirement line shows a negative value for the month due to the timing of when I paid out 401k contributions for payroll. Payroll is done on the last Friday of the month, so the amount of time I have between payroll and the last day of the month varies. This time the last Friday was on the 29th. The outreach coordinator salary is paid out of the Matthew 25 account, so I entered a credit for the Lay Retirement expense account to "move" the expense to Matthew 25. Thus, the negative expense for November.
 - Was \$2,155 in Maint. & Repairs a continuation of fixing the freezer we spoke about last meeting? (Per Justin); the work done on the walk-in cooler accounted for \$869.27. We also spent \$703.24 on work done on the church boiler. Those were the two main expenses.
 - You mentioned at the last meeting that we would see some additional rev. during Nov from the Fall Festival; from the auction, I believe? However, what was the \$964 in expense? (Per Justin); the expenses were primarily for the turkey dinner. Most of them were done with credit cards or charged to a store account so they weren't paid until we received statements in November, which I forgot to mention during our last meeting. Just a heads up, there will be additional expenses on the December income statement though not as large as we purchased some things in preparation for next October.
 - (Per Justin); the Parish Operating Expenses-School/Preschool Expenses line item is for custodial supplies and similar expenses that are separate from the company they hire to clean the school. That's why this line item was renamed last year since it no longer includes the monthly cleaning invoice. Everything included here is exclusively for the school and preschool.

December

- Prior to Tuesday's meeting, Marilyn emailed Justin with a few report questions:
 - Income Statement:
 - Under Parish Operating Expense, the Miscellaneous Administrative account appears to grow each month. Currently, the YTD expense (\$3514.87) is almost twice the amount of the annual budget of \$2,000. What type of expenses are put in this account? Did we under-budget this expense account? (Per Justin); the Miscellaneous Administrative line item is comprised of the following expense accounts:
 - Other Payroll Expenses (\$813.61) - This is the monthly invoice for our payroll processing. However, there is an expense of \$491.13 included that is different. This was a payment made by Regena to cover late 401k contributions at the end of 2022. This was originally posted to a liability account (Payroll WH - Retirement, the first line under current liabilities on the balance sheet). I moved it to this other payroll expenses account to clean up the balance sheet a couple months ago.
 - Kitchen-Supplies (\$263.24)
 - Supplies-Food (\$824.26) - This account had one large expense of \$451.50. Jeff ordered turkey for a deanery meeting and staff lunch. This was also a kind of trial run to see if the vendor might be a better alternative to the vendor we use for the Fall Festival turkey.
 - Administrative (\$1,613.76) - This includes a major expense of \$572.42 for new bank checks. Unfortunately, this was made right before I got the news that the US Bank branch we use is closing. Otherwise, I would have spent much less on new checks. This account also includes monthly service charges that US Bank started charging us in 2024 (another reason why I want to move to a new bank).
 - The Foundation for the Future expense in December is \$282.27. What were these expenses for? I would like to update my spreadsheet for these expenses. (Per Justin); the \$282.27 expense was for the campaign prayer stickers that were put on the new missals.
 - 5140-1365-00 Building Improvements 17,860.00; Amy noted from an email received that this expense was for the upgraded security system.

January

- \$175,000 is the current outstanding loan to the Archdiocese (this has been paid down additionally since November).
- There was a \$100 adjustment from January to December for Sacrificial Giving.
- Foundation for Future expense for \$2,600 is for interest paid on the loan to the Archdiocese.

- Church financials are strong; net profit of \$112K. Excellent job goes out to Father Ivan and Justin!
- Justin confirmed yes, according to Father Ivan's question that the parish should meet this year's budget if there are no large and/or unexpected expenses which come to fruition.
- Father Ivan note that we are recruiting for a part-time secretary position (Jean would like to retire soon) but will help with that transition. Some of her responsibilities will be moved to Marketing.
- Father also noted that we are recruiting for a young adult Minister (another part time position). We have a willing candidate to possibly start on March 1st to minister to parishioners in the 21-35 age group. Father Ivan feels this is very much needed to provide something spiritually interesting to our parishioners within that age group.

2025-2026 Church Budget (Preliminary):

- Christmas is budgeted at \$65,000 for this year (initial budget).
- Justin has based the prelim budget on the last several years (most focused on the post-Covid period).
- Some categories have moderately increased.
- Expenses still to be firmed up included Columbus compensation (currently budgeted for a decrease and based upon the previous year's income (a percentage)), Faith Formation, compensation (Father Ivan's in particular).
- Faith Formation budgeted salary does include the PT youth adult ministry position of \$25K annually.
- Budget includes a \$50,000 decrease Parish subsidy to the school. Father Ivan would like to put that into a CFAD account for future endowment. June of 2026 is when that account would be opened to ensure we have the funds to do so. That would hopefully lead to the restart of the parish Legacy Society. Marilyn suggested that that be made a visible line item as a target for CFAD.
- Overall, the Council feels the initial budget is in line; being conservative on revenue and a bit heavier on expenses.
- Per Justin, the School/Preschool expense shown of \$20K includes such things as building maintenance, paper towels, custodial supplies, and maintenance. Jon knows that we will continue to decrease the school subsidy year after year as we have already begun to do so (due to the ESA funding).
- Marilyn explained that the school's physical building is technically owned by the parish and in the past, the parish had in turn paid for physical building maintenance expenses vs expenses such as supplies, etc.
- Liturgy will likely again come in under budget as Mary is amazing at staying within budget. Mary recently (and graciously) paid for/donated a new mini refrigerator for the Sacristy.

- Justin explained that the Self-Insurance expense usually comes in after the budget is completed. He also noted that this expense is always a moving target and that he uses history with somewhat of an increase to budget this expense.
- The council will review Justin's final pass of the budget in April, hopefully for approval.
- *A Motion was made by Brock and seconded by Buck to approve the Church Financials & Reports. Motion passed with all "ayes."*

Foundation for the Future Campaign Update

- The current amount received in donations totals \$1,065,231 with outstanding pledges totaling \$131,789.

Previous Business

- **Haiti Status and Sending of Funds**
 - Brock is setting up a meeting with Tim Boller and Brock's Mom to work on establishing proper, more consistent communication with our sister church in Haiti. It's been a bit of a challenge to get the Priest there to communicate with us as he prefers not to use email and there are network issues. Thus far, gang violence has not been an issue; however, it sounds as though those issues could be getting geographically closer. We have also been told by that the parish is doing well overall. At this time, the main priorities to assist them would include network (possibly Starlink) and water.
 - We will hold off on funds for now/until Brock is able to provide another update on communication.
- **Update on Columbus Subsidy**
 - Gary mentioned that this discussion has concluded, although all parish Priests must sign-off on the final documentation. Gary will attend the next Parish Council meeting to assist Father Ivan answer any questions prior to signing off. For next year, our subsidy decreased; however, it is based upon a percentage of our income.

New Business

- Time and talent; this will be communicated again in March.
- Change in bank account. We received a notice that as of 2/20/25, the branch of US Bank which we use will be closing on Main Street. There has also been an increase in fees from US Bank. Farmers State Bank will be our new bank, with the same services and fewer fees. Justin mentioned that working with them customer service wise has been excellent;

including working on the transition, which should be seamless and completed sometime in March.

- Amy, Gary, and Buck's terms will end this coming June. Amy is moving out of state and will not renew her term. Gary will continue another term as will Buck, so one position will need to be filled.
- **Next Finance Council Meeting Date:** Tuesday, April 8th, 2025, in The Commons at 5:30pm

Closing Prayer was prayed.

Respectfully Submitted,

Amy M. O'Donnell-Rube