

**St. Joseph the Worker Parish  
Financial Committee  
February 12, 2021  
10:00am - 11:30 am**

**MINUTES**

- Quorum established with all committee members present:
  - Fr Julius Abuh P
  - Richard Burris A
  - Dan Callan (Recording Secretary) P
  - Marcy Cummings P
  - Tina Doud (Chairperson) P
  - Randy Stakes P
  - Stan Liponoga (New member and chairperson) P
  
- Meeting called to order by chairperson Tina Doud at 10:00 AM.
  
- Opening prayer offered by Fr Abuh
  
- New Member Stan Liponoga introduced by Fr Abuh and welcomed.
  
- Minutes of October 29, 2020 meeting were reviewed and unanimously approved without addition, deletion or correction.
  
- The committee reviewed Fiscal 2020-2021 financial, capital fund and attendance reports through the 2nd quarter as follows.

**Balance Sheet:**

- Total assets/liabilities are up 10% from year end with a balance of \$462,465

**Income Statement:**

- **Income**
  - Quarterly offertory income budget is \$51,782 (or year-to-date of \$103,564)
  - Actual offertory income for the year is \$108,782)
    - We are currently \$5,218 over budget for the year
    - We are almost right on target with what was collected last year for the same time period.
  - Overall revenues are under the same period as last year by approximately \$6,000 year-to-date. This is primarily driven by a decrease Fund Raising activities along with some additional miscellaneous revenues.
  
- **Expenses**
  - Our expenses are in line with budget for the year as of the end of the 2<sup>nd</sup> Quarter

- Over all our expenses are down approximately \$9,300 year over year
  - We had no capital expenditures during the quarter
- Net Income (Loss)
  - Year to date our Net Income is \$39,070.32
  - This is a 9% increase over last year through December 31<sup>st</sup>

**Attendance Notes:**

- Attendance has continued to improve since the 1<sup>st</sup> quarter.
  - Year over year we are currently down 37.5% (last quarter 49%) for the same period.
    - We are averaging around 250 people in attendance each week.

**Audit Update:**

- Conducted Audit December 8, 2020 of 1<sup>st</sup> Qtr of fiscal year
  - Members present- Dan Callan, Randy Stakes, Tina Doud
- The week of 8/16/2020 was chosen to verify the amount deposited, matched the weekly sheet prepared by the counters.
  - The amounts were tied back to the general ledger to show that the credits were applied to the accurate accounts
- A couple expenses were audited from the August bank statement
  - The amount cleared from the bank account was matched to approved invoices
- We verified the amount paid to the Good Shepherd in August matched the deposits made for July collections. The August collections amount did show cleared in September from our bank account and these amounts matched as well.
- Petty Cash was discussed but was not verified during this audit
- As a team we asked questions on the process of expenses so we could better understand the transactional flow
- We will conduct another audit once we meet to discuss this quarter's financial results.
  - We will continue to add items that need to be reviewed as we do further audits (as questions arise and we gain more understanding of transactions and what needs to be looked at).

**Old Business:**

- Bank signatory change Father appointed Dan Callan.
- Motion made seconded and unanimously passed Fathers recommendation to decrease weekly revenue for administrative purposes to \$1500.
- Motion made seconded and unanimously approved recommendation to Parish council to conduct evaluation and obtain estimates for 2 important issues:
- Conduct needs assessment for exterior security functionality in light of another recent robbery,

- That includes education building emergency egress and evacuation exit on both sides the altar.
- Fr addressed the Parish council in January 2021.

## **NEW BUSINESS**

- Fr reported that the Parish council was actively addressing the security measures of our property, and the EM Egress options have been requested from the Church's original architect.
- The church will have an audio/video camera installed and operational soon. We will have trained personnel to operate and stream live Masses. Indicated that they will begin use at 10:00 am Mass. Fr indicated that the diocese will be paying the bill for installation and training.
- An audit for the 2<sup>nd</sup> Quarter financials will be scheduled in this month.
- **Pastor's Comments: Thanked ALL committee members and for the Parish's ongoing support, as we face the COVID PANDEMIC. Discussed new procedure for distribution of ashes on Ash Wednesday.**
- Closing Prayer provided by Father Abuh
- Adjournment 11:10

Submitted by Daniel Callan Secretary