

St. Anthony's Catholic Congregation  
Finance Council Meeting  
August 5, 2020

- I. Call to Order: Father Lightner opened the meeting with a prayer and the meeting was called to order at 6:15 p.m. The meeting was held in the church hall at St. Anthony's.
  
- II. Roll Call:  
Members present: Father Lightner, Accountant Dan Decker, Trustee Bill Moreau and Becky Aderman and council member Jim Hoogland. Sacred Heart Trustees Sue Newingham and Patricia Schaut and council member Yvonne Van Pembroke. St. Margaret trustee Andrew Vandebush and council members Tom Keyser and Jim Crandall.  
  
Father opened the meeting with a prayer.
  
- III. Financial Reports – Sacred Heart:
  - A. The balance sheet and income statement as of June 30<sup>th</sup>, 2020 were reviewed by Dan Decker. These are the year-end fiscal 2020 financial statements.
  - B. Sacred Heart shows a year-to-date profit of \$ 4,185.94 for the fiscal year 2020. The bank statement balances (checking and savings) from the Sacred Heart Altar Society were recorded and entered with Sacred Heart results.
  - C. The balance sheet shows a total cash balance of \$38,656.82.
  
- IV. Financial Reports – St. Margaret
  - A. The balance sheet and income statement as of June 30<sup>th</sup>, 2020 were reviewed by Dan Decker. These are the year-end fiscal 2020 financial statements.
  - B. St. Margaret shows a year-to-date profit of \$7,282.49.
  - C. Details showing income and expenses for the Council of Catholic Women now show on the income statement.
  
- V. Financial Reports – St. Anthony
  - A. The balance sheet and income statement as of June 30<sup>th</sup>, 2020 were reviewed by Dan Decker. These are the year-end fiscal 2020 financial statements.
  - B. St. Anthony's shows a year-to-date loss of \$2,769.33. This is a positive amount to budget which projected a loss of \$5,272.21.
  - C. Tri Parish Tiny House Raffle – ticket sales at \$13,520 as of year-end.
  - D. All parishes had a good year financially despite the coronavirus pandemic which forced a lock down and the cancelation of church services.
  - E. More parishioners did sign up for online giving which helped greatly.
  
- VI. Other items:
  - A. We discussed the proposed budget for next year – fiscal 2021. We are projecting a balanced budget. We will review the budget with the finance council members

who could not be in attendance. The budget has an upside as it does not include any Payroll Protection Program grant forgiveness money.

- B. We need to pick a date for the annual parish meeting depending on Father's schedule. This meeting typically is held near the end of September after the Sunday mass.
- C. Dan gave an update on the Tiny House raffle with total sales at \$16,850. (Note that as of this writing, total sales are more than \$30k)
- D. Dan gave an update on the Payroll Protection Plan loan and potential grant forgiveness. Based on formula, the total loan was for \$21,200. The grant forgiveness form and backup documentation were submitted to the Bank in early July. At this time, it is felt that the total amount of \$21,200 will be forgiven. This information hopefully will be released before the end of this calendar year.
- E. Dan mentioned the AFI (Annual Financial Information) forms that need completion by August 31<sup>st</sup> for the diocese of Green Bay. Council members present signed the necessary forms. Dan will contact those members that were not present at the meeting so that they can stop by the church office to sign the appropriate documents for the diocese.
- F. Great Plains software will be replaced by intuit QuickBooks. Dan will be able to finish the current calendar year with Great Plains. W2's and 1099's will be prepared from Great Plains. Effective January 1<sup>st</sup>, 2021 will be using intuit QuickBooks as our financial software. Great Plains software was provided by the diocese at no cost to the parishes; however, going forward there will be costs associated with payroll and an annual fee for the basic software program.
- G. We will be looking for a person to do cleaning of the hall. We will be placing a notice in the bulletin and on Facebook.
- H. We discussed the tree damage to the fence at 117 Pine Street. Pictures were shown as a point of reference. Randy Pilon will be working on getting quotes to repair the fence. Dan talked to owner of the property.
- I. Rent for the Catholic School house group will remain the same at \$75 per month. Please note that the Knights of Columbus gave this group a donation of \$400 at their last meeting.
- J. We discussed removing some dead trees on the church grounds as well as several trees near the rectory. Bob Butler and Bill Moreau will cut down the dead ash tree in front of the rectory. Merv Neuens has been contacted for a quote on trimming the trees in the rear of the rectory. Several limbs are hanging over the house and should be trimmed. We will also ask Mr. Neuens about the three trees on parish grounds that appear to be dying.
- K. The next Tri Parish Finance Council Meeting will be held on Wednesday, September 23<sup>rd</sup> at 6:10 p.m. on the church hall. All parishes are welcome to attend finance council meetings. The results for all three parishes will be presented and discussed.

The meeting was closed with a prayer at around 7:30 pm.

Income Statement	Fiscal Years	Account	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
			YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD
	Description		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Proposed
Income	Parish Support	402	117,836.55	115,858.86	109,689.51	100,310.21	114,347.67	105,875.03	111,771.88	115,000.00
	Mass Stipends	405	2,122.50	1,235.00	1,190.00	1,120.00	1,320.00	1,750.00	2,000.00	1,800.00
	Stole Fees	406	500.00	1,125.00	1,370.00	1,410.00	700.00	370.00	560.00	500.00
	Tuition & Registration Fee	411	1,261.00	1,045.00	1,007.50	700.00	810.00	780.00	1,061.00	800.00
	Fund Raising	432	9,702.50	10,803.00	9,892.77	14,264.34	17,403.93	27,728.26	23,532.10	25,000.00
	Program & other Revenues	440	539.00	491.00	333.00	-	-	37.40	25.00	-
	Restricted Contributions	451	-	6,759.05	9,122.00	5,587.00	6,119.00	4,637.00	3,805.00	4,800.00
	Service Organization Revenue	453	-	-	-	-	-	-	1,238.21	1,500.00
	Sales Revenue	460	1,100.00	2,600.00	3,350.00	2,500.00	3,000.00	2,250.00	2,883.00	2,800.00
	Rental Income	470	3,075.00	925.00	1,125.00	4,750.00	3,000.00	2,885.00	4,486.00	4,000.00
	Investment Income	480	447.87	236.38	202.24	96.62	8.73	8.72	11.23	10.00
	Other Revenue	495	5,650.76	1,941.12	2,933.10	1,596.56	4,700.29	1,069.79	2,133.83	1,800.00
	Other Revenue - Diocese of Green Bay		-	-	-	2,115.56	4,753.26	389.39	-	-
	<b>Total Income</b>		<b>142,235.18</b>	<b>143,019.41</b>	<b>140,215.12</b>	<b>134,450.29</b>	<b>156,162.88</b>	<b>147,780.59</b>	<b>153,507.25</b>	<b>158,010.00</b>
Cost of Sales	Extracurricular Expenses	513	165.40	-	-	-	-	-	647.01	781.08
	Fund-Raising Expenses	532	4,255.49	5,968.41	5,147.80	7,824.25	12,750.05	12,933.46	13,984.23	12,153.86
	Program Expenses	540	1,749.07	-	10.00	20.50	20.00	28.99	14.50	-
	Service Organization Expense	553	-	-	-	-	-	-	1,200.96	1,500.00
	<b>Total Cost of Sales</b>		<b>6,169.96</b>	<b>5,968.41</b>	<b>5,157.80</b>	<b>7,844.75</b>	<b>12,770.05</b>	<b>12,962.45</b>	<b>15,846.70</b>	<b>14,434.94</b>
Personnel	Compensation Clergy - Religious	611	18,821.44	20,554.05	21,379.44	20,073.61	20,651.29	25,321.36	24,896.03	25,151.20
	Salaries and Wages - Lay Empl	612	28,686.35	31,571.13	33,103.16	31,208.62	35,526.43	36,643.86	33,006.62	34,837.40
	Employer FICA tax expense	613	2,194.25	2,415.34	2,532.41	2,387.46	2,717.77	2,803.26	2,525.01	2,665.06
	Workers Compensation	615	982.00	585.00	842.00	1,082.00	1,173.00	1,204.52	1,054.49	1,200.00
	Medical, Dental & Vision	616	5,945.80	6,694.22	6,942.24	6,942.24	5,465.79	5,458.68	5,289.00	5,914.66
	Life/Disability Insurance Premiums	617	54.36	54.36	54.36	-	-	-	-	-
	Retirement Contributions	619	4,678.75	3,846.41	4,034.01	3,925.26	4,521.09	4,483.37	3,649.66	3,719.93
	Staff Development	630	389.28	242.46	170.00	201.45	-	500.00	225.00	500.00
	Travel, Meals, Lodging, Retreat	633	11.33	-	210.00	-	-	-	-	-
	Mileage Reimbursement	635	526.14	856.26	275.47	205.98	427.15	493.69	496.24	500.00
	Recruitment Recognition & Ent	638	70.67	-	-	-	-	-	-	-
	Other Personnel Expenses	640	42.00	119.00	79.00	136.00	27.00	83.00	80.00	100.00
			<b>62,402.37</b>	<b>66,938.23</b>	<b>69,622.09</b>	<b>66,162.62</b>	<b>70,509.52</b>	<b>76,991.74</b>	<b>71,222.05</b>	<b>74,588.25</b>
Professional Services & Supp	Insurance	705	12,256.92	12,380.04	10,681.08	10,693.20	10,700.64	10,843.55	10,792.28	11,096.60
	Contracted Services	720	-	-	-	-	561.32	925.00	913.80	975.00
	Computer Service Fees	725	1,328.55	1,404.20	500.00	500.00	500.00	515.00	625.00	925.00
	Advertising & Promotion	730	586.81	378.57	629.17	589.95	551.45	654.25	418.76	650.00
	Liturgical Services	735	-	-	-	-	-	550.00	-	-
	Liturgical Supplies	740	4,831.63	5,261.36	4,702.48	3,916.21	3,640.69	4,022.52	3,980.65	4,000.00
	Instructional Material & Supp	750	1,235.26	-	-	-	-	-	-	-
	Books	751	1,073.65	886.69	921.87	620.58	564.77	573.68	479.28	500.00
	Library Books and Supplies	755	188.50	-	-	-	-	-	-	-
	Other Purchases	775	37.44	-	-	-	-	-	179.95	-
			<b>21,538.76</b>	<b>20,310.86</b>	<b>17,434.60</b>	<b>16,319.94</b>	<b>16,518.87</b>	<b>18,084.00</b>	<b>17,389.72</b>	<b>18,146.60</b>
Buildings & Grounds	Utilities	805	27,384.71	25,235.14	22,265.61	20,597.84	18,690.92	19,051.26	17,914.42	19,500.00
	Less: Heat & Maintenance Donations		(4,400.93)	(5,944.00)	(4,552.25)	(3,742.00)	(2,960.00)	(3,120.00)	(3,223.25)	(3,300.00)
	Housekeeping & Janitor Supp	810	787.48	2,320.44	2,099.62	1,140.42	800.15	542.59	516.50	750.00
	Contracted Service - City Garbage Fee	812	266.00	266.00	591.56	-	-	-	-	-
	Buildings & Grounds Maint	815	3,695.52	3,556.37	4,989.11	3,498.52	2,707.40	5,035.86	10,222.85	5,000.00
	Equipment Repairs & Maint	820	1,007.90	4,732.02	3,179.64	8,802.32	4,556.64	3,658.28	1,609.97	3,500.00
	Facilities Rent & Maintenance	825	300.00	-	-	-	-	-	-	-
	Depreciation Expense	835	-	-	-	-	5,272.21	5,272.21	5,272.21	5,272.21
			<b>29,040.68</b>	<b>30,165.97</b>	<b>28,573.29</b>	<b>30,297.10</b>	<b>29,067.32</b>	<b>30,440.20</b>	<b>32,312.70</b>	<b>30,722.21</b>
General & Office Supp	Stationery & Office Supply	855	1,283.43	435.60	794.66	135.42	303.70	531.94	772.83	775.00
	Bank Fees	856	-	-	-	55.30	-	-	37.50	-
	Postage	860	618.31	635.30	799.08	1,300.93	754.43	712.36	414.40	700.00
	Telephone & Communication	865	2,126.74	2,143.51	1,934.67	1,320.61	1,069.86	1,547.43	1,533.08	1,600.00
	Printing	870	-	75.00	-	-	-	-	-	-
	Office Equip Rent & Maint/Copier	875/876	190.74	1,187.99	2,037.87	1,259.10	2,093.91	2,295.79	2,090.74	2,400.00
	Membership, Dues, & Subscript	880	1,257.00	1,066.50	1,075.00	1,466.17	1,591.50	1,525.75	1,505.50	1,550.00
			<b>5,476.22</b>	<b>5,543.90</b>	<b>6,641.28</b>	<b>5,537.53</b>	<b>5,813.40</b>	<b>6,613.27</b>	<b>6,354.05</b>	<b>7,025.00</b>
Other	Meetings, Workshops & Hosp	905	-	81.00	157.22	91.96	299.87	75.00	223.50	250.00
	Interest on Debt	910	-	-	-	869.59	1,358.60	900.36	649.65	85.00
	Diocesan Assessments	911	9,007.00	11,223.00	8,535.87	8,108.00	8,121.00	7,638.50	8,067.00	7,948.00
	Donations	930	-	6,721.00	6,672.00	5,587.00	6,119.00	4,367.00	4,075.00	4,800.00
	Federal, State, Local & Personal Property Tax	990	-	-	-	-	-	-	136.21	-
	Miscellaneous Expense	995	10.00	-	4,512.25	-	10.00	-	-	10.00
	<b>Total Other</b>		<b>9,017.00</b>	<b>18,025.00</b>	<b>19,877.34</b>	<b>14,656.55</b>	<b>15,908.47</b>	<b>12,980.86</b>	<b>13,151.36</b>	<b>13,093.00</b>
	<b>Total Expense</b>		<b>133,644.99</b>	<b>140,983.96</b>	<b>142,148.60</b>	<b>132,973.74</b>	<b>137,817.58</b>	<b>145,110.07</b>	<b>140,429.88</b>	<b>143,575.06</b>
	<b>(Net Profit)/Loss</b>		<b>(8,590.19)</b>	<b>3,932.96</b>	<b>7,091.28</b>	<b>6,368.20</b>	<b>(5,575.25)</b>	<b>10,291.93</b>	<b>2,769.33</b>	<b>-</b>