



ST. RAPHAEL THE ARCHANGEL CATHOLIC CHURCH

830 S. Westhaven Dr. | Oshkosh, WI 54904 | 920 233 8044 | raphael.org

Agenda **Minutes shown in Blue Below**

Finance Council Meeting

Tuesday, July 16, 2019 – 5:30 PM

(At Home of Scott Hoffman)

- **Opening Prayer – Fr Tom**
- **Approval of 5/21/19 Minutes**
 - **Jerry's motion, Norm seconded the motion to approve**
- **Approval or Additions to the Agenda**
 - **Jerry's motion, Peter seconded the motion to approve the Agenda**
- **Pastor's opening Comments**
 - **New Phone System Required – Using Memorial Money to purchase.- Fr Tom**
 - **Using NTD – our current provider – M. Lindekugel**
- **Election of Officers:**
 - **Committee Chair – Scott Hoffman**
 - **Committee Vice Chair – Jerry Stephens**
 - **Secretary – Sue Langenfeld**
- **Review of Monthly and Annual Statements – M. Lindekugel**
 - **Reports Reviewed – We will be likely show a surplus of \$70,000 over budget**
- **Diocesan Review**
 - **Reviewed findings and actions taken:**
 1. **Credit Cards – The Diocesan recommendation to eliminate all credit cards runs counter to the St. Raphael process, and that of many businesses. Council recommends eliminating credit cards where possible, retaining those needed, and continuing policy that the receipt of each charge be submitted with an explanation slip attached and initialed.**
 2. **Made change to the Sunday night collection process – the bag is now sealed and put into the chute.**
 3. **Recommendation that someone on the Finance Council should be reviewing the monthly bank reconciliation – Ken Wolf is now doing so.**
 4. **Petty Cash – Council agrees that pre numbered petty cash vouchers with a note for the purpose, and signature of the person receiving the cash. Jerry recommends a trend analysis for the past 3 years of Petty Cash purposes- We need the Staff to obtain W-9's from all vendors.**

5. Review IRS guidelines to ensure that employees are classified correctly
– Mark Lindekugel

- City of Oshkosh Transportation Fee for street improvements:
 1. Per Peter – this topic is in a state of flux with the City – He will provide more information at the next Finance Council meeting.

- Upcoming Meeting Schedule
 - September 17 5:30
 - October 15 5:30
 - Annual Meeting - Tuesday November 5, at 6:30
 - December 17 5:30
 - January 21 5:30
 - February 3 or 4 – TBD
 - March 17 5:30
 - April 21 5:30
 - May 19 or 28 TBD- Joint Meeting with Parish Council

- General Discussion:
 1. Per Dick – air conditioners may need to be replaced, could be a big ticket item. Mark Lindekugel “ we budget for two furnaces per year, not air conditioners. Action Item : Dick – please review Capital Budget with Mark to discuss recommendations.
 2. Per Kelly Tyriver:
 - The Estate planning session held on 6/10 by Julie Masloski was a huge hit – attendance by at least 50 people. Need to keep it up in September – get more young couples to attend.
 - Need to keep an eye on the buy-out of Choice Bank by Nicolet – concern over fees, etc.
 - Kelly offered to look into the St. Francis Xavier Investment (Diocese) returns and compare to our other options – report out in the September meeting
 3. Per Mark Lindekugel – Walk through with the Sherriff’s Department to perform a risk assessment

- Pastor’s Closing Comments
 - Feasibility on a New Elementary School –
 - New vs. Addition to existing Schools
 - Survey results mixed in support of funding

- Closing Prayer