



ST. RAPHAEL THE ARCHANGEL CATHOLIC CHURCH

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

Finance Council Meeting - Minutes

Tuesday, August 19, 2025 – 6:15 PM – Room 105-106

- **Opening Prayer** – Fr Tom
- **Attendees:** Jerry Stephens, Ed Jeziorny, Claire Kleinschmidt, Peg Sylvester, Su van Houwelingen, Dave Hetzel, Scott Jennings, Michael Schellenger along with Tony Wihlm, Fr Ben Pribbenow and Fr Tom Long
- **Approval of Minutes (5-20-2025) Approved**
- **Additions to the Agenda** – None
- **Welcome New Members**
 - Jerry Stephens – member of Council – agreed to return after Dick ended 6 years on Finance Council. Jerry brings building knowledge & expertise. Dick Krummick will continue to advise.
 - Tony Wihlm – Accountant / Business Manager – Tony brings expertise in fund accounting and is a CPA.
- **Election of Officers for 2025-26**
 - Chair - works with pastor and accountant/bus mgr to prepare agenda, ensures background information, chairs meetings. Su van Houwelingen will chair again.
 - Vice-chair – serves in absence of chair. Jerry Stephens will be vice-chair.
 - Secretary – takes minutes, ensures minutes are disseminated and maintained. Peg Sylvester will continue to take notes.
- **Pastor's Updates:**
 - Positions – Accountant/Business Manager and Elementary RE Coordinator
Business Manager position filled – Tony Wihlm 24 hrs/wk
Elementary RE Coordinator position filled – Lisa Lynch hired to work 12 hours per week with Kathy Baehman and Jessie Adrians picking up slack.
 - Estate Seminar held July 29
Peter van Houwelingen presented the Estate Planning Seminar. Approximately 50-60 people attended. The hope is that attendees will update their wills.
- **Review of Monthly Financial Statements – June (Fiscal Year End)**

Tony started in June – highlights a good year
\$73,000 over on church support
The diocesan Vocations Office paid the parish \$15,000 for Lourdes Chaplaincy, up from \$10,000.
Father Tom explained stole fees revenue, while lower than budgeted, is similar to the average of the past two years.
St Francis Xavier investment account was higher than budgeted @ \$80,000 (we budgeted \$40,000).
Tony suggested we exclude the investment earnings from our operating income in future budgets.
- **Endowment** – Tony will be adjusting the Catholic Foundation Funds and OACF as statements become available. He will track the “corpus” of the funds to make sure it is retained.
- **Designated Funds-** Brick Memorials will be recorded as revenue going forward. Truly not designated.
Good Samaritan Fund – On page 2 of the balance sheet, Good Samaritan Fund Balance is the actual balance in checking account. The next line, Good Samaritan Fund, is the amount that has not yet been moved from parish account to GS account.

Tony explained restricted, unrestricted, and designated funds. A general discussion ensued on the designated funds, revenue, and we will be accounting for certain funds going forward. Tony is fine tuning these categories so we can see where money is coming in and how it is expensed.

- **Initial observations from new accountant/business manager**
 - Tony is trying to implement some consistency in designated funds.
 - Capital Purchases have been expensed but not been added as assets. He will review these from the past 10 years.
 - Forms and Paperwork Process regarding keys, payroll, personnel policies, hourly vs salary employees is all being examined. We are working on better tracking of hours.
 - Looking at upgrading accounting system to QBO
- **Annual Parish Meeting – Tuesday, October 28 at 6 pm**
- **Review of Projects List – updates**
 - Rectory furnace – done
 - Office Computers – done
 - Replacement of trees -berm is in, sprayed for weeds. Need a dumpster block for appearance to neighbors
 - Rectory windows – Howie, Dick and Fr. Tom picked out the 4 worst windows. Su and Tony questioned why not all windows. Get quotes for entire rectory. Leaning towards vinyl (40 year life) 8 windows bedroom/bathroom, 1 kitchen window. Garage window not an issue at present.
Anderson: fiberglass \$36,000; vinyl, \$29,000. Krier: vinyl \$22, 810
Jerry will review quotes and discuss in September.
- **Future/potential projects**
 - Church front doors – locking mechanism, waiting to hear. Will reach out to Tri-City Glass
 - Parking lot – future years – scheduled future (every three years)
 - Copy machine – aging out - Currently own but pay for maintenance agreement.
 - Church air condenser – 30 years old; Furnace is 20 years. Need to check the multiple furnaces. We have service contract, pay for parts. Ahearn contract for Fire Protection. Will need shingles next 5 years.
- **OACF presentation future meeting**
 - “Board Notes” newsletter. Tony will forward any newsletters that might be helpful, but will not add our names to their list. We will see if the Foundation can come in February or March to present.
- **Review of Diocesan Finance Council Policies**
 - Father will send link for review
- **Conflict of Interest declaration**

Tony read the declaration, and no members have a conflict.
2024/25 Members signed Parish Finance Council Report for the Diocese.
- **Closing Prayer**
- **Upcoming meetings:**

Tuesday, September 16 – 6:15 PM – review policies and procedures
No regular meeting in October
Tuesday, October 28 – 6:00 PM – Annual Parish Meeting
No regular meeting in November, December, January
Tuesday, February 17 – 6:15 PM
Tuesday, March 17 – 6:15 PM
Tuesday, April 21 – 6:15 PM – budget approval
Tuesday, May 19 or 21 with Parish Council