



# 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, December 18, 2018 – 5:30 PM

- **Opening Prayer – Fr Tom**
- **Approval of 10/11/18 Meeting 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**
  - Outdoor sign – **Looks great – message cable may have been nicked on installation, cant update message from inside – contractor will re-run the cable - Thanks go to Jerry for this multi-year effort!**
  - Church projectors – **An anonymous Donor has agreed to donate new State of the Art Projectors – much brighter and clearer**
  - Review of monthly financials and bank reconciliation - **complete**
- **Living Our Faith bulletin articles – Google Doc created for Collaboration – 100 word articles requested – Fr. Tom to approve in advance of publishing**
- **Long-term needs and budgeting for them**
  - **A Capital Needs list was distributed for discussion and prioritization:**
    1. **Seal Coat parking Lot + Striping \$ 10,600**
    2. **Good Samaritan Hall Wall replacement (71 ft. section) \$36-36,000**
    3. **Parent Room Furnace + A/C Condenser \$4,400 + \$4,800**
    4. **(5) Older Furnaces @ \$4,500 each \$ 22,500**
    5. **Riding Lawn Mower \$ 7,000**
    6. **Parking Lot Lights \$TBD**
- **Review of Responsibilities of Finance Council (from diocesan policies)**
- **For Council to Review – Norm volunteered to set up a Schedule of Reviews for the following processes:**
  - **Accounting System**
    1. collection and recording of revenues
    2. recording and payments of all debts and expenditures in accord with budget
    3. accurate record of parish assets and liabilities

- **Budget**
    1. preparation (in accord with mission, recommendations of Parish Council and approved by pastor)
    2. planning (3 to 5 year fiscal plan)
  - **Financial Reporting**
    1. quarterly, preferably monthly
    2. annually (annual report to parishioners)
    3. diocesan
  - **Internal Controls**
    1. fiscal oversight (controls for cash, financial accounts, offertory collection and money counting)
    2. proxy process (required for loans, building projects of \$100,000, sale, lease or acquisition of property, changes to liturgical space)
  - **Fundraising & Management**
    1. revenue enhancement
    2. fundraising
    3. remission of funds
    4. investments
    5. proxy requirement
  - **Property Management & Safekeeping**
    1. building and grounds
    2. safety
    3. building and renovation
    4. cemetery
    5. inventory of goods
    6. insurances
  - **Personnel**
- **Catholic Foundation Fund – revised document for Young Disciple Fund**
  - **Finance Council approved**
  - **Parish Mission Planning – Capital Campaign Fall 2019**
  - **Review of Monthly (November) Financial Statements**
  - **Exceptions Explained by Mark L, Norm had a few follow up questions**
  - **Upcoming meeting Schedule**
    - **Tuesday, February 19, 2019 at 5:30 PM**
    - **Tuesday, March 19, 2019 at 5:30 PM**
    - **Tuesday, May 21, 2019 at 5:30 PM**
  - **Pastor’s Closing Comments**
  - **S. Hoffman led a discussion on a “Rainy Day Fund” of at least 6 months expenses.**
  - **Team discussed concern as to the viability of this while under Diocesan process**
  - **More Discussion Required**
  - **Closing Prayer**