

St. Therese of Lisieux Finance Council Meeting Minutes

November 21, 2017

Attendees:

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

Father Larry Zurawski
 Dave Basirico
 Lily Anne Lacap
 Lori Rafferty
 Roger Stanek
 Anita Garr

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Betty Buzynski
 Mary Lee Killoran
 Bill Scally
 Randy Berd
 Jim Blaisdell

	Agenda Topic Description	Lead	Time
1	Opening Prayer	Father Larry	7:00 P.M.
3	10/17/17 meeting minutes <i>Prior meeting minutes approved</i>	Dave Basirico <i>Mary Lee motion, Roger 2nd</i>	
4	<i>Formation Reading</i> <i>Dynamic Catholic, Chapter 2</i>	Dave Basirico	
6	Acts of Greater Importance (\$10K to \$100K) <i>None</i>	Lori Rafferty	
7	Acts of Extraordinary Administration (over \$100k) <i>None</i>	Lori Rafferty	
8	Business Manager Report	Lori Rafferty	
a	Budget vs. Actual		
b	Weekly Contributions Comparisons		
c	Accounts Payable Aging Summary		
d	Statement of Cash Flows		
e	Highlights of AoD Loan Deposit Statement		
f	Highlights of Bank Reconciliation		
9	Facilities Manager Report	Bill Scally	
a	Facilities report out (Bathroom renovation update)		
b	5-year work plan <i>* Full carpet replacement estimates to be reviewed 1/16/18. * Carpet will be complete for present fiscal budget replacing walls to be done in next fiscal budget. * Front door , buzzer system, & front LEDs complete</i>		
10	Committee reports		
a	Human Resources	Kathy Fields	
b	Audit: Report on Parish Access Audit & Control Process <i>Audit report reviewed. 1 separation of duties issue identified: Mark, Accounting Service, was reconciling banksaccounts and book keeping. Going forward, Lori will reconcile bank accounts</i>	Betty Buzynski	
c	Budget	Lily Anne Lacap	
d	Building and Grounds	Jim Blaisdell	
e	Tithing	Lori Rafferty	
f	Faith Formation Fund	Betty Buzynski	
11	Pastoral Council report, Chair	Dick Hull, Chair Jeff Vitale, Co-Chair	
12	Open Forum	All	7:30 P.M.
	<i>a. 1/26/18 6pm-10pm Eucre tournament to benefit habitat for humanity. Liquor license approved (3 yes, 3 absent, 0 no)</i>		
	<i>b. Austin Catholic requested a commitment form. F.C. voted to advise Austin that annual funds will be approved based on the strength of the balance sheet and cash flows and that St. Therese will meet it's commitment.</i>		
	<i>c. KoC written building agreement was approved by P.C., F.C., and Pastor Larry</i>		
	<i>d. P.C. approved Faith Formation Fund amendment to include payment to Austin Academy</i>		
13	Father Larry's remarks	Father Larry	8:25 P.M.
14	Next meeting: 7pm Tuesday, January 16, 2018	Dave Basirico	8:30 P.M.