

**Sacred Heart Parish
Cardinal, Ontario
Finance / Property Committee Meeting
Tuesday, April 11, 2017**

Present:

Father Brent Brennan, Parish Priest
Brent Laton, Parish Accountant
Paul Davy
Joan Toupin

Absent::

Peggy Taylor

Guests:

Evelyn Mallett

1. Opening Prayer: was lead by Father Brennan.

2. Minutes of the January 27, 2016 meeting:

RECOMMENDATION - The Committee recommended that the minutes of the January 27, 2016 meeting be approved, as presented.

3. Accountant's Report:

3.1 Annual Parish Financial Report - 2016 - Brent Laton presented the Annual Parish Financial Report for 2016. He noted that the average weekly offertory in the period reduced by approximately \$40.00 per week from this same period last year. He noted that there was an average of 32 weekly envelopes in this period, a decrease from 33 in the same period last year. There are currently 65 envelope packages distributed each year.

Most expenses have either remained constant or decreased slightly. He noted that the Archdiocese of Kingston had approved a 1.4% increase in Pastors salaries for 2016 and another 1.2% increase for 2017. Natural Gas and Electricity usage was reduced in Sacred Heart Church, due to the efficient operation of the new heating system. Brent also noted that there was a slight in-year loss of approximately \$700.00, which is an improvement considering prior-year losses of \$3,000.00 to \$5,000.00.

The balance in the Central Development Fund was split to reflect the remaining amounts collected through the Capital Projects Fundraising campaign. The restricted balance was \$11,000.00 at December 31st and the unrestricted balance was \$123,000.00 at December 31st for a total of \$134,000.00. \$16,000.00 was withdrawn from the Central Development Fund to fund the repairs to the roof on Sacred Heart Church.

Father Brennan encouraged Parishioners to participate in the Pre-Authorized Donations program, which provides steady income to the Parish, especially when Parishioners are away. There are currently three (3) Parishioners participating in the program.

4. Unfinished Business:

4.1 Sacred Heart Church Roof - Paul Davy reported that the work on the Sanctuary area will begin soon. The next area will be the Sacristy Roof since there is evidence of rot in that area in the soffit and fascia. Paul will get a quote to replace the low-sloped roof with an increased slope to prevent future problems.

5. New Business

5.1 Fundraising Letter - A letter was included with the Christmas Bulletin. There were no responses to the letter. The Committee recommended sending letters to envelope users who do not utilize this system on a regular basis. Brent Laton will send the letters using the Parish database.

5.2 Sacred Heart Church Confessional - Father Brennan presented a plan to re-configure the Confessional, which would separate the Confessor from the Penitent. One quote was received but another one will be sought out in order to properly compare pricing.

5.3 Frequency of Meetings and Financial Reporting - Discussion took place regarding the frequency of meetings and financial reporting. The Committee decided that conducting business by email was sufficient and that financial reports would be presented for Quarter One and Quarter Two/Three together, with the Committee approving the reports prior to distribution.

5.4 Parish Centre Management - Father Brennan presented a proposal for management of Sacred Heart Parish Centre. The Committee is satisfied with the work being done presently by Paul Davy and do not wish to change the process. The Committee stressed that insurance guidelines must continue to be followed for all events. User Groups must inform Paul regarding events so that they can be listed on the booking calendar as well as letting Paul know about the details of the event, including any special requests. The key management system must be kept up to date so that in case of an insurance claim, the Parish is aware of who has keys to Parish buildings. Paul Davy is maintaining a list. Brent Laton will look into the cost of changing the locks on Sacred Heart Church to a controlled system, similar to Sacred Heart Parish Centre.

6. Adjournment: Having no further business to discuss, the meeting was adjourned.

7. Closing Prayer: Father Brennan led the committee in a closing prayer.