

**St. Mark Parish Property and Finance Committee Meeting**

**Thursday, January 19, 2017**

**1:00 p.m.**

**St. Mark Club**

**PRESENT**

Father Brent Brennan  
Deacon Mark Mawson  
Mike Perles, Chair  
Brent Laton, Financial Administrator  
Glenna Bonneau  
Judie Martin  
John Vanderzyde

**REGRETS**

**GUESTS**

Mimi Garrah  
Brenda Wardrop

1. **CALL TO ORDER:** Mike Perles called the meeting to order. He welcomed Glenna Bonneau, who has taken up membership on the committee.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE NOVEMBER 24<sup>TH</sup> MEETING:**

**RECOMMENDATION**

*It was moved by John Vanderzyde, seconded by Judie Martin that the minutes of the November 24<sup>th</sup> meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:**

4.1 **St. Mark School Breakfast Program** - A thank you note was received from Marion Laton, thanking the Parish for the donation to the St. Mark School Breakfast Program, from the proceeds of the Missions at Home and Abroad collection.

5. **UNFINISHED BUSINESS:**

5.1 **Crane House - Property Sale** - Brent Laton reported that the severance has received pre-approval at the Registry Office. We are currently waiting on the purchaser's lawyer to review the language drafted for the Restrictive Covenant concerning the stone retaining wall on the property and the severance details.

5.2 **Pre-Authorized Donations by Parishioners** - Brent Laton reported that there are now 24 Parishioners enrolled in the plan. Two new participants were received through the Christmas Masses.

5.3 **Fundraiser** - Mike Perles reported that Judie Martin, Brent Laton and himself continue to meet with representatives of the to discuss the lottery details.

- 5.4 **Mail-out Letter Fundraising** - Brent Laton reported that the campaign has raised \$12,745.00, which includes monthly pre-authorized donations as well. It is projected that the pre-authorized donations will continue for at least one year, but it is possible that they would continue beyond that, which would increase the total.
- 5.5 **Committee Membership** - Judie Martin suggested that the committee membership needs to grow. Some names were suggested for Father Brennan to approach.

6. **PASTOR'S REPORT:**

Father Brennan commented on the snow/ice situation on the Accessibility Ramp on St. Mark Church. A letter from \_\_\_\_\_ was presented outlining solutions to the falling snow / ice on the ramp. Mike Perles and John Vanderzyde will meet with \_\_\_\_\_ to discuss options.

7. **FINANCIAL ADMINISTRATOR REPORT:**

- 7.1 The annual Parish Financial Report for 2016 was presented. Brent gave an overall picture of the Parish financial situation. The notes that Brent presented at the meeting are attached to these minutes as reference.

The operating account bank balance as at December 31<sup>st</sup> was \$40,634.35.

The balance in the Archdiocesan Central Development Fund as at December 31<sup>st</sup> was \$259,106.63. Of this amount, \$239,106.63 are restricted Crane House insurance funds and \$20,000.00 are unrestricted Parish funds.

*It was moved by John Vanderzyde, seconded by Judie Martin that the Annual Financial Report for 2016 be approved as presented and distributed to Parishioners.*  
**Motion Carried**

It was noted that Rideau-St. Lawrence Distribution converted \$2,000.00 worth of incandescent bulbs to LED bulbs in St. Mark Church through an energy savings program. It was suggested that perhaps we could approach them to inquire if we qualify for the program to do the same in St. Mark Parish Centre to convert the fluorescent tubes to LED tubes. If the Parish does not qualify for the program, it may still be beneficial to change the tubes. Brent Laton will inquire about equipment used in schools to change gymnasium lights.

8. **PARISH CENTRE REPORT:**

- 8.1 **Bookings Report** - Brent Laton reported the following bookings.

February 15, 2017  
April 5, 2017

Canadian Blood Services Blood Donor Clinic  
Canadian Blood Services Blood Donor Clinic

9. **NEW BUSINESS:**

- 9.1 **Employee Performance Reviews** - Judie Martin reminded the Committee that it was time for Employee Performance Reviews. A meeting was scheduled for Friday, January 20<sup>th</sup> at 3:00 p.m..
- 9.2 **Parish Bulletin** - Mike Perles reported that while \_\_\_\_\_ is away in February, that \_\_\_\_\_ will be publishing the Parish Bulletin each week.

10. **QUESTION PERIOD FROM GUESTS:**

- 10.1 **Parish Properties** - \_\_\_\_\_ asked if Sunday Collections alone can cover expenses for the Church if all other buildings were sold. Judie Martin replied that the only revenue source in the Parish is the Parish collections, so the answer would be yes. Mike Perles noted that Blood Donor Clinics and CWL donations bring in approximately \$7,000.00 for the Parish Centre, but expenses total approximately \$20,000.00 each year so we incur a significant deficit each year.
- 10.2 **Cathedraticum Increase** - \_\_\_\_\_ commented on the proposed Cathedraticum increase. Mike Perles suggested that Parishioners will have to communicate their concern to the Archdiocese once details are finalized.
- 10.3 **Fundraising Activities** - \_\_\_\_\_ suggested the Parish should be involved in other fundraising activities. Judie Martin commented that the focus at this point needs to be on the "Catch the Ace" venture because a large number of volunteers will be required. Once that fundraiser is finished, it would be possible to list suggested activities in the Parish Bulletin and ask Parishioners to volunteer to coordinate one of them.

11. **DATE OF NEXT MEETING:** Thursday, February 16, 2017  
St. Mark Club - 3:00 p.m.

12. **CLOSING PRAYER:** Father Brennan led the group in prayer.

**ADJOURNMENT:** Hearing no further business, Mike Perles adjourned the meeting.

**ST. MARK PARISH  
PARISH FINANCIAL REPORT NOTES - 2016**

Income

- #1 - Sunday Offertory and #10 - Campus Maintenance Fund - We see a decrease in the Sunday Offertory line while at the same time we see an equivalent increase in the Campus Maintenance Fund line. The average number of offertory envelopes used in 2016 was 96 (2015 - 102 / 2014 - 113). In 2016, we had an average weekly collection of \$1,674.00 (2015 - \$1,760.00 / 2014 - \$1,860.00) ... a reduction of \$86.00 per week. On average, we have approximately 55% of the envelopes issued used regularly ... this has been the trend for several years ... 58% in 2015.

The average number of Campus Maintenance Fund envelopes used each month was 48, while in 2015, the average was 49 (2014 - 45). It is obvious that Parishioners are realizing that 100% of these donations stay within the Parish and diverting some of their contributions to this fund.

- #4 - Announced Mass Stipends - The increase in this line is simply due to more Masses being celebrated in 2016 than 2015. In 2015, there were several occasions where there wasn't a specific intention when Mass was Celebrated.

At the end of the year, we had 121 Mass Intentions in the Mass Register. If we were able to schedule these Masses sequentially, we would have enough to get us into the end of April. However, there are some requests for specific dates and Wednesday evening, Saturday evening and Sunday morning ... although Parishioners are realizing that their Mass requests will be celebrated sooner if they do not request these particular days.

- #7 - Donations - Charitable Revenue - The decrease in this line is mostly related to the donation by the CWL for the AED unit in 2015 and the fact that the Advent Mission Facilitator in 2016 was given cash collected directly instead of it flowing through the Parish bank account and a cheque being issued. Due to this fact, donations that Parishioners made during the Mission will not appear on their income tax receipt.
- #11 - Fundraising - Mail-out Campaign - This endeavour has raised \$12,745.00 thus far with \$9,055.00 being collected to the end of 2016. The remainder will be collected through post-dated cheques and participants in the pre-authorized donations program.
- #12 - Other Special Collections - This line includes the "Bazaar mini-fundraiser" which raised \$2,745.00 in 2016 (2015 - \$4,980.00)
- #13 - Bequests - We were happy to receive a Bequest in the amount of \$5,000.00.
- #16 - Central Development Fund Interest - The interest earned from our deposits with the Archdiocese remain at 1.5%.
- #17 - Parish Centre Revenue - The difference on this line is because payment for clinics in 2015 were received in 2016. There are normally six clinics during the year which generates revenue of \$3,000.00.

- #18 - Parish Centre Donations - We are grateful to the CWL who decided to donate 20% of the net proceeds of their funeral luncheons to help offset the cost of operating St. Mark Parish Centre.

## Expenses

- #32 - Salaries - Clergy - The Archbishop authorized an increase of 1.4% to Clergy Salary for 2016. The increase for 2017 is 1.2%
- #43 / #44 - Natural Gas and Electricity - All Buildings - We see that the Natural Gas usage decreased significantly year-over-year ... most substantially in the Church. The only building to see an increase was the Parish Centre. Electricity usage decreased as well, most noticeably in the Parish Centre. However, since utilities rates increased year-over-year, this line items sees a slight increase.
- #46 - Insurance - We continue to pay for our insurance premiums monthly. The total premiums for 2016 were \$15,054.85 (\$14,557.60 in 2015) This is an increase of almost \$500.00. The Insurance Management Board, on behalf of the Assembly of Catholic Bishops, performs regular reviews of the appraised values of Church properties, to ensure adequate levels of coverage. It became apparent to them over the past few years that values have not kept up with current replacement costs, even though values have been adjusted on an annual basis using a well-recognized property value factor. Therefore, since the last province-wide appraisal was done in 1999, the Management Board determined that new appraisals would occur throughout the province. The company secured for this task is Suncorp and the cost to our Parish is \$280.00 plus HST ... 50% billed on the 2016 invoice, 50% billed on the 2017 invoice. It is based on a per-building calculation. Brent Laton took the representative around the properties. An increase in premiums is anticipated as a result of these appraisals.
- #52 - Equipment / Furnishing Purchase and Lease - The decrease in this line is due to the purchase of the AED unit and repairs to the Parish Centre Dishwasher, both of which were funded by the CWL. We are also realizing savings through our new contract on the Parish multi-function photocopier.
- #55 - Bank Service Charges - The increase here is due mainly to a cheque order but also to the monthly pre-authorized donations fees of \$40.00.
- #57, #58 - Cathedraticum and Priests' Retirement Fund - We pay 9% of the first four revenue items as "Cathedraticum" to the Archdiocese as well as 3% of those same items to the "Priest's Retirement Fund". The systems reconciles over a three year period ... the current year's invoice is based on the previous year's income and then any difference is either charged or refunded the following year. Therefore, since we have seen a decrease in those Revenue items, we see a decrease in Cathedraticum and Priests' Retirement Fund assessments and we also see a refund of Cathedraticum on Line 21.

To sum up, if we look at our bottom line ... we had a net income of almost \$14,000.00 in-year. This is due to the Mail-out campaign and the Bequest received. Otherwise, we would have been pretty close to a break-even situation. In 2015, we reported a net loss of \$10,214.14, so this year certainly represents an improvement in our financial situation.