

St. Mark Parish Property and Finance Committee Meeting

Thursday, January 25, 2017

1:00 p.m.

St. Mark Club

PRESENT

Brent Laton, Financial Administrator
Mike Perles, Chair
Judie Martin, Vice-Chair
Glenna Bonneau
Renata Kimmerly

ABSENT

Father Brent Brennan
Rick Johnston
John Vanderzyde

GUESTS

1. **CALL TO ORDER:** Mike Perles called the meeting to order.
2. **OPENING PRAYER:** Mike Perles led the group in prayer.
3. **APPROVAL OF MINUTES OF THE NOVEMBER 22ND, NOVEMBER 23RD AND DECEMBER 7TH MEETINGS:**

RECOMMENDATION

*It was moved by Judie Martin, seconded by Glenna Bonneau that the minutes of the November 22nd In-Camera meeting be approved as presented. **Motion Carried***

*It was moved by Judie Martin, seconded by Renata Kimmerly that the minutes of the November 23^d Regular meeting be approved as presented. **Motion Carried***

*It was moved by Judie Martin, seconded by Glenna Bonneau that the minutes of the December 7th Budget meeting be approved as presented. **Motion Carried***

Judie Martin suggested establishing a timeline for the year in terms of regular tasks to be completed by the Committee. Brent Laton agreed and suggested including a timeline of reports that are presented to the Committee. Mike Perles, Judie Martin and Brent Laton will compile the timeline.

4. **CORRESPONDENCE:** **NONE**
5. **UNFINISHED BUSINESS:**
 - 5.1 **Catch the Ace Fundraiser** - The next round of Catch the Ace will begin soon. Committee members discussed ways in which to improve sales. It was suggested that the manner in which the sales are distributed (20% weekly prize, 30% progressive jackpot and 50% to Charity) be promoted as well as circulating the Rules of Play. A list of Parishioners to sell tickets at Masses was developed.
 - 5.2 **St. Mark Church Ceiling** - Brent Laton reported that the work on the ceiling will begin after Ash Wednesday and should be completed within two weeks.

6. **PASTOR'S REPORT:** NONE

7. **FINANCIAL ADMINISTRATOR REPORT:**

7.1 The annual Parish Financial Report for 2017 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 31st was \$99,314.98.

The balance in the Archdiocesan Central Development Fund as at December 31st was \$300,000.00. At December 31st, the Parish also held a locally developed investment in the amount of \$20,000.00.

The Committee will ask Father Brennan to allow Brent Laton to make a presentation to Parishioners, in lieu of a homily, at Masses on February 10th/11th. Members will be available to answer questions after Masses on February 17th/18th.

Brent Laton reported that he was not comfortable with the level of financial information that was presented in 2017. Discussion took place and the Committee recommended the presentation of a budget comparison report on a Quarterly basis in addition to the monthly Financial Administrator reports.

*It was moved by Renata Kimmerly, seconded by Judie Martin that the Annual Financial Report for 2017 be approved as presented and distributed to Parishioners.
Motion Carried*

*It was moved by Judie Martin, seconded by Glenna Bonneau to approve the 2018 Operating and Capital Budgets and authorize the changes contained in the Operating Budget. **Motion Carried***

8. **PARISH CENTRE REPORT:**

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

March 18, 2018

Knights of Columbus St. Patrick Dinner

9. **NEW BUSINESS:** NONE

10. **QUESTION PERIOD FROM GUESTS:** NONE

11. **DATE OF NEXT MEETING:** Thursday, February 22, 2018
St. Mark Club
1:00 p.m.

12. **CLOSING PRAYER:** Mike Perles led the group in prayer.

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

**ST. MARK PARISH
PARISH FINANCIAL REPORT NOTES - 2017**

Income

1. #1 - Sunday Offertory - We see a dramatic increase in the Sunday Offertory line. This is directly related to the Automatic Withdrawal Program. The average number of offertory envelopes used in 2017 was 107 (2016 - 96 / 2015 -102 / 2014 - 113). In 2017, we had an average weekly collection of \$1,897.00 (2016 - \$1,721.00 / 2015 - \$1,760.00 / 2014 - \$1,860.00) ... a increase of \$175.00 per week. On average, we have approximately 65% of the envelopes issued used regularly ... 55% in 2016. These figures demonstrate that the Automatic Withdrawal Program provides consistent revenue for the Parish, even when Parishioners are not able to attend Mass on a regular basis

2. #11 - Fundraising - Mail-out Campaign - The difference in the year-over-year amounts represents those who chose to simply make a one-time donation and those who are on the Automatic Withdrawal Plan. This is a significant revenue stream from Parishioners who still feel a connection with the Parish even though they do not participate in Parish Life on a regular basis.

- #12 - Other Special Collections - This line includes the "Parish mini-fundraiser" which raised \$1,137.00 in 2017 (2016 - \$2,746.00) which represents the bulk of the reduction.

- #13 - Bequests - We were happy to receive Bequests in the amount of \$15,000.00.

- #16 - Central Development Fund Interest - The revenue on this line increased due to the addition of funds as well as an interest rate increase of 0.25% for the last half of the year.

- #17 - Parish Centre Revenue - There were two blood donor clinics held in early 2017 before Canadian Blood Services decided not to hold clinics in Prescott.

- #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

3. #32 - Salaries - Clergy - The Archbishop authorized an increase of 1.2% to Clergy Salary for 2017. The increase for 2018 is 1.4%
4. #43 / #44 - Natural Gas and Electricity - All Buildings - We see that the Natural Gas usage increased year-over-year in the Church and the Parish Centre. Electricity usage decreased in all buildings and we no longer are paying the water/sewer infrastructure monthly fee for Crane House (\$68.75 per month).
5. #46 - Insurance - The insurance premiums for 2017-18 were paid in full by the end of the year which accounts for the large variance on this line. The actual increase year-over-year was \$439.21. We also paid the second half of the cost of the property appraisals which was \$280.00 plus HST. This was charged on a per-building basis and not on the property values. There will likely be an increase in insurance premiums resulting from these appraisals.
- #51 - Equipment / Furnishing Purchase and Lease - The increase in this line is due to the replacement of the burners in the boilers at St. Mark Church, which was not necessary in 2016.
- #54 - Bank Service Charges - The increase here is due to the monthly pre-authorized donations fees.
- #56, #57 - 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 increases in these categories, we will see about \$1,000.00 increase in Cathedraticum and about \$350.00 increase in the Priest's Retirement Fund.