

St. Mark Parish Property and Finance Committee Meeting

Thursday, January 28, 2016

3:00 p.m.

St. Mark Club

PRESENT

Deacon Larry Judge
Judie Martin, Vice-Chair
Brent Laton, Financial Administrator
Dan Cook
Renata Kimmerly
John Vanderzyde

REGRETS

Father Brent Brennan
Mike Perles

GUESTS

Mimi Garrah
Marion Laton
Brenda Wardrop

1. **CALL TO ORDER:** Judie Martin called the meeting to order.
2. **OPENING PRAYER:** Deacon Larry Judge led the group in prayer.
3. **APPROVAL OF MINUTES OF THE DECEMBER 10TH MEETING:**

RECOMMENDATION

*It was moved by Renata Kimmerly, seconded by John Vanderzyde that the minutes of the December 10th meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:** NONE

5. **UNFINISHED BUSINESS:**

- 5.1 **Crane House - Property Sale**

Larry Judge reported

- 5.2 **Parish Survey for Volunteers**

Judie Martin will call a meeting of the people who volunteered to serve on a Fundraising Committee to discuss the mandate of the committee.

- 5.3 **Grocery Card Program**

Brent Laton reported that the best option is an online gift card fundraiser. There are greater options than simply grocery cards, such as gasoline cards, restaurants and department stores. Brent will put an insert in the Parish bulletin at an appropriate time to start the fundraiser.

5.4 Pre-Authorized Donations by Parishioners

Brent Laton reported that he spoke to the Bank of Montreal representative regarding this program. There is a flat fee of \$60.00 per month, which includes 50 transactions per month. Therefore, we would not incur any additional costs until we have more than 50 Parishioners participating. The transfers would occur once per month, near the end of the month. Brent Laton will develop a special form to be used which needs to be approved by the bank before we can use it. Once it is approved, we will include it in the Parish bulletin and encourage Parishioners to participate. The program has the potential to increase revenue by receiving donations on a regular basis by Parishioners who may not be at Mass every weekend. We would only need a few Parishioners to participate to recover the monthly fee.

5.6 Parish Fundraising Letter Campaign

Judie Martin presented guidelines for the Fundraising Committee in terms of potential fundraising activities. The viability of the fundraiser is very important. The Fundraising Committee will present any potential fundraiser to the Finance and Property Committee for approval.

6. FINANCIAL ADMINISTRATOR REPORT:

- 6.1 The annual Parish Financial Report for 2015 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 \$23,652.17.

The balance in the Archdiocesan Central Development Fund as at December 31st 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 Dan Cook that the Annual Financial Report for 2015 be approved as presented and distributed to Parishioners. **Motion Carried***

7. PARISH CENTRE REPORT:

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

February 10, 2016	Canadian Blood Services Blood Donor Clinic
April 6, 2016	Canadian Blood Services Blood Donor Clinic
April 30, 2016	South Grenville Food Bank Dinner (<i>insurance</i>)
May 7, 2016	Confirmation Reception
June 14, 2016	Canadian Blood Services Blood Donor Clinic
August 19, 2016	Canadian Blood Services Blood Donor Clinic
October 19, 2016	Canadian Blood Services Blood Donor Clinic

8. **NEW BUSINESS:**

- 8.1 Committee Member Guidelines - Judie Martin presented the guidelines previously established for the Finance and Property Committee. The committee recommended possibly increasing the membership to seven and that a system of advertising for replacements and a method for the existing committee members to vote on replacements when there are more applicants than spaces available be developed. This topic will be revisited when Father Brennan returns.

9. **QUESTION PERIOD FROM GUESTS:**

- 9.1 asked about informing the Archdiocese of our concerns regarding decreased interest rates on Central Development Fund deposits and increasing Cathedraticum and Priests Benefit Fund Assessments due to changes in reporting of revenue. The committee will consider writing a letter.

9.2

committee thanked the CWL for their stewardship towards the Parish.

The

10. **DATE OF NEXT MEETING:** THURSDAY, MARCH 10, 2016
St. Mark Club - 3:00 p.m.

11. **CLOSING PRAYER:** Deacon Larry Judge led the group in prayer.

ADJOURNMENT: Hearing no further business, Judie Martin adjourned the meeting.

**ST. MARK PARISH
PARISH FINANCIAL REPORT NOTES - 2015**

Income

1. #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 2015 was 102 per week. In 2013, this number was 113 per week. In 2015, we had an average weekly collection of \$1,760.00 and in 2014, it was \$1,860.00 ... a reduction of \$100.00 per week. On average, we have approximately 58% of the envelopes issued used regularly ... this has been the trend for several years.

The average number of Campus Maintenance Fund envelopes used each month was 49, while in 2014, the average was 45. In addition to the larger number of contributors to this fund, other regular contributors have increased their donations. I think Parishioners are realizing that 100% of these donations stay within the Parish.

2. #4 - Announced Mass Stipends - We are still seeing a trend of reduced Mass Intentions ... several Masses were celebrated without an intention in 2015. When a Mass is requested, the stipend suggested is \$20.00 ... when the Mass is celebrated, \$10.00 goes to the celebrant and \$10.00 goes to the Parish.

At the end of the year, we had 64 Mass Intentions in the Mass Register. If we were able to schedule these Masses sequentially, we would have enough to get us into the middle of April. However, the majority of the Mass Intention requests received are for a Wednesday evening, Saturday evening or Sunday morning. In fact, out of the 64 Masses, there are only 13 without a specific date or day of the week request ... 80% of requests have a specific date or day of the week.

- #7 - Donations - Charitable Revenue and #46 - Donations - Charitable Expense - The decrease in this line is mostly related to the fact that we did not have a Lenten Mission in 2015. Normally, we have a collection which is then given to the Mission Facilitator. This really has a minimal affect on the Parish finances since the money simply flows through our account. The remaining \$2,000.00 represents a couple one-time special donations in 2014.
- #11 - Other Special Collections - This line includes the "Bazaar mini-fundraiser". In 2015, we raised \$4,980.00, which in 2014, we raised 14,884.00. The Missions collection was also down in 2015.

- #15 - Central Development Fund Interest - The Archdiocese reduced our interest rate from 2% to 1.5%
- #20 - Other Revenue - This line represents the bulletin advertising. The total figure for the year should be \$3,600.00 (18 ads x \$200.00 each). In 2014, there was a significant overlap in receiving funds from year-to-year, so last year's figure includes some of the funds that should have been collected in 2013. We currently have one vacancy, so if anyone knows of a business that may be interested in advertising, please let me know.

Expenses

3. #30 - Salaries - Clergy - The Archbishop authorized an increase of 1.02% to Clergy Salary for 2015. The increase for 2016 is 1.4%
4. #31 - Mass / Sacramental Stipends - Pastor - The decrease in this line is due to fewer Mass Stipends and fewer Sacraments celebrated in the year.
5. #42 / #43 - Natural Gas and Electricity - All Buildings - The variances in these categories really reflect activities in the Church. The usage in other buildings remained constant year-over-year. The electrical usage in the Church actually decreased by almost \$700.00, while the Natural Gas usage increased by over \$1,400.00. There was a change during the 2015 heating season to the controls on the boiler system. We used to control the temperature through a thermostat in the Church ... lower the temperature by 6 degrees when the building was not being used. The thermostat was removed and the boilers set to maintain a water temperature flowing through the system according to an outdoor sensor. Therefore, the Church was being heated to a higher temperature when not being used. This is a similar system to what we had previously and the contractors were expressly told not to configure the new system in this fashion. I'm not sure what was communicated to the contractor that facilitated this change. I am trying to set up a meeting with the contractor to come up with a solution. In speaking to Plant and Maintenance personnel at the school board, they indicate that manufacturers do want a certain temperature of water in the boilers at all times to prevent premature corrosion. However, a loop is installed to circulate the water within the furnace room and the occupied space is still controlled through a thermostat, to enable cost-savings.

Also, Finance Committee had suggested that daily Mass be held in St. Mark Club so that the unoccupied temperature (6 degrees lower) can be maintained for a longer period. We need to have the system fixed before we would realize any benefit to implementing this process.

6. #52 - Food and Household Expenses - Purchases at the grocery store have remained fairly constant from year to year. The restaurant bills that Father Brennan has submitted for reimbursement have increased by \$1,500.00 over the previous year. This expense is shared by Sacred Heart Parish.
- #55 - Parish Centre Expenses - The decrease here is due to lower Natural Gas usage as well as the fact that repairs that were necessary were paid for through donations.
7. #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".

So, to sum up, if we look at our bottom line ... we had a net loss of approximately \$10,000.00 in year. A large portion of that is the fact we really put a push on for the Bazaar Collection in 2014. If we look back to our ending balance in 2013 ... we have decreased from there by approximately \$7,000.00.

Our expenses have remained fairly constant and we have actually been able to reduce expenses in some areas. The two financial pressures that I see rest on the Revenue side of the report ... as we say when looking at school board finances, we have to look at the bums in the seats ... and in the almost \$17,000.00 we are paying for utilities and insurance at the Parish Centre.