

St. Francis of Assisi
Finance Council Meeting Minutes
December 1, 2016

In attendance: Fr. Ray, Mike Blaser, Ron Degen, Jason Franzen, Brian Hughes, Amy Johnson, Jim Langin, Dan McCoy, Tom Nolan, Lynn Ricke and Greg Weber.

1. Opened the meeting with a prayer.
2. Reviewed and approved minutes of October 27, 2016 meeting.
3. Reviewed and approved financial statements for October 2016 after discussion and consideration of Highlights provided by Tom. It was noted that amounts in the maintenance reserve have already gone through the ASA calculation (ie “been taxed”) so can be used as needed.
4. Annual Diocesan Appeal - Sent final letter to those who have contributed in the past but not this year. Received an additional \$17,000 but still \$54,000 behind goal. Have already paid \$30,000 to Diocese. Discussed possibility of having one last Sunday effort.
5. Summer projects - Reviewed what has been completed and at what cost.
6. Annual Financial Report - Distributed.
7. Tuition - Discussed having to move to new online tuition payment system for next school year. Would be no cost for those who pay 100% upfront and a small payment for semi-annual payment. Cost would increase for those who pay monthly. Such costs are paid by the family, not the school or parish.
8. FMV of housing - Moved and unanimously approved that fair market value of housing for clergy is \$1000/month and for deacons is \$300/month.
9. Pastor’s Report - Visioning work is now focused on organization chart, staffing and job descriptions. Discussed application of overtime payroll rules.
10. 2017/2018 budget assumptions - Surveyed pay increases and expectations across Des Moines and after discussion settled on 2.5%. Also discussed but did not conclude on level of parish contribution to day school.
11. Business Manager meeting and monthly report - Moving to electronic time records and payroll in early 2017. Safety manual is finished but still working on security portion.
12. The next regular meeting will be Thursday, January 26, 2017 at 7:00 am.
13. Meeting adjourned.