

St. Francis of Assisi  
Finance Council Meeting Minutes  
September 24, 2015

In attendance: Fr. Ray, Mike Blaser, Ron Degen, Lou Flori, Jason Franzen, Jim Langin, Jerry Murphy, Tom Nolan, Lynn Ricke and Greg Weber.

1. Opened the meeting with a prayer.
2. Reviewed and approved minutes of August 27, 2015 meeting.
3. Reviewed and approved preliminary financial statements for June 2015 after discussion and consideration of Highlights provided by Tom. After discussion, it was moved, seconded and unanimously approved to move excess earnings to the maintenance reserve. SFA received a check from R&R Foundation to pay for the cost of the track construction. Discussed need for a maintenance accrual in the next budget to replace the surface in 10-15 years. Still need to seed grass.
4. Sharing Gods Gifts – No change.
5. Annual Diocesan Appeal – Recorded \$40,000 expense in FY 2014/15 for the shortage.
6. Credit cards for employees – Have signatures from employees.
7. LED light bulb replacement – Started Tuesday. Have to replace many ballasts as well but will get some rebate for that as well, so the total cost will not be much more than the original estimate.
8. Parish Council retreat – Please RSVP to Ron so he can provide names to Joe Happe.
9. Diocesan internal review – Diocese wants to do a follow-up review in October but that would not be very productive since some jobs will change as an outcome of the visioning project. Having staff document what they actually do then will compare that to job descriptions to evaluate what shifting and new position(s) are needed.
10. Home & School allows each of 32 classroom moms \$100 to buy incidentals for the class but there were concerns over the controls and how to administer that program. After discussion, moved and unanimously approved to “give each homeroom mom an envelope with \$100 cash and a letter requesting that they return the envelope at end of the school year with any remaining funds and receipts supporting expenses.”
11. Business manager meeting - DOL rule proposal regarding treatment of exempt and non-exempt employees may present some exposure for SFA. Evaluating need for timesheets for some currently salaried employees. ACA year-end reporting is very complex and may necessitate outsourcing payroll. Safety committee is now meeting regularly.
12. Meeting date changes – A meeting on 12/3/15 will cover both November and December. The March meeting will be held 3/31/16.
13. The next regular meeting will be Thursday, October 22, 2015 at 7:00 am.
14. Meeting adjourned.