

Church of St. Cecilia  
Finance Committee  
Minutes of Meeting – September 2, 2010

Present: Eileen Kjorstad, Gerry Sande, Jorge Ulate, Ken Scherber, Mary Kay Metz, Maureen Riedl, Fr. Mike Byron, Rex Singer and Charlie Keffer.

The committee reviewed the financial results for the 2009-2010 fiscal year which showed a surplus of about \$12,000

The committee reviewed the final approved budget for 2010-2011 noting changes that were made after the budget was originally reviewed by the committee. Changes in staffing hours necessitated the change. It was suggested that a notice be placed in the bulletin to alert parishioners to the fact that this information is available on the web and on the bulletin board in the link.

The committee reviewed the financial results for August 2010. It was noted that salary expenses are less than budgeted due to the current vacancy in the administrative assistant position. There is a small budget surplus after two months. It was also noted that the principal on the building fund debt was now below \$400,000.

Charlie Keffer noted that the final papers related to the Mondati Endowment had yet to be signed by Archdiocesan officials. He reviewed the general disposition of the bequest noting that building projects related to the windows in the front of the church, the window in the rear of the church, six exterior doors and fans in the balcony had been completed. About \$12,000 remains in the savings account for repairs and maintenance projects in the future. It was noted that the City of St. Paul had replaced the sidewalks on the west side of the Church.

Charlie Keffer asked for discussion about how to handle holiday pay for part-time employees. It was agreed that pay for each holiday would be based on the proportion of hours worked during the week no matter whether the employee normally worked on the holiday or not. Charlie will develop a document describing the process to share with the staff.

It was noted that the new LOGOS software will be implemented fully when the new staff person begins work. That individual will start on September 13, 2010. It was agreed that protocols for responsibility and access need to be developed for the software.

The group agreed that it would be reasonable to consider an independent financial audit at this time. Charlie will investigate this and report at the next meeting.

Charlie noted that the parish had recently received a stock gift for general operations.

The meeting adjourned at 8:10 p.m. The next meeting of the committee is scheduled for October 7, 2010 at 7:00 p.m. at the Church.

Notes submitted by Charlie Keffer