

**St Brendan Parish Finance Council Meeting – Meeting at School Library
November 29, 2016, 6:00 – 7:30 P.M.**

Agenda Topics	Topic Owner
<p>1 Call to Order</p> <ul style="list-style-type: none"> • Meeting called to order at 6:02 p.m. • Attendance: Fr. Bob, Fr. Tom, P. Shanahan, W. Snider, K. Toth, C. Deluca, S. Meloun, W. Gruber, R. Kazmerzak, T. Kollar, R. Cozzarelli, J. Engram, W.D'Souza 	P. Shanahan
<p>2 Opening Prayer</p>	Fr. Bob
<p>3 Introduction of members</p> <ul style="list-style-type: none"> • Brief introduction of members and various association representatives 	All
<p>4 Finance Council Charter</p> <ul style="list-style-type: none"> • Explanation of the purpose of the council and the role it plays in assisting the Pastor 	P. Shanahan
<p>5 Distribution and discussion of financial reports</p> <ul style="list-style-type: none"> • Diocesan policy requires substantial parish expenses go out to bid. At least 3 bids should be solicited • Lease agreements and contracts > \$10,000 require Bishop's signature • All parish properties in the Diocese are titled under the Bishop. The Bishop acts as its Trustee • The parish fiscal year runs from July 1 through June 30 of the following year • Review of the Statement of Activities – Variance Report <ul style="list-style-type: none"> i. The income and expense categories on the financial statements are assigned by the Diocese ii. Major parish activities consists of the school auction and parish festival iii. 32-33% of the students from the parish belong to St. Brendan School iv. Diocese conducts parish audit every 3 years. An audit also occurs when a new Pastor takes over the parish 	Fr. Bob
<p>6 Business Manager's Report</p> <ul style="list-style-type: none"> • New parish database, PDS, live on October 17, 2016 • Offers comprehensive updated information of all parish families • Early 2017 - Plan to introduce online scheduling requests, event calendars and family demographic changes • Rollout to parish families also planned 	T. Kollar

	<ul style="list-style-type: none"> • \$85,000 spent to replace both the flat and shingle roof of the Church • All work completed on November 23, 2016 • K-Tech manages both parish and school network support • Parish network to be upgraded to a new internet provider by end of year • Telecommunication costs reduced by \$250 per month by switching service providers and removing unused internet/phone lines • Mary Brown - new parish Bookkeeper will begin working on December 5, 2016 • Will be available during the parish business hours - 9 a.m. to 3 p.m. M-F • Changes to Chase Banking programs reduced bank service charges by \$300 per month. Currently, fees expected to range from \$75 - \$100 per month 	
7	<p>Adjourn</p> <ul style="list-style-type: none"> • Next meeting – January 10, School Library • Closing prayer – Fr. Bob • Meeting adjourned at 7:30 p.m. 	