

## Holy Family Finance Council Minutes March 9, 2022

The meeting was called to order by Steve Hess at 6:00 pm at Holy Family and via Zoom video conference.

**Attendance:** Fr. Ryan Pruess, Steve Hess, Dave Kusek, Louie Paynter, Ellen Kant, Steve Michels, Rob Kratoska, Dave Reilly, John Ford, Harry Schneider

**Opening Prayer:** Prayer was read by the group

**Approval of Minutes:** February 9 Finance Council minutes were approved. (John, Louie)

**Additions to Agenda:** None

**Financials:** Financial statements for the period ending February were presented by Ellen.

Actual vs Budget YTD: Individual contributions are up \$121,209 over budget YTD. February 2022 was under budget by (\$21,085). Operating Surplus year-to-date February, 2022 was \$160,820. Net surplus was \$171,370 compared to the budgeted year-to-date deficit of (\$4,313). Expenses for Salaries were under Budget by \$48,462 contributing to the positive variance YTD. The Site Review study wrapped up in February. Ellen was to provide a total amount spent to the Council.

P&L Feb '22 vs Feb '21: Total Deficit of \$53,792 vs. a surplus of \$15,691 last year. Contributions down \$31,223 for February (offertory is up \$7,165, wkly env down \$36,645). Salaries were higher by \$23,754 due to a 5<sup>th</sup> priest, wage increases, timing of when lay pension paid, and Carmen not budgeted for.

YTD Feb '22 v YTD Feb '21: Operating surplus of \$160,819 this year vs. a surplus of \$324,163 last year. Overall individual contributions up \$78,063 offset by less Other Contributions and Other Revenue, netting a positive \$11,615 in Total Revenue. Expenses are over last year by \$174,959 due to Maintenance projects, Salaries and Supplies. Worked with Paycor on the ERTC, looks to be around \$55,000, we will pay Paycor a 2% service fee for filing (\$1,095 in Feb).

Balance Sheet: Assets vs. prior year reflect the new Rectory impact in Fixed Assets. Other Liabilities decreased by \$193,807. Checking account funds moved to interest bearing accounts temporarily.

**Budget Update:** Ellen presented the initial look at the breakeven 2022/2023 Budget. Key highlights include:

- \$40K, or 1.4% increase in Contributions
- Flat expenses for Building & Grounds and Other Expense after adjusting for the Site Review and the reduction in the SMSA contribution
- 3% average salary increase. A discussion ensued regarding whether this will suffice given the inflationary environment. A potential outcome may be a one time "bonus" or "adjustment" be given before this fiscal year end as an allowance to address this issue. This could be either a percentage, or fixed amount based on FTE class with funding coming from either a Surplus, or the Employee Retention Tax Credit.

- A \$8K reduction in Envelope costs and a \$24K increase in postage cost for mailings
- Steve asked the Council members to review the initial handout for any questions and further discussions at our next meeting.

**Parish Update:** Ellen relayed that there is one retirement in Human Concerns with a replacement being named, along with a potential retirement in Maintenance. Also, a P/T maintenance person will be brought on as a “floater”.

Fr. Ryan provided a New Rectory update stating a May 6 move-in, and that the previously approved additional expense will be fully utilized. A June 18 Open House is planned.

**Other Items:** Ellen commented on the ORS Rectory outcome is being discussed, along with the successful SMSA collection effort that took place. Fr. Ryan provided comments regarding the upcoming Arch Capital Campaign which will run from July-December looking at 5 year pledges. The Holy Family goal is \$4.2 million with \$2.5 million to be provided to Holy Family if this total amount is raised. A list of potential uses of these funds was discussed to possibly include \$1.0 million for capital improvement projects, \$1.0 million for the Endowment fund and parish finances, with the remaining for parish mission and ministry.

**Next Meeting** – Changed to Wed., April 20, 6:00 pm

Meeting adjourned 7:20 pm

Submitted by Dave Kusek

### **Informational Purposes Only**

#### **Holy Family Finance Council Position Appointment and Members**

Members of the Finance Council and the year of their term expiration: Dave Kusek (2022), John Ford (2023), Louie Paynter (2023), Dave Reilly (2023), Steve Hess (2024), Rob Krotoska (2024), Harry Schneider, Trustee (2022), Steve Michels Trustee (2023)

Ex-Officio members: Michelle Ludtke, Director of Operation; Ellen Kant, Director of Finance & Human Resources; and Ann Kaiser, Volunteer Recording Secretary.