

APPROVED

Annunciation Finance Council Minutes  
April 17, 2008

Members Present: Mike Hogan, Lisa Niemuth, Mark Lallensack, Carol Kittell, Fr. Don. Everts

1. Prayer led by Fr. Don

2. Approval of Minutes

- a. Annunciation Special Finance Minutes (2/21/08) approved.
- b. Annunciation Finance Minutes (2/27/08) approved.

3. Agenda - revised to include:

- c) Meeting Night
- d) Invitation to Volunteer Appreciation Event
- e) Parish Picnic Update

4. New Business

A. Scrip – Carol proposed that the Scrip profits stay in the Scrip account until December, and then applied to the Lay Retirement billing at the end of the year. Annunciations annual budget for this expense (line 6191) \$4138.

Council advised that due to the current cash flow problem and parish debt that the Council would like to plan that the Scrip profits be used for parish debt and ask Mary Gagan to assist us in the presentation and materials to communicate the usage of Scrip to the Annunciation community.

B. Contributing Units – The following data was provided to the Council

July 2007-Mar 2008 Annunciation contributing units 253

2006-07 Annunciation recorded 262 contributing units

A contributing unit is defined as a household contributing \$100 to the Parish in a year.

New Members: Approximate 10 per year

Deaths: 25 to fiscal date

C. Meeting Night – Carol is trying to coordinate Parish Building & Grounds

Meetings to be on the same night as the Finance Councils for the parish

As a convenience to those members who serve on the same committees.

Council was agreeable to the proposal. (Starting August 2008)

D. Invitation to Volunteer Appreciation Night – Thursday, April 24<sup>th</sup>, 6:30 p.m. at St. Joseph's. RSVP to Carol.

E. Parish Picnic Update – Lisa will schedule a picnic meeting to set the picnic

plans in motion with ideas.

## 5. Old Business

### A. 2008/09 Budget

Council members received a letter from Fr. Don dated 4/15/08 agreeing that the estimates the council provided in March reflect a \$25,000 reduction in the income line along with his reflections.

Discussion continued at this months meeting on what can be done to raise the revenue of \$25,000 or reduce expenses by \$25,000 to have a balanced budget for 2008/09.

Council had prior to this discussion and again in this discussion presented and requested consideration that the personnel expenses be figured on percentage of contributing units in each parish.

Father proposed to drafting a letter for review by the Council to send to the Parishioners informing them of the state of the finances for current fiscal year with a \$25,000 projected budget deficit, and next year's budget difference of \$25,000 with a request for contributions to reduce the debt and balance the budget.

### B. Handicap Access Project Update

The architectural firm is working with a "trusted" contractor for bid on specifications drawings. The subcontractors did a walk through at Annunciation on 4/11/08. Estimate is still pending on specifics and will include 10% contingency when bidded.

### C. Advancing the Mission (ATM) and Bishop Appeal Update

The Bishops Appeal is updated weekly per bulletin posting. Advancing the Mission account balance as of 3/31/08 \$7,996.28.

Council noted that the March balance sheet is not updated to show the actual account balance of the Advancing the Mission funds.

Council recommended that a withdrawal be made from the ATM account to cover the checks holding for the special collections (approximately \$3,000) Council also advised that future collections be paid out immediately upon receipt of the collections in a timely manner.

Next Meeting: May 15, 2008 at 6:00 p.m. at St. Patricks

Respectfully submitted,

Lisa Niemuth  
4/18/08