

MINUTES

June 17, 2021 Joint Finance Council Meeting to Review/Discuss/Approve 2021-22 (FY22) Budgets 5 PM at SH Bishop Baraga Hall (basement hall)

Roll call: Fr. Corey Litzner, Dcn Brandon Yanni, Wayne Schwartz, SH Council: Ann Koski, Jean Yonkers, Truman Hagbloom, Tom Kurkowski, SA Council: Russ Weisinger, Greg Lazzari, Paul Stark, Pat Kissel, HN Council: Jim Haun, Mary Rogala-by phone call prior to the meeting, (Evelyn Ravindran absent).

Fr. Corey opened the meeting at 5:00 pm with a prayer.

Meeting was led by Wayne. The purpose of the meeting was to review and approve the budgets for 2021-2022 FY22.

Below are discussion items of interest for the joint finance council budget meeting. Any other comments and questions of revenue and expense items are welcome. The budget is contained in Excel worksheets which I plan to project onto the TV screen in the basement hall during our discussion. After discussion and modifications, we will make decisions, if needed, to balance the revenues and expenses.

1. Revenues

- a. Assessable Receipts – The actual combined Sunday and Loose collections for all 3 churches for the 2020-21 fiscal year are estimated at \$292,158, 96.9% of budget.

	FY Actual	Budget	
2018-19	\$309,829	\$323,025	95.9% of budget
2019-20	\$299,072	\$313,200	95.5% of budget
2020-21	\$292,158	\$301,490	96.9% of budget
SH	\$160,927	\$160,930	100%
SA	\$97,884	\$102,210	95.8%
HN	\$33,346	\$38,350	87.0%
SH		\$160,920	Based on the
SA		\$97,890	2020-21 average
HN		\$31,680	

- b. FY21 weekly average of collections of 2nd half vs 1st half: SH +14%. SA -6%, HN – 32%
- c. 2021-22 budget is estimated by taking the 10-month actual average and multiplying by 12.

Discussion among the group that Acct 0502 Loose Collection budget is too low due to expected increase in visitor attendance with the pandemic restrictions being lifted. After discussion all agreed to leave as is and go with a conservative budget.

- d. Votives and Stipends – Budgeted a small increase over the 2020-21 budget.
- e. Acct 0612 Bequests and Donations – The amount budgeted are Fr. Corey's mileage reimbursement which he donates back to the parishes. See Acct 1002.
- f. Acct 0631 Rents –
 - i. SH – TOPS \$120/yr.
 - ii. SA Rectory rent \$725/mo. 6 months
 - iii. HN Convent \$325/mo. and the Rectory \$200/mo.

SA's agreed to budget for 6 months of rent revenue.

- g. Acct 0778 Grant Money Income – Normally do not budget for grants, however, 2021-22 LOF grants have been approved. \$2,127 (Word on Fire, One Bread One Body publication, and Matthew Kelly books.) Also budgeted the 2nd payment of the 2020-21 Black & Indian Mission grant to be received in July.
- h. Acct 0812 Hunter's Supper -SA – same budget as last year.

2. Expenses

- a. SHS subsidy
 - i. Total subsidy \$68,280 (23.5% of receipts)
 - ii. SH \$45,486 (28.3%) SA \$15,336 (15.7%) HN \$7,458 (23.5%)

The proposed Sacred Heart School subsidy budget was previously discussed and agreed to in the quarterly Finance Council meetings held on April 29.

- b. Salaries – The Bishop approved a 1.5% increase for priests. Budgeted a 2% increase for the staff. Open for discussion and will need Council approval.

Discussion of staff salaries took place. Jim H. would like to see a larger increase. Tom K. mentioned the inflation rate is currently 5%. Motion by Jean Y. to approve a 2% increase in wage/salary for the BCCC employees/staff for FY22 with a provision to re-address salaries mid-year for an increase if feasible. 2nd by Tom K. Motion approved (8 in favor, 1 opposed).

- c. No budget for Religious Education Salary.

Plan is to continue with the current set of volunteers to run the Faith Formation program.

- d. Acct 1210 Music Ministry – Starting in July. Salary of \$20k. Will subsidize with the Black & Indian Mission Grant. Net cost to parishes is approx. \$12.5k.

Fr. Corey reviewed the status of hiring a music minister to coordinate the music liturgy at all 3 parishes. It was noted that the salary of \$20k is less than the combined salaries of the past religious education and music ministers.

- e. Benefits – Rates from MCC. Medical up 2% (Fr. Corey). Dental up 2.9% (Fr. Corey), Priest Supplemental Health, STD & LTD (Fr. Corey) all remain unchanged. Lay Retirement (Karen, Nancy) remains unchanged. Clergy auto increased from \$95/mo. to \$102/mo.
- f. Shared expenses percentages - Sunday collection less SHS subsidy
 - i. SH \$160,920 less 45,486 = \$115,434 51.9% (last yr. 49.3%)
 - ii. SA \$97,890 less 15,336 = \$82,554 37.2% (last yr. 37.4%)
 - iii. HN \$31,680 less 7,458 = \$24,222 10.9% (last yr. 13.3%)
 - iv. Total \$290,490 less 68,280 = \$222,210
 - v. Any change to collections or subsidy will affect the shared %

g. Shared accounts of interest:

- i. Acct 1004 Pastor Retreat Spiritual Development – \$1300. DOM dictates \$1300 for priest spiritual development. No add'l plans.
- ii. Acct 1075 Help Out – \$1160. Christmas & Easter penance services, 3 weekend Mass coverage
- iii. Acct 1130 Faith Formation Evangelization – \$2350. Faith formation \$2200 for books and pizza for students and One Bread One Body publication \$150. OB/OB will be subsidized by LOF grant.
- iv. Acct 1130.1 Alpha – \$2000. Budget for a fall session.

Fr. Corey added that he is reviewing a similar program by Chris Stefanik of Real Life Catholic.

- v. Acct 1150 Totus Tuus - \$600. Registration \$250, food \$350. Registration will be subsidized by B&I Mission Grant.

- vi. Acct 1161 FF Adult Education – \$200. For a Bible or Marian study
- vii. Acct 1170 Youth Group - \$600. Pay for chaperones for Steubenville, See the See. Youth group fund raises for students.
- viii. Acct 1175 Grant Expense – LOF grant for 2021-22 was approved. Subsidize Music Ministry Salary using the 2020-21 2nd half payment of the Black & Indian Mission grant.
- ix. Acct 1330 Office Supplies - \$2900. A shared expense plus OSV offertory envelopes for each church.
- x. Acct 1343 Office Contracts - \$1470. \$70.50/mo. for PDS, \$545/yr. for copier.
- xi. Acct 1345 Memberships & Subscriptions - \$1275. Mass Intentions \$370, Safe Environment \$13, Sentinel \$50. Flocknote \$350, Word on Fire \$492 (subsidized by B&I Mission Grant)
- xii. Acct 1347 Advertising - \$1300. Let's Eat \$250, Eagle Radio \$50, billboard with Mass times \$800, UP Catholic ads
- xiii. Acct 1519 Janitor Expense – Bob Perrault (summer only) and Nancy Haun's expense is split between SH and SA as performed. Stuart Francois for snow removal is charged to SA. Mike Cardinal expense is charged to HN.
- xiv. Acct 1870 Furniture & Fixtures – \$2000. Computer equip. \$1000, printer \$1000

h. Accts of interest specific to churches:

- i. Acct 1712 Hunter's Supper – SA. \$3000. Budget same as last year.
- ii. Acct 1250 Music Ministry – Total \$1500. SH \$700 SA \$500 HN \$300. Budgeted \$300 for incidentals and \$1200 for musician stipends.

There was discussion of renovations and refinishing needed in the choir loft at SH. Discussion was tabled and nothing was added to the budget.

- iii. Acct 1310 Church Supplies – Candles, wine, hosts specific to each church and COVID-19 expense for masks, sanitizer, etc.

which is shared. The hymnals payment to DOM was paid off in 2020-21.

Jean Y. was concerned that the budget for SH of \$6500 is too high. After review of past expenses, it was adjusted down to \$6200.

- iv. Acct 1365 Service to Parishioners – This account is used for special events. HN requested \$450 for their 3 feast day celebrations. In 2019 Fr. Corey received a \$10,000 donation to use for evangelization. Some expenses to this account are paid from this donation fund. \$5300 of this fund remains.
- v. Acct 1550/1560.1565 Utilities – Water/Sewer/Electricity based on based on 2020-21 actuals plus an additional 3.5% for inflation. Natural gas budget based on the Semco monthly budget plan. HN expense is for the church only.
- vi. Acct 1610/1620 Repairs & Maintenance – Fire extinguisher inspections. Normal maintenance expense anticipated. SH-elevator expenses \$160/qtr. + annual hydraulic test \$900.
- vii. Acct 1625 Rectory Repairs & Maintenance - SA repair of bathroom in the rectory and flooring. Estimated \$6000.

St. Ann's Parish Council approved a \$5000 budget for the rectory repairs with details in the May parish council meeting minutes. The FC agreed to go with a budget of \$6000.

- viii. Acct 1670 Contracted Janitorial Services – Total \$1100. SA snowplow contracting.
- ix. Acct 1890 Perpetual Care – Goal is to budget 10% of assessable receipts for each church. May plus/minus here to balance the budget.
- x. Acct 1830 Land Acquisitions and Improvements – HN parking lot repairs \$600

Truman H. noted that a wire to the parking lot light has a bad or unsuitable cable, and it could possibly short out. The cable may run under the parking lot. The observation was noted and will be checked out.

Wayne will revise the budgets as discussed. Will make minor adjustments to the Perpetual Care account as needed to balance the budget.

Motion by Anne K. to accept the Sacred Heart budget as presented with changes as discussed. 2nd by Truman H. All approved.

Motion by Russ W. to approve the St. Ann budget as revised. 2nd by Paul S. All approved.

Motion by Jim H to approve the Holy Name budget as presented. 2nd by Mary R. (via phone). All approved.

The meeting adjourned at 5:55 pm with prayer led by Fr. Corey.

Minutes respectfully submitted by Wayne.