

**St. Theresa of the Child Jesus  
Finance Council Minutes  
April 11, 2024**

**Present:** Jeanne Thill, Judy Kendzora, Kevin Olsen, Paul Johnson, Sergio Loch, Jimmy Sarcone

**Absent:** Aaron Freiss, Mary Gisler

**Ex-Officio:** John McMichael, Kenneth Seymour, Fr. Raphael Assamah,

**Guest:** Gretchen Watznauer, Principal

The meeting began at 5:33 PM on April 11, 2024 with a quorum present. Judy led us in an opening prayer with an Our Father.

**Approval of Minutes from Last Meeting:** Sergio Loch moved and Kevin Olsen seconded for approval of the minutes from the February 8, 2024 meeting. Motion passed and minutes were approved.

**Reports:**

**School Report - Gretchen Watznauer**

Still providing tours for prospective students for 2024-25; which is an increase from this current year. This year, K-8 is 223 and 2024 is projected at 238. CTO and DTA deadline is Monday, April 15. No current delinquencies for tuition payments. Staffing for 2024-25 needed: Math Interventionist and STEM position. More applications for teacher associates have been received already than all of 2023-24. A bus driver is needed for 2024-25.

**Monthly Financial Statements - John McMichael**

Financial statements ending March 31 were reviewed and questions addressed. Income is over budget \$40,500 for March. Expenses also over budget with the addition of Fr. George salary/housing. On school expenses, some additional pump work needed. Overall, total budget is in the positive of approximately \$69,000.

**ADA** We were short of our ADA goal, we needed to pay balance of \$292 to the Diocese. Based on pledges received to date, we are on track to reach 2024

ADA goal of \$139,826. Margie Pope and Steve Michaud are chairing the ADA for 2024. They will provide updates to the parish during Mass.

**Laddered CDs** One due in March, September 2024 and then not until 2026. Peace and Justice has a CD due in May.

**Pastor's Report:** Fr. Raphael

1. Ignite: need to report to the parish the use of the Ignite funds received to date and to encourage them to fulfill their pledge.
2. Tabernacle enhancement: the stained glass project has been shared with various groups, which finalization coming soon.
3. Pew: some sample kneelers will be installed in the back of the church for parishioners to 'test' for their preference.
4. Organizational chart: Tom Quinlan from St. Joseph Education Center is providing assistance to Fr.

### **New Business**

**Payroll:** Kenneth Seymour. We will be converting to Paylocity Payroll System in July. This conversion is Diocesan wide.

**Unfinished Business:** Kenneth Seymour

**Investment Policy:** not yet complete, should see in May.

**Capital Projects:** Architecture drawings have been organized and in process of being digitized. These drawings will provide resources for contractors to submit bids. Kenneth reviewed project list and status.

**Accounts Payable Procedure:** Kenneth is tracking all mail (date, time received) to determine weakness in process.

**Budget:** Kenneth reviewed budget proposal developed in conjunction with Sergio, Judy and Kevin. Total revenue reflects a modest increase in \$6,000. School income increased with increased tuition; however, the \$900 discount also included for students. School salary increases total approximately \$65,000 in conjunction with the increase in tuition.

Anticipated approval of budget at the May finance council meeting.

**Business Conducted via Email:** none

**Next Meeting:** Next meeting is Thursday, May 9, 2024 @ 5:30 pm at the church offices.

**Closing Prayer & Adjournment:** The meeting was adjourned at 7:36 pm with a blessing by Father Raphael.

Respectfully submitted,

Jeanne Thill