

St Theresa's Parish Finance Council

Meeting Minutes

Thursday, February 13th, 2025

Members Present: Paul Johnson, Jeanne Thill, Randy Hatten, Sergio Loch, Aaron Freiss

Members absent: Judy Kendzora, Mary Gisler, Kevin Olsen, Jimmy Sarcone

Others Present: Gretchen Watznauer, Fr Raphael Assamah, Fr Mike Mahoney, Kenneth Seymour, John McMichael

I. Opening Prayer: Fr Mike led us in the opening prayer. Meeting called to order at 5:37 pm.

II. Approval of Minutes: Randy moved for approval, seconded by Sergio. Motion passed unanimously.

III. Reports:

A. School – Gretchen Watznauer: Currently 240 students enrolled, same as in January. Wait list for some classes (affects 15 families). Not much room left. 4th grade has 2 classes. Jessica Chicoine is the new director of the Day Care

B. Regionalization Plan Updates: Nothing to report

C. Monthly Financials – John McMichael: Jeanne Thill posted some questions on email. Here are John's responses:

- 1) Telephone - 101730080** New system, switch from Century Link to Sangoma. There might have been some thought at budget time last year that there would be significant savings. We had three different bills - church office, school office, and child care. The year-to-date is not much different from the same time last year, \$2,175.59 vs \$1,903.92, and the latter total did not include amounts for school (201730080) of \$2,512.13 and child care (208730080) of \$466.86. So, to budget, yes, we are off. Actuals compared to last year, quite lower.
- 2) Grounds Care – 114734042** Two purchases in July and August for lime and a field spike drag for the ball diamond area. It was an expense needed; the overall Buildings and Grounds actual to budget totals are \$65,608.71 and \$68,386.55 for the church.
- 3) Subscriptions/Publications – 201700070** Reflex three-year renewal for math of \$5.670. Normally, and the budget would have been based on this, the renewal would be for one year. If the intention was to keep using this program for several years, and that is the case, there was a good bit of savings to renew for multiple years.
- 4) Internet Service – 201730090** There had been a credit applied for and just received for \$2,825. Once applied the area will still be over budget, which had been lowered from the previous year. You use the best information you have at the time when constructing a budget.

- 5) **Textbooks – 201750005** The budget for this line item is spread over 12 months. The total spent will not change and its relation to budget will change accordingly as the year progresses. The total will still be over budget, by 11%.
- 6) **Testing – 201750045** The main expenses here are from August and September: Iowa Testing Programs (\$1,276.75) for ISASP - English, math, and science; Cambrium Assessment (\$694) - service for English learners; and FastBridge subscription through Renaissance (\$786.32). The latter may be better suited for subscriptions. The overall actual to budget amounts in which these line items are contained is \$886,421.86 to \$887,646.25.
- 7) **Contracted Repairs & Maintenance – 203734040** In July \$12,110 was spent to replace the driveway and the ramp on the west side of school, outside the kitchen area. After years of deliveries by semi-trailer trucks and garbage and recycling pickups, the work needed to be done. Regardless of budget, it was important to make this expense in order to reduce the balance in the Hot Lunch bank account. If you carry too high a balance the state could require that money be returned.
- 8) **Instructional Supplies – 209750015** This was a School Specialty order paid in August. Sarah Mohrfield needed these items for her program. The overall actual to budget amounts for Pre-K are \$75,281.43 to \$79,659.95.
- 9) **Food Supplies – 301710020** In August there was an expense for a Faith in Action meal in the amount of \$888.47. It might be more of a Youth Ministry item. The overall actual to budget amounts for Faith Formation are \$45,292.96 to \$48,191.55. And for the priest salaries, there was one amount budgeted - \$87,027. Fr. Raphael may be worth that, but not within the Diocesan Compensation Plan. The budget anticipated an associate, but it just was not broken out to see. The actual is in the line item "Pastoral Associate." Add it to the amount above and compare the actual total to YTD Budget.

There was a discussion about how the concrete work that was done last Summer was accounted for. John will look into it and report at the next meeting.

- D. **ADA Updates – John McMichael:** 3 pledges left to pay. We will be getting a small refund. The new ADA will be coming soon
- E. **Laddered CD's – John McMichael:** The CD was cashed, transferred to checking account to pay bills. There is another CD due in March.
- F. **Pastor's Report – Fr Raphael:** Marge Poppe will be heading the ADA for the upcoming year.
The carpet replacement fund is about \$9000 towards the goal of \$17000.
Steve Michaud will be the new trustee.

IV. **New Business:** None

V. **Unfinished Business:**

- A. **Capital Campaign – Fr Raphael:** We still need to have final costs and list of needs. It has

to wait until all the needs are determined. Kenneth will bring a list of all needed projects for consideration at the next meeting.

B. 2025-2026 Budget – Kenneth Seymour: Need to wait for some information.

VI. Business Conducted via email: None

VII. Executive Session: No session

VIII. Next Meeting: March 13th at 5:30 pm

IX. Closing Prayer & Adjournment: Fr Mike led us in the closing prayer. Meeting adjourned at 6:30 pm

Respectfully submitted

Sergio Loch