

St. Theresa Parish Finance Council Minutes
Thursday, July 9, 2026

Attendance: Jeanne Thill, Paul Johnson, Jimmy Sarcone, Randy Hanten, Barb Dempsey, and Karen Glomski.

Others in Attendance: Fr. Raphael Assamah, Kenneth Seymour, and John McMichael.

The meeting was called to order at 5:40 pm. Fr. Raphael led the opening prayer. Karen made a motion to approve the minutes of the May 14th meeting, Barb seconded. The minutes were approved.

Reports:

School Update – Kenneth gave the school report. The STCS enrollment for next year is looking good overall, with not many open seats. There are about 20 kids on a waitlist from 2 year-olds to 5th grade. Staffing is in place, and the new library is getting constructed on the 2nd floor (NE corner).

Financial Update – John stated that the tithing income was down, but other income line items are up. For fiscal year ending June 30, 2026, income exceeded expenses by \$37,915. John noted that Property & Casualty Insurance and HVAC Maintenance expenses exceeded their budgeted amounts.

Annual Diocesan Appeal (ADA) / Certificates of Deposit (CDs) – The ADA has pledges and gifts of \$125,600 and our goal is \$144,200+, leaving a shortfall of about \$18,600. There are 194 donors this year. The discussion of CDs and Investments to next meeting when the HVAC monies have been collected.

Building/Grounds and Safety/Security – Jimmy gave a brief update on both these topics. When the HVAC work begins, the school car line will take place in the west church parking lot. We need an agreement with Windsor School to restrict their use of the church parking lot. We need to keep cars away from the HVAC work.

Financial Oversight – Barb, Randy and Kenneth met on June 11th to review and compile a few updated procedures. These updated procedures will be sent to the Finance Council prior to our next meeting so the group can review and approve the updates. Paul asked if St. Theresa will be receiving financial information regarding the Region expenses, noting we should receive a detailed report. Kenneth will let us know. Kenneth said that the Region will be distributing a \$700,000 refund, which will be prorated based on each parish's contribution.

Pastor's Report – Fr. Raphael thanked everyone for their commitment to the church. He spoke of the upcoming internal audit by the Diocese and their oversight of the parishes. Father also talked of a 2nd collection soon for the Building Fund, which can be used for the HVAC project. He also thanked those who were helping with this major project.

Unfinished Business:

HVAC – Kenneth and Fr. Raphael met with the Diocese Building Commission on June 16th to discuss the entire project and obtain approval to move forward. The Commission suggested that we use a general contractor, and St. Theresa has requested bids from 4 recommended vendors. Jimmy also recommended that we interview the contractors prior to signing or agreeing to anything.

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Jimmy also said it is important to have a “testing and balancing” specification in the contract with the general contractor. We will likely need to spend 50% of the project money upfront to order equipment and work around timing issues. The 4 general contractors will be given a tour of the campus and facilities on July 16th prior to the project bid deadline.

Capital Campaign – Jeanne gave an update and said all parishioners have been contacted. She also organized a group to call 119 school families regarding an HVAC donation. Jeanne has devoted much time and effort with this campaign. We are grateful for all her work!

Wi-Fi upgrade – Kenneth noted that this work will begin in the next week or two. We did not receive any grant money for this. People are looking forward to having an access point in the conference room.

Sale of School Buses – Kenneth has contacted Dowling Catholic High School (DCHS) regarding our buses. DCHS indicated they may be interested in purchasing one of our buses.

Preparation for Audit – Kenneth said he may need some help with these tasks. The Diocese will likely ask for documentation from various sources. It is important for all members to review the questionnaire provided by the Diocese, as we will sign this document after it is completed. Jeanne will forward the questionnaire after it is received.

Sharing of Donor Information – Fr. Raphael spoke of the need for the leaders of various groups or committees to develop policies. He spoke of a threshold of fund raising and how often to ask for donations. Fr. Raphael also said we should likely revamp our “Crisis Fund.”

New Business:

Accounts Payable Add-On – Kenneth said he attended a demonstration of an add-on to Parish Soft that saves and stores all invoices/payments. The vendor is AvidXchange and this tool will greatly increase efficiency as it will learn which invoice is coded a certain way, and remember the coding for future payments. The fee is \$1.55 per invoice and \$0.65 per check (ACH payments are free). There would also be a one-time cost for implementation, but should provide greater efficiency in the payment process.

Business Conducted via Email – none.

Next Meeting – Next meeting will be September 10th, 2026 at 5:30 pm in the conference room. Closing Prayer – Fr. Raphael led the closing prayer.

Meeting was adjourned at 7:10 pm.

Respectfully submitted,
Randy Hanten
Secretary