**St. Linus Finance Council**

**Meeting Minutes**

**July 28, 2020**

In Attendance: Fr. Patrick Stoffer, Renee Crumrine, Matt Nelson, Bill Corey, Peter Doyle, Jim Roulo, Joe Marino, Sr.

Absent: None

The meeting opened with a prayer at 7PM.

**Topics discussed:**

* **Introduction of Renee Crumrine as the new Business manager at St. Linus Parish.**
* **Review of prior month meeting – no minutes were presented. The Finance Council is in need of a Secretary.**
* **Review of 9 month year to date statement dated March 31, 2020 –**
* **Review of the 4th fiscal quarter financial report dated June 30, 2020 – The council reviewed this report as this was the first look at the parish’s financial results following the Covid-19 pandemic.**
  + **St. Linus Parish secured a loan in the amount of $166,500 from the Small Business Administration under the Payroll Protection Program (PPP), created under the Cares Act.**
* **Year to date financial report for June 30, 2020 (fiscal year end)** – The annual report dated June 30, 2018 was reviewed.
  + Total Church receipts (income) was $\_\_\_\_\_ compared to Budget of $\_\_\_\_\_.
  + Total School receipts (income) was $\_\_\_\_\_ compared to budget of $\_\_\_\_\_\_.
  + Total Parish Surplus (receipts – expenses) was $\_\_\_\_\_ compared to Budget of $\_\_\_\_\_.
* **Review of 2020-2021 Budget Report for fiscal year endinh June 30, 2021**
* **Old Business:**
  + **AOD Parish Audit follow up:** 
    - Discussion around the need for additional training and improved procedures for money counting teams.
    - Need to establish a better practice for completion and review of Bank Reconciliation reports.
* **New Business:**
  + **2020 CSA Campaign** – The CSA Campaign, which was delayed until September, is scheduled to commence the weekend of 9-13-2020 – 9-14-2020.
    - The AOD is sending pledge cards to all those that contributed in the last 2 campaigns.
    - The parish will also send letters to those that will not receive the AOD letter.
    - The target for 2020 is roughly 10% lower than last year’s target.
  + The annual Parish festival has been cancelled due to the Covid-19 virus, however, the fall raffle will go forward.
  + School enrollment – The annual budget assumes total enrollment at 20 – 25 fewer students for the upcoming school year.
* **Next Meeting Date** – the next 2 meeting dates are 9-8-2020, followed by 11/10/2020.

The meeting was concluded with a prayer led by Fr. Patrick.

Respectfully submitted by,

Matthew Nelson, Finance Chairman and acting Secretary