

St. Vincent de Paul Finance Council Meeting Minutes  
 June 28, 2022, 5:30pm – Sacred Heart Chapel Parish Center Main Room

Members (place an X if in attendance)				
X	Doug Benitz		Lacy Judd	X Ann Carrico
	Virgil McDonald		Matthew Hageman	X Gianfranco Guevara
X	Fr. Joe Corel			X Shari Brown
X	Dianne Withers		Osmaro De Leon	
AGENDA TOPIC		DISCUSSION SUMMARY		ACTION ITEMS
Opening Prayer				Led by Shari Brown
No Quorum at this meeting				Approved
Review of Financial Narrative from Shari		<p>There were some questions regarding some items, Shari clarified for the group:</p> <ol style="list-style-type: none"> <li>1. The school has 95 out of 98 Tuition Payment Plans paid as of 06/21/2022.</li> <li>2. Payroll is off by about 25% due to the transition from Paycor to Paylocity. Priest salaries are still not right.</li> <li>3. Cost of fuel for the school has gone up</li> <li>4. We are still waiting EANS 1 payments. Deadline is July 15.</li> <li>5. Parish averages \$16,000 for Sunday offertory each week</li> <li>6. Parish pays Diocese to process payroll</li> </ol>		<ol style="list-style-type: none"> <li>1. These are the individual families utilizing the FACTS automatic payments. Other families are using an invoice system to pay their tuition.</li> <li>2. Priest salaries will be less for next year due to the fact that Fr. Cesar has been a priest less time than Fr. Dave.</li> <li>3. Fuel costs increased significantly. Bus route cost will need to be adjusted.</li> <li>4. EANS 2 program, items will be purchased through pre-approved vendors and be reimbursed via DESE</li> <li>5. We are likely down about 5% due to summer vacations.</li> <li>6. Shari feels confident that she will be able to do payroll in-house by August 1.</li> </ol>
Review of Rental Agreement		Review of Rental Agreement for use of parish buildings and grounds.		The goal is to have one streamlined document for use of all parish buildings. Several questions were asked and some suggested changes be made to the document.
Preliminary Audit		Anytime there is a change of Pastors an audit is done. The audit was done back in 2019 when we made the change. The document		Gianfranco, Ann, Doug and Shari will be meet the week of July 13-22 to go over suggested changes.

	of suggested changes was recently received.	
Parish Management/Financial control	This is a document which discusses the overall operation of the parish	Once the Audit documents have been gone over, a subcommittee will go over the document.
Collection Counting teams	The diocese gave us new guidelines so team adjustments will need to be made.	Shari and Dianne will work together to ensure we are following the protocols.
Closing Prayer		
Next Meeting Date	August 18 <sup>th</sup> , 5:30pm	