

Fiscal Year July 2009 – June 2010

Immaculate Conception Parish Finance Council **Minutes – August 6, 2009**

In attendance:

Father John McGee
Pete D’Onofrio
Jim Martin

Charlie DaVolio
Ed Kaczynski

Jason McLeod
Amy Bagnell

1. Following an opening prayer, Jason McLeod offered a word of thanks to Jim Martin for his service as Finance Council Chair for the past two years.
2. The minutes from March 28, 2009 and June 18, 2009 were reviewed. It was noted that the minutes of June 18, 2009 were incorrectly dated June 19 and incorrectly contained a reference to the approval of meeting minutes. A motion to accept the minutes as amended was made by Jim Martin and seconded by Pete D’Onofrio. The motion was approved.
3. Charlie DaVolio reviewed the financial information documents that had been previously distributed. He made special note of the change in accounting procedures to eliminate accrual accounting entries in compliance with directives from the Diocese of Raleigh. He further reviewed and explained all significant variance in revenues and expenses for the past fiscal year.
The annual report to the diocese was reviewed and signed by Father John, Jim martin and Jason McLeod. A motion to accept the financial statements as presented was made by Pete D’Onofrio and seconded by Jim Martin. The motion was approved.
4. Charlie DaVolio presented a report on Offertory collections for July, 2009 and noted a decline of approximately \$2,000 from the prior year. He later indicated that he would be sending the Council members routine monthly financial reports by e-mail. He also indicated that he would always provide paper copies of reports at future Council meetings and members would not have to make paper copies in an effort to save paper.
5. Charlie DaVolio presented a draft copy of the “Annual Stewardship Report” to each council member. He asked that they be reviewed and any corrections or comments noted in red and returned to him by August 10, 2009. The report will be printed in house on our new printer resulting in considerable savings. The report will be mailed to all households and presented to the parish at all liturgies the weekend of September 19 & 20.
6. Jim martin reviewed the reasons for the creation of position descriptions for Council members and the Council constitution document. These documents had been previously distributed to Council members for consideration. These documents will assist in recruiting new members and keeping the focus on the Council’s mission. A motion was made by Pete D’Onofrio and seconded by Amy Bagnell to accept the documents as drafted with the understanding that they would be subject to an annual review. The motion was approved.
7. Jim martin asked for the status of a prior request for the Business Manager to discuss with the diocese the possibility of refinancing our loan in the event of a further drop in offertory collections. Charlie DaVolio reported that the issue had been raised but no response had been given. He will check into the status of our question.
8. The next meeting is scheduled of October 29, 2009 at 7 PM.
9. The meeting was adjourned after a closing prayer.

Respectfully submitted, Jim Martin

