

THE SHRINE CHURCH OF SAINT STANISLAUS

PARISH FINANCE COUNCIL

Fiscal Year 2009 - 2010

Year End Report

June 2010

Committee Reports

- The parish was audited by the Cleveland Diocese Finance Office. Based on the recommendations in the audit report, the following process changes were made:
 - A procedure to reconcile certificates each week was developed. All unsold certificates are being stored in the rectory safe.
 - IRS Form W2-G will be issued to the 2010 Polish Festival raffle winners
 - Form 1099-MISC will be issued to contractors for the 2010 calendar year
 - The Faith and Values envelope is now included in the envelope packet
- The Sunday Collection Committee completed the implementation of improved counting procedures with the following:
 - A second team of collection money counters was appointed and a rotation schedule with the members of the first team has been implemented
 - Two people from the counting team deposit the collection at the bank and are using a locked canvas bag
 - All collection money is being counted, recorded and deposited on a weekly basis
 - An example of the improved log sheet was distributed to PFC members for review
- With the assistance of an arbitrator from Spirit Services, Father Michael Surufka and Central Catholic High School Principal Karl Ertle agreed on new percent allocations for shared services, thereby completing the work of the Shared Expense and Cost Allocation Committee.
- The Budget Committee worked with the Business Office Manager to prepare the FY 2010 – 2011 Budget.
 - The decision was made to delay the preparation and approval of the school budget until September, giving sufficient time for the completion of student enrollment.
- The PFC endorsed the recommendation to transfer the tuition collection process to the grade school secretary and to adjust the time allocation of the parish Business Manager accordingly.

Parish Activity Reports

- The hiring of a part time pastoral minister as a shared position with Our Lady of Lourdes was approved.
- A summary report of the Evangelization Workshop, attended by the chairperson and two other members of the PFC, was presented to the Council for consideration and reflection.
- The Business Office Manager reported on Parish and School operations including cash flow and student enrollment issues.
- The PPC liaison reported on the activities of the Parish Pastoral Council.
- Fund Raising efforts and earnings were reported to the Council with significant contributions being made by the Reverse Raffle, Alumni Group, Parish Festival and Four Eagles Dinner.

Other Business

- With the retirement of a full time parish office employee, the PFC endorsed the decision to supplement the parish office hours with volunteers.
- The PFC recommended that the Osmond Court property, damaged by vandalism, be demolished rather than investing the additional funds needed for repairs before the property could be rented.
- The PFC approved the request to enter into preliminary parish negotiations to possibly acquire the available Mosinski property.
- The Financial Report for FY 2008-2009 was prepared and distributed to the parishioners.
- The remodeling of the fourth (4th) floor of the grade school was approved with the recommendation that the project be funded through private donations.
- The PFC approved the expenditure of funds to repair the grade school roof and to upgrade the fire alarm system.
- The PFC supported the recommendation to use a \$270,000 donation to pay off the outstanding debt from a private loan of \$70,000. Other projects to be covered by the donation include the grade school roof and the fire alarm replacement.
- An orientation program for new PFC members was developed and implemented.
- Following the newly revised PFC Guidelines, the PFC members were appointed to one (1), two (2) and three (3) year terms.
- The PFC members donated \$150.00 toward a raffle gift in support of the Four Eagles Event.