

**Transition Team Information Meeting**  
**June 15, 2019**  
**St Monica's in Middleton, 9:00-11:00 am**

**Focus Topic: Finance**

**Special Guest Speaker-** John Kennedy- Dioceses Finance Administrator  
with Sydney Mufflin- Salary & Benefits Administrator

**Facilitator:** Judy Griffith-Coulombe

**Present:** representatives from 9 of our new parish's churches were present totalling 33. A detailed list of those in attendance is attached.

Judy welcomed everyone. After round table introductions, everyone joined in reciting the transition prayer and a song. Chuck Mills gave a reading from the weekend's mass "Feast of the Holy Trinity"

John Kennedy was introduced and given the floor. He presented a power point presentation, (PPP), accepting questions for clarification which resulted in ongoing questions and discussion. In order to allow John to continue his presentation, questions were to be left to the end. A detailed list of all questions and concerns was created as material for further discussion.

**Highlights of the PPP:**

The finances of all the churches will be combined, post merger. John emphasized that despite concerns, combining the assets will make the parish stronger together. That is the reason behind the merger. A newly formed Parish Finance Council will administer and direct all funds. This committee is yet to be formed and will have a representative from each of the churches.

Starting January 1<sup>st</sup>,2020, all the monies collected will have one CRA#.

**Quickbooks** is the software that will be used. The revenue from each church will be deposited locally into one parish account. Ledgers showing each church community's revenue and expenses, as well as that of the parish, will be kept and will be available for viewing. The shared costs (i.e. the priest's salaries) will be taken out of the common account.

By Oct. 31<sup>st</sup>, 2019, each church will need to submit a budget for 2020; including any major expenditures expected within the next 5 years, if possible. A plan to dissolve any outstanding loans or debts must also be formulated. Each church will have funds for basic operating costs, any excess funds of more the 3 months of the operating costs are to be deposited with the Archdiocese. For budgeting purposes, expenditures should not exceed 85% of revenue with a portion of the surplus put into a reserve fund for emergencies and

the rest put towards the mission. The parish finance council will be able to get assistance from the Archdiocese if needed.

Cemetery funds will be kept in a separate entry in Quickbooks and will stay with the cemetery to which it was allotted. The Archdiocese has formed a group that is focusing on the issues pertaining to all of the cemeteries in our communities and developing new guidelines. The new parish will be responsible for the upkeep of all cemeteries.

Monies that are bequeathed must be used for the intended purpose. Similarly, any funds raised for special projects within a church, will be deemed for that project. After the merger, all capital projects will be monitored by the parish finance council.

### **Looking Forward:**

- John will be sending a spread sheet to the Transition Team which shows an analysis of the 2017-2018 budgets of each church; as well as a 5 year projection for the churches
- He will be making today's power point presentation available to the team.
- A parish level finance council will be formed in the near future, including reps from each church. This council will work in conjunction with the Archdiocese and liaison with the churches.
- Once the finance council is formed, it will be examining situations in which a church's expenses are exceeding its revenue.
- As a new parish, the churches will be sharing in decision making and have access to a greater amount of resources.
- The Archdiocese is examining how assessments will be done.

### **Some of the Comments and Concerns from the floor which need further discussion:**

- Where will the parish administration and documentation be located?
- How will the new parish finance council be effective given our geography and the number of churches?
- Can operating teams be formed, considering our geography and limited technical availability in rural areas?
- Could we have zones (east/west), at least initially, since our areas are experiencing different issues?

**Closing:** As this was the first meeting that focused primarily on the situations around finance, the group was reminded that it is the beginning of a long detailed process for us

to become a larger parish, stronger together. Our assets should be put into new missionary-focused programs.

Everyone was thanked for their participation and encouraged to keep looking positively to our future success.

The meeting was adjourned at 11:15 and followed by a short Transition Team meeting.