



The Catholic Community of
St. Francis of Assisi

Finance Council Minutes

Date: 6/2/25

Time: 7:00 p.m.

Attendance:

Members	Present	Members	Present	Members	Present	Members	Present
Steve Vebber	X	Heidi Hobler		Mike Misko	X	Aaron Stutzman	X
		Sarah Hoffman	X	Rob Neppel	X	Bob Weisenberger	X
Delynn Alexander		Reji John	X	Esperanza Neri	X	Fr. Chris Koehn	X
Sean Bragg	X	Steve Joseph	X	Luke O'Rourke	X	Fr. James Singarayar	X
Lachlan Cox	X	Arvie Lacson	X	Clare Pope	X	Fr. Joseph Ita-Sam	
Graham Dixon	X	Bill Laxton	X	Peter Russo	X	Mae Villanueva	X
Paul Fedorkowicz	X	Nancy Martinez	X	Dawn Smith	X		

AGENDA:

Opening Prayer

**Announcements – Farewell to Bill Laxton & Delynn Alexander
- Welcome Aaron Stutzman & Sean Bragg**

Accept Minutes of 4/28/25

School Updates – TFS & Pre-School

Presentation of 2025-26 Church & Columbarium Budgets

Church – Vote

Columbarium – Vote

Offertory Update

Meeting Schedule for 2025-2026 Fiscal Year

Closing Prayer

ANNOUNCEMENTS:

- Steve Vebber made the following announcements:
- Today is the last meeting for both Bill Laxton and Delynn Alexander. Thank you both for your wonderful years of support of the Parish and all of your contributions. Both of you will be missed.
- Welcome to both Sean Bragg and Aaron Stutzman. We look forward to having you on the Council (officially starting on August 11, 2025).
- The Ministry Fair is scheduled for the weekend August 24, 2025. The Finance Council will need to be represented. Please start to think about helping out as we get closer to that weekend.
- The parish survey will close this week, so please encourage others to participate.

OLD BUSINESS:

- Steve requested feedback on the Finance Council Meeting Minutes of 4/28/25.
- No changes were requested.
- **Vote Taken** – A motion to approve the Finance Council Meeting Minutes of 4/28/25, was made and approved.

NEW BUSINESS:

School Updates:

TFS Update:

- Dawn Smith provided an update on the summer projects. The projects have started or will start very soon and include the renovation of the TFS courtyard, painting of halls and classrooms in Thea, building an Athletic Championship wall in the gym, updating the Jacoba Hall kitchen so that Catholic Charities can support their food truck. New gutters were recently updated on multiple buildings.
- We are currently fully staffed for the new school year, but there is the possibility of some changes over the next few weeks.
- As of the meeting, there are 698 students registered for the 2025-26 school year. There is a waiting list for kindergarten and 2nd grade and only a few spots remain in various other grades.
- A chart of the TFS enrollment from 2018 to 2025 was shown. Next year's enrollment of 698 students will be one of the largest ever (we hit 706 in one of the school's early years).
- We show that 74% of the students will receive Opportunity Scholarships.

Pre-School Update:

- Rob Neppel noted in Heidi Hobler's absence that registration for next year is still strong, and we will be over the budget target.
- We will maintain the same number of staffing positions for 2025-26. We expect one ITA to leave. We will backfill this after the school year ends.
- Tuition assistance letters have gone out.

Fiscal Year 2025-2026 Church Budget Process Overview:

- The Diocese provided guidance on:
 - Parish Assessments from the Diocese.
 - Salary increase guidance of 4% most people, we built in 5%.
 - Property and Liability increase of 30% and Medical Insurance with no increase.
- We increased the base Cleaning Service budget by 6%. In addition, funding for a part-time Church Day Porter was added.
- We used a "Bottoms Up" approach where the various Ministry Directors worked with their teams to formulate plans for next year and their expected income and expense totals. We then consolidated this into an overall budget.
- A line by line review of the budget was then held with Father Chris.
- The Church budget presented at this meeting is the outcome of the Directors' input and final tweaks agreed to by the budget owners and Fr. Chris.
- Offertory budget goal is a 2.3% increase over our 2024-2025 forecasted actual total. This is a 7.8% plan to plan increase.
- The budget reflects the elimination of one staff position.

Church Budget Summary of Year to Year Changes:

- As a result of the year end offertory projected for this year, we increased our assessments and subsidies by \$69.7K (including school tithes).
- Salary for personnel (Lay & Priests) increased by \$112.3K (salary 5%, stipends 4%).
- Word increased by \$29.7K due to higher participation in Faith Formation and Community Center programs. Much of this is offset by increased fees income.
- Worship increased by \$9.9K
- Service increased by \$18.7K (based on year-end Offertory forecast)
- Parish Operations increased by \$11.5K with the primary drivers being IT Infrastructure upgrades and security enhancements.
- Plant increased by \$503K with the key drivers being the Property & Liability insurance and cleaning increases. This line includes the \$425K Maintenance Reserve contribution being shown here in the operating budget for visibility (this is really a balance sheet transaction).
- P&L Insurance increased by \$49.7K (30%).
- Cleaning Service increased by \$23.3K
- Net total expense increased by \$338.4K (not counting the Maintenance Reserve contribution - a balance sheet transaction).

Church Income Budget for Fiscal Year 2025-26:

Accounts			Annual Budget (This Year) 2024-2025	2024-2025 YTD Actual (April)	2024-2025 Year End Forecast	2025-2026 Proposed Budget	Offertory Increase 2.32%
					5.3%		
Revenues							
Ordinary							
Total Offertory			▲ \$4,201,415.60	\$3,687,203.09	▲ \$4,424,643.71	▲ \$4,527,295.44	
Total Donations			▲ \$44,500.00	\$19,694.30	▲ \$19,694.30	▲ \$15,500.00	
Total Investment income			▲ \$38,105.85	\$41,007.56	▲ \$49,209.07	▲ \$47,580.25	
Total Facilities Fees			▲ \$36,000.00	\$38,070.00	▲ \$41,350.00	▲ \$51,000.00	
Total Ordinary			▲ \$4,320,021.45	\$3,785,974.95	▲ \$4,534,897.08	▲ \$4,641,375.69	
Non-Ordinary							
Total Special Collections			▲ \$6,500.00	\$78,360.49	▲ \$6,960.49	▲ \$8,350.00	
Total Priest Welfare/Retirement			▲ \$30,000.00	\$28,462.00	▲ \$30,462.00	▲ \$30,000.00	
Total BAA Rebate			\$0.00	\$13,805.52	▲ \$13,805.52	▲ \$10,000.00	
Total Non-Ordinary			▲ \$36,500.00	\$120,628.01	▲ \$51,228.01	▲ \$48,350.00	
Restricted Donations							
Total Restricted Donations			▲ \$85,000.00	\$62,781.03	▲ \$75,337.24	▲ \$90,000.00	
Fees							
Word							
430050 - Faith Format Reg Y1 K-5th gr- walk	FF		\$38,000.00	\$41,732.50	\$41,732.50	\$38,000.00	
430051 - Faith Format Reg Y1 6th-8th g-train	FF		\$21,000.00	\$16,562.50	\$16,562.50	\$17,500.00	
430052 - Faith Format Reg Y1 9th-12th g-road	FF		\$10,000.00	\$16,423.75	\$16,423.75	\$17,500.00	
Total Children's Faith Formation			▲ \$25,030.00	\$24,200.00	▲ \$24,200.00	▲ \$25,030.00	
Total Youth Ministry			▲ \$41,300.00	\$33,462.02	▲ \$34,972.02	▲ \$55,500.00	
Total Adult Formation			▲ \$3,000.00	\$0.00	▲ \$0.00	▲ \$0.00	
Total Family Formation			▲ \$325,900.00	\$323,264.54	▲ \$344,534.94	▲ \$317,300.00	
Total Word			▲ \$464,230.00	\$455,645.31	▲ \$478,425.71	▲ \$470,830.00	
Service							
Total Service			▲ \$15,500.00	\$0.00	▲ \$0.00	▲ \$500.00	
Total Parish Operations			▲ \$315,819.96	\$361,020.00	▲ \$361,020.00	▲ \$331,610.96	
Total Fees			▲ \$795,549.96	\$816,665.31	▲ \$839,445.71	▲ \$802,940.96	
Total Fundraising			▲ \$2,000.00	\$0.00	▲ \$0.00	▲ \$2,000.00	
Total Revenues			▲ \$5,239,071.41	\$4,786,049.30	▲ \$5,500,908.04	▲ \$5,584,666.65	

Church Expense Budget for Fiscal Year 2025-26:

Accounts			Annual Budget (This Year) 2024-2025	2024-2025 YTD Actual (April)	2024-2025 Year End Forecast	2025-2026 Proposed Budget
Expenses						
Word						
Formation of Children & Youth						
Total Formation:Kindergarten-Grade 5			\$15,700.00	\$5,168.91	\$11,268.91	\$16,900.00
Total Formation: Youth Ministry			\$37,900.00	\$24,028.62	\$30,040.62	\$73,500.00
Total Formation: Preschool			\$2,500.00	\$1,425.77	\$1,425.77	\$2,000.00
Total Formation of Children & Youth			\$56,100.00	\$30,623.30	\$42,735.30	\$92,400.00
Formation of Adults						
Total Adult Formation			\$2,800.00	\$592.16	\$592.16	\$0.00
Total RCIA			\$3,200.00	\$2,168.20	\$2,168.20	\$3,200.00
Total Formation of Adults			\$6,000.00	\$2,760.36	\$2,760.36	\$3,200.00
Formation of Families						
Total Faith Formation			\$8,050.00	\$3,536.71	\$4,397.71	\$8,550.00
Family Life						
Total Marriage Preparation			\$13,600.00	\$6,434.70	\$6,434.70	\$13,600.00
Total Baptism Preparation			\$1,600.00	\$119.76	\$119.76	\$1,600.00
Total Family Life: General			\$3,500.00	\$3,549.56	\$3,549.56	\$3,200.00
Total Family Life			\$18,700.00	\$10,104.02	\$10,104.02	\$18,400.00
Community Life						
Total Summer Camps			\$40,100.00	\$32,649.73	\$43,110.73	\$39,850.00
Total Social Gatherings & Events			\$14,500.00	\$15,555.85	\$15,555.85	\$20,600.00
Total Community Ctr Programs			\$179,700.00	\$143,904.57	\$184,151.92	\$169,800.00
Total Community Life			\$234,300.00	\$192,110.15	\$242,818.50	\$230,250.00
Total Formation of Families			\$261,050.00	\$205,750.88	\$257,320.23	\$257,200.00
Total Word			\$323,150.00	\$239,134.54	\$302,815.89	\$352,800.00
Worship						
Total Music			\$29,000.00	\$25,821.32	\$30,291.32	\$27,000.00
Total Parish Ministers			\$5,000.00	\$2,748.13	\$2,748.13	\$10,000.00
Total Liturgical Seasons			\$9,650.00	\$4,716.59	\$8,443.59	\$11,300.00
Total Sacraments			\$10,950.00	\$9,985.00	\$11,835.00	\$11,800.00
Total Committees & Commissions			\$600.00	\$7,651.01	\$7,651.01	\$5,000.00
Total Worship			\$55,200.00	\$50,922.05	\$60,969.05	\$65,100.00
Service						
Pastoral Ministries - Charity						
Total Care & Wellness			\$2,200.00	\$1,025.48	\$1,296.78	\$1,150.00
Total Pastoral Ministries - Charity			\$2,200.00	\$1,025.48	\$1,296.78	\$1,150.00
Peace & Justice Ministries						
Total Pastor's Assistance			\$2,500.00	\$2,376.00	\$2,376.00	\$2,500.00
Peace & Justice						
Total Peace & Justice: Education			\$1,500.00	(\$69.51)	(\$69.51)	\$1,500.00
Total Peace & Justice:CareOfCreation			\$700.00	\$650.91	\$650.91	\$1,000.00
Total Peace & Justice: FoodForHungry			\$18,470.00	\$11,043.29	\$11,043.29	\$19,800.00
Total Peace & Justice: HomesForHmless			\$28,200.00	\$26,290.43	\$26,290.43	\$26,700.00
Total Peace & Justice: Communities			\$5,000.00	\$562.94	\$562.94	\$3,000.00
Total Peace & Justice:SpecialPopula's			\$6,500.00	\$2,515.34	\$4,140.34	\$6,500.00
Total Peace & Justice:Solidarity,Actn			\$7,100.00	\$8,917.51	\$8,917.51	\$9,200.00
Total Peace & Justice:OrganizatnSuppt			\$148,473.49	\$144,883.41	\$227,163.41	\$164,370.90
Total Peace & Justice: Admin			\$11,500.00	\$6,467.66	\$6,467.66	\$12,100.00
Total Peace & Justice:ParishPrograms			\$28,000.00	\$6,933.98	\$6,933.98	\$31,000.00
Total Peace & Justice			\$255,443.49	\$208,195.96	\$292,100.96	\$275,170.90
Total Peace & Justice Ministries			\$257,943.49	\$210,571.96	\$294,476.96	\$277,670.90
Total Service			\$260,143.49	\$211,597.44	\$295,773.74	\$278,820.90
Administration						
Personnel						
Total Priest			\$221,026.49	\$175,409.67	\$209,246.57	\$233,821.00
Total Lay Compensation and Training			\$2,008,237.83	\$1,637,960.49	\$1,979,312.89	\$2,116,417.72
Total Personnel			\$2,229,264.32	\$1,813,370.16	\$2,188,559.46	\$2,350,238.72
Parish Operations						
Total Supplies & Equipment			\$9,500.00	\$5,196.34	\$5,692.16	\$8,000.00
Total Postage			\$2,100.00	\$1,438.39	\$1,726.07	\$2,600.00
Total Printing & Copying			\$9,150.00	\$11,916.70	\$12,173.98	\$10,150.00
Total Purchased Services:			\$64,400.00	\$58,828.38	\$61,928.31	\$77,900.00
Total Interest & Bank Charges			\$8,500.00	\$5,742.30	\$6,890.76	\$8,500.00
Total Communications			\$54,700.00	\$43,851.00	\$57,519.99	\$56,200.00
Stewardship						
Total Stewardship General			\$26,700.00	\$43,873.23	\$26,361.96	\$25,200.00
Total Campaign Expenses			\$6,300.00	\$0.00	\$0.00	\$4,300.00
Total Stewardship			\$33,000.00	\$43,873.23	\$26,361.96	\$29,500.00
Total Parish Operations			\$181,350.00	\$170,846.34	\$172,293.22	\$192,850.00

Accounts				Annual Budget (This Year) 2024-2025	2024-2025 YTD Actual (April)	2024-2025 Year End Forecast	2025-2026 Proposed Budget
Plant							
Total Utilities				\$230,700.00	\$194,463.09	\$233,355.71	\$230,700.00
Total Building Supplies				\$20,700.00	\$10,545.75	\$16,488.53	\$20,700.00
Total Building/Ground Maintenance				\$229,850.00	\$189,938.63	\$218,020.91	\$255,666.00
Total Facilities Repairs & Maintenan				\$33,000.00	\$24,629.29	\$28,677.12	\$33,000.00
Total Property & Liability Insurance				\$165,611.28	\$124,296.00	\$124,296.00	\$215,294.66
Total Plant Administration				\$12,000.00	\$7,206.16	\$8,539.41	\$9,500.00
Total Capital Project & Repair Exp				\$20,000.00	\$290,854.15	\$297,364.75	\$450,000.00
Total Plant				\$711,861.28	\$841,933.07	\$926,742.43	\$1,214,860.66
Total Assessments & Subsidies				\$1,059,866.40	\$891,599.16	\$1,059,866.40	\$1,129,611.54
Total Administration				\$4,182,342.00	\$3,717,748.73	\$4,347,461.52	\$4,887,560.92
Total Expenses				\$4,820,835.49	\$4,219,402.76	\$5,007,020.20	\$5,584,281.83
Net Total	\$420,180.28			\$418,235.92	\$566,646.54	\$493,887.84	\$384.82

- There was a question on what the current Maintenance Reserve balance is and what is the target balance. Rob said that the balance currently is about \$900K. We do not have a target, as the requirements for projects will vary year to year. Next year we anticipate less projects to be done, so we expect the reserve to grow. However, we do have 88 heat pumps, and there is no guarantee as to when they will go. We also put priority on health and safety projects if a need arises. The Maintenance Reserve Committee meets regularly to identify what our needs are what we need to focus on.
- Father Chris also noted that he does want to focus on retreats for kids. We do have some funding for this in this current budget, but more will be requested in the next budget cycle.
- Detailed charts of the Church budget were included in the meeting package sent to the Finance Council by Rob Neppel on 5/30/25.
- **Vote Taken** – A motion to approve the Church Budget for 2025-26 fiscal year as presented, was made and approved.

Fiscal Year 2025-2026 Columbarium Budget Assumptions:

- The Columbarium budget assumes sales of 3-4 niches per month for a total of 42 for the year, which is slightly up from last year’s assumption.
- The budget structure is the same as 2024-25. We are required to put 15% of our gross sales towards perpetual care. We have been putting in more. Please note that we only have one endowment for the Columbarium which has funds for both perpetual care and future expansion. It is financially better to have them combined rather than have separate endowments for each one. Rob noted that only the perpetual care contribution will be added to the corpus value.

- Columbarium Budget Summary for Fiscal Year 2025-2026:**

Accounts	Annual Budget (This Year)	YTD Actual (April)	Forecast	2025-2026 Proposed Budget		
Revenues						
Ordinary						
Investment income						
Columbarium:Sav. Acct Interest						
4A1010 - Interest Earned:Columb Gral Sv 5214	\$350.00	\$319.66	\$386.80	\$402.27	4%	
Total Columbarium:Sav. Acct Interest	\$350.00	\$319.66	\$386.80	\$402.27		
Total Investment income	\$350.00	\$319.66	\$386.80	\$402.27		
Total Ordinary	\$350.00	\$319.66	\$386.80	\$402.27		
OPERATING INCOME-COLUMBAR						
COLUMBARIUM:INCOME						
4A9000 - Columbarium: Niches sales income	\$171,000.00	\$185,036.49	\$213,536.49	\$219,450.00	20% increase in January	3-4 per month
4A9002 - Perpetual care donaiton	\$0.00	\$100.00	\$100.00	\$0.00		
Total COLUMBARIUM:INCOME	\$171,000.00	\$185,136.49	\$213,636.49	\$219,450.00		
Total OPERATING INCOME-COLUMBAR	\$171,000.00	\$185,136.49	\$213,636.49	\$219,450.00		
Total Revenues	\$171,350.00	\$185,456.15	\$214,023.29	\$219,852.27		

Expenses						
Columbarium Operating Expenses						
5A1001 - Columbarium Administration & Labor	\$18,804.00	\$18,804.00	\$18,804.00	\$19,838.68	5%	
5A2001 - Columbarium Urns purchases	\$4,000.00	\$6,126.60	\$6,126.60	\$6,126.60		
5A2002 - Columbarium Niche engraving	\$6,000.00	\$9,194.00	\$9,194.00	\$9,194.00		
5A3001 - Columbarium Maintenance	\$1,000.00	\$0.00	\$0.00	\$1,000.00		
5A3002 - Columbarium Landscaping expense	\$30,000.00	\$13,400.00	\$29,400.00	\$29,000.00		
5A4001 - Columbarium Miscellaneous expenses	\$500.00	\$36.00	\$36.00	\$500.00		
5A4030 - Columbarium Maintenance Rve share	\$15,000.00	\$15,000.00	\$32,045.47	\$32,917.50		
5A4035 - Contribution to Perpetual Care Endw	\$95,650.00	\$50,000.00	\$118,000.00	\$121,000.00		
Total Columbarium Operating Expenses	\$170,954.00	\$112,560.60	\$213,606.07	\$219,576.78		
Total Expenses	\$170,954.00	\$112,560.60	\$213,606.07	\$219,576.78		
Net Total	\$396.00	\$72,895.55	\$417.22	\$275.49		
			Endowment Contributions:	\$150,045.47	\$153,917.50	

- At the time of the last Columbarium expansion, we thought that it would cover us for 25-30 years, but based on current sales, it may be closer to 15-20 years. We will look at this very closely in the next few months.
- Vote Taken** – A motion to approve the Columbarium Budget for 2025-26 fiscal year as presented, was made and approved.

Offertory Update:

- Rob Neppel noted that through week 47, we are \$188K (4.9%) ahead of last year at this time.
- Faith Direct is about \$2.8K per month better than last year.
- We still have 5 weeks remaining in this fiscal year.
- Current forecast shows that we will come in \$223K over the budget target (5.3% year to year increase). In 2023-24 we had 6.2% year to year increase, in 2022-23 a 6.2% increase, and 2021-22 8.7% increase.
- Tip Tap Donations are still doing well. We should be able to easily recover the cost of the equipment next year if the trend continues. It also looks like the taps are an incremental add to offertory, as cash donations have not decreased since its implementation.

VOTES TAKEN:

- A motion to approve the Finance Council Meeting Minutes of 4/28/25, was made and approved.
- A motion to approve the Church Budget for 2025-26 fiscal year as presented, was made and approved.
- A motion to approve the Columbarium Budget for 2025-26 fiscal year as presented, was made and approved.

OTHER:

- Father Chris provided his approval and acceptance of all recommendations and votes taken during this meeting.
- He said he appreciates the work done here. He knows we have to be attentive to our resources and balance that with people's hearts.
- Long term, he wants us to think about more funding for faith formation, specifically for more retreats to capture the hearts of our young people. Also, think about supporting peace and justice, as well as helping our staff. Other long term ideas included replacing the trailers and improving the school cafeteria.

FUTURE MEETINGS:

- Schedule for Fiscal Year 2025-26 Finance Council Meetings – All meetings start at 7:00 p.m. on Mondays.
 - August 11, 2025 - Prior year wrap up summary
 - October 6, 2025 - Fall / Winter Maintenance Projects
 - November 17, 2025 - Approve School Tuition Rates
 - January 12, 2026 - Mid-Year Checkpoint
 - March 9, 2026 - Spring / Summer Maintenance Projects
 - April 27, 2026 - Approve School Budgets
 - June 1, 2026 - Approve Church & Columbarium Budgets