

PASTOR AND PARISH FINANCE COUNCIL RESPONSIBILITY



Opening Prayer

Lord God of holiness and mercy,

You have called us to be the servants to your Church and to your people.

As we meet today as parish finance councils, we ask for the grace of your guidance.

May the true needs of our Archdiocese, our parishes and the common good of all be our concern.

May your will become our will.

As we meet in these challenging difficult times, we ask for your blessings for the spiritual and financial well-being of our parishes.

May the Holy Spirit who inspired the Pentecost meeting of the apostles visit us and grant us the light of divine wisdom, leading us and guiding us in our meeting today.

In the name of the Father, Son, and Holy Spirit. AMEN.

Table of Contents



- ▶ Roles
- ▶ Functions
- ▶ Members
- ▶ Procedures
- ▶ Communications
- ▶ Agenda & Report Samples
- ▶ Minutes Sample
- ▶ Trustees & Sample Forms
- ▶ Best Practices
- ▶ References

Pastor

- ▶ **As Secretary-Treasurer of the Parish Corporation, the Pastor is responsible for the management of Parish finances (canon 532).**
- ▶ **He is accountable for competent and dependable stewardship.**



Finance Council

- ▶ Canon law specifically outlines a requirement that each Parish must have a Finance Council to help with managing Parish finances.
- ▶ The relationship between the Pastor and the Finance Council is one of support and collaboration.
- ▶ The Finance Council has a consultative vote and assists the Pastor in the administration of Parish goods.



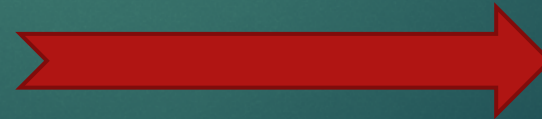
Parish Finance Council and Parish Pastoral Council

The Parish Finance Council is

- responsible to assist the Pastor with parish financial administration with the specific mandate to assist the pastor in the administration of temporal goods.
- to be composed of persons skilled in finances, civil law and business practices.
- A Finance Council member should be a member of the Pastoral Council to assist in the collaboration of pastoral life and resources.

The Parish Pastoral Council is

- ▶ responsible to assist the Pastor with the pastoral life and worship ministries of the parish.
- ▶ to be representative of the whole parish membership



Parish Finance Council and Parish Pastoral Council



- ▶ Pastoral Council sets the priorities of the parish through consultation with parishioners.
- ▶ Finance Council puts those priorities into action by budget to ensure financially that those priorities are able to be carried out.
- ▶ Both councils need to work together towards the budget.



Functions of the Finance Council



- ▶ **The Finance Council has a consultative vote and assists the Pastor in the administration of Parish goods.**
- ▶ **Advise the Pastor in all financial matters**



Functions of the Finance Council



Planning

- ▶ **Be responsible for long-range financial planning**
 - ▶ Coordinate with the Pastoral Council to be in unison and supportive of the Parish Pastoral Plan
- ▶ **Coordinate with all elements of Parish operations and prepare the total Parish budget for presentation to and approval by the Pastor**

Functions of the Finance Council

Monitoring

- ▶ Monitor all revenues and expenditures regularly to check compliance with the budget
- ▶ Monitor and evaluate the financial record keeping systems and procedures in observance of the requirements of both canon and civil law

Functions of the Finance Council

Disclosure

- ▶ Determine that budget and financial reports are prepared accurately and regularly and submitted to the Pastor, Parish Council, and the Archdiocese as required.
- ▶ Ensure annual disclosure of financial position to Parishioners.

Functions of the Finance Council

Evaluate

- ▶ Note and evaluate major deviations from actual vs. budget comparisons for income and expense categories.
- ▶ Suggest revenue generation and/or expense containment measures if the Parish encounters difficulty meeting expenses.
- ▶ Review controls over cash and other assets to ensure that money is being properly handled.



Members of the Finance Council



- ▶ The Pastor is an ex-officio member.
- ▶ The Finance Council should be composed of Parishioners. However, if necessary, persons with expertise in financial affairs and civil law may be drawn from beyond the Parish.
- ▶ Members should possess varied gifts: sensitivity to spiritual and Pastoral issues, sound business sense, financial or legal skills, and knowledge of Church developments.

Members of the Finance Council

- ▶ The Pastor consults with the Parochial Vicars, other staff members and advisors in selecting Finance Council members, who he himself will appoint.
- ▶ The Finance Council should have between five and seven members
 - ▶ Of which includes the two Parish trustees

Non-Members of the Finance Council

- ▶ The parish business manager, accountant and/or bookkeeper or any other individual employed or engaged by the parish may serve as staff persons to the Finance Council and shall not be a member.
- ▶ Person related by blood or marriage to the Pastor or assigned parochial vicars may not serve on the Finance Council.

Member Terms

- ▶ Initially, half the members serve for three years and half for two.
- ▶ After that, the ordinary term is two years.
- ▶ Membership terms are renewable.

Member Officers

Chairperson

- ▶ Appointed by the Pastor for a term of one year, renewable for additional years.
- ▶ assists the Pastor in coordinating the meeting agendas, and schedules and chairs the council meetings.

Secretary

- ▶ Appointed by the Pastor. There is no term for this position.
- ▶ The Secretary shall keep minutes of the council meetings and distribute the minutes to all members.

Members of the Finance Council

Disclosure

- ▶ The names, addresses and professional title/experience of each member shall be submitted annually upon request to the Office of the Vicar General.
- ▶ The names of the Finance Council are to be made known to the parishioners, preferably by publishing the names in the bulletin with the parish annual financial report.

Procedures of the Finance Council

- ▶ Each Parish Finance Council should adopt its own operating procedures, i.e., attendance requirements and filling of vacancies.

Finance Council Meetings

- ▶ The Finance Council should meet at least four times per year. More frequent meetings are suggested for parish with fiscal challenges. The Pastor and all members are expected to attend.
- ▶ To be effective in their consultation to the Pastor,
 - ▶ the Finance Council must have access to reports relating to the financial status of the parish.
 - ▶ The meeting agenda must include a review of the parish finances. This will include the Parish Finance & Budget Reports and interim actual vs. budget fiscal report.
 - ▶ The Finance Council must also be provided with detailed information on the parish outstanding liabilities and available assets.

Finance Council Meetings

- ▶ Any capital expense in excess of \$5,000 must have the consensus agreement of the Parish Finance Council.
- ▶ A copy of meeting minutes must be maintained in the parish's permanent files.
- ▶ Each member is required to maintain confidentiality on matters designated as sensitive.

Finance Council Agenda



Sample Finance Council Agenda Items

- Opening Prayer
- Appointment of officers (Chairperson and secretary)
- Approval of last minutes (when applicable)
- Review of the role and terms of a finance council. (First meeting or upon assignment of new members)
- Review of the most recent month end (quarter end if applicable) fiscal reports.

These include the balance sheet, the actual vs budget report, the outstanding payables report and the outstanding receivable reports (usually just tuition but may also be capital campaign pledges.
- Review of any material variances on the actual vs. budget report.

Discuss methods to increase applicable revenue or to decrease applicable expenses. In a majority of cases, these are longer term plans. In the interim, the loss of revenue and/or the increase in expenses may necessitate adjusting other budgeted line item to compensate of the loss of available net revenue.
- Fundraising events
- Major expenditures (over \$5,000)
- Building and ground issues
- Annual financial disclosure to parishioners
- Review of annual financial report (between (July & September)
- Review of annual budget report (between March and May)
- Special topics
- Closing Prayer



Sample Finance Council Agenda



- ▶ Opening Prayer
- ▶ Appointment of officers
 - ▶ Chairperson
 - ▶ Secretary
- ▶ Approval of last minutes (when applicable)
- ▶ Review of the role and terms of a finance council
(first meeting or upon assignment of new members)

Sample Finance Council Agenda

- ▶ Review of the most recent month end (quarter end if applicable) fiscal reports.
 - ▶ Balance sheet
 - ▶ Actual vs. budget report
 - ▶ Outstanding payables report
 - ▶ Outstanding receivable reports (may include capital campaign pledges)

Balance Sheet

0000 - SAMPLE PARISH
 Balance Sheet
 As of 6/30/2017

			6/30/2017
		Assets	
		Bank	
	191	Bank Accounts	
1	100	Checking Accounts	19,183
2	101	Petty Cash	500
3	102	Society Bank Accounts	1,558
4	104	RCAN Cash Management	9,813
5	105	RCAN Investment Management	735,244
6	106	Society Investment Accounts	-
7	111	Other Investments	-
8	191	Total Bank Accounts	766,298
9			
10	192	Restricted Accounts	124,869
11		Total Bank	891,167
12			
13		Other Asset	
14	193	Other Assets	
15	125	Prepaid Expenses	1,709
16	180	Due From - Exchange Account	-
17	193	Total Other Assets	1,709
18			
19		Total Other Asset	1,709
20			
21		<i>Unauthorized Assets</i>	-
22		Total Assets	892,876
23			
24		Liabilities and Net Assets	
25		Liabilities	
26	200	Trade Payables	11,221
27		Other Current Liability	
28	291	Due to Chancery	6,200
29	299	Additional Liabilities	-
30		Total Other Current Liability	6,200
31			
32		<i>Unauthorized Liabilities</i>	-
33		Total Liabilities	17,421
34			
35		Net Assets	
36		Total Changes in Net Assets	(102,776)
37			
38	320	Opening Bal Equity	-
39	330	Fund Balance Adjustment	295
40	340	Retained Earnings	977,936
41		Total Net Assets	875,455
42			
43		Total Liabilities and Net Assets	892,876

0000 - SAMPLE PARISH
Profit and Loss vs Budget
7/1/2016 - 6/30/2017

Actual vs. budget report

		Actual	Budget	Variance (\$)
	Changes in Unrestricted Net Assets			
	Income			
1	410 Ordinary Revenues			
2	400 Sunday & Holy Day Mass Offering	247,070	245,000	2,070
3	401 Christmas Offerings	43,931	45,000	(1,069)
4	402 Easter Offerings	29,504	29,000	504
5	404 Assessable Int/Div Income	10	10	-
6	407 Rental Income	42,860	31,000	11,860
7	408 Unrestricted Gifts & Donations	567	-	567
8	409 Perquisites	6,750	8,400	(1,650)
9	410 Total Ordinary Revenues	370,692	358,410	12,282
10				
11	450 Additional Revenues			
12	405 Fundraising Revenue	12,500	7,800	4,700
13	415 Society Account Income	1,900	1,000	900
14	422 Religious Education Income	5,803	5,000	803
15	429 Other Income	1,478	-	1,478
16	438 Candle Revenue	12,698	13,000	(302)
17	450 Total Additional Revenues	34,379	26,800	7,579
18				
19	454 Non Operating Revenues			
20	424 Diocesan Church Aid	-	-	-
21	428 Sale of Prop/Securities	-	-	-
22	431 RCAN IMA Interest	7,618	7,000	618
23	432 RCAN CMA Interest	103	75	28
24	434 Interest Inc Restricted Fds	2,951	2,000	951
25	435 Restricted Income	89,877	65,000	24,877
26	499.01 National Collections Cr	-	-	-
27	7000 Unclassified Income	-	-	-
28	454 Total Non Operating Revenues	100,549	74,075	26,474
29				
30	<i>Unauthorized Income</i>	-	-	-
31	Total Income	505,620	459,285	46,335
32				
33	Expense			
34	590 Salaries & Benefits			
35	500 Salaries - Clergy Religious	29,929	35,054	(5,125)
36	501 Salaries Lay	162,560	175,000	(12,440)
37	502 Catholicare Benefits	47,304	47,992	(688)
38	504 Payroll Taxes - Employer's	12,069	13,387	(1,318)
39	505 Pension Clergy/Religious	6,002	6,002	-
40	506 Pension Lay	6,857	10,837	(3,980)

0000 - SAMPLE PARISH
 Profit and Loss vs Budget
 7/1/2016 - 6/30/2017

41	507	Priestly Business Allowance	6,480	6,480	-
42	516	RCAN Severance Contribution	630	803	(173)
43	517	Worker's Compensation	2,557	2,744	(187)
44	590	<i>Other Salaries & Benefits</i>	-	-	-
45	590	Total Salaries & Benefits	274,388	298,299	(23,911)
46					
47	591	Contract/Professional Services			
48	514	Contracted Services	20,109	20,550	(441)
49	520	Professional Services	-	1,000	(1,000)
50	591	Total Contract/Professional Services	20,109	21,550	(1,441)
51					
52	592	Plant Related			
53	510	Repair and Maintenance	47,483	30,000	17,483
54	511	Rental Expenses	-	-	-
55	525	Insurance Property	51,278	52,000	(722)
56	526	Insurance Auto	3,085	3,500	(415)
57	530	Real Estate Taxes	9,311	10,000	(689)
58	592	Total Plant Related	111,157	95,500	15,657
59					
60	593	Utilities			
61	540	Oil Heat	4,334	5,000	(666)
62	541	Electric & Gas	36,442	40,000	(3,558)
63	542	Water	7,652	7,200	452
64	543	Telephone/Cable/Internet	9,394	8,000	1,394
65	593	Total Utilities	57,822	60,200	(2,378)
66					
67	594	Supplies & Equipment			
68	550	Operating Supplies	34,938	50,000	(15,062)
69	555	Equipment and Furnishings	582	5,000	(4,418)
70	594	<i>Other Supplies & Equipment</i>	-	-	-
71	594	Total Supplies & Equipment	35,520	55,000	(19,480)
72					
73	595	General Expenses			
74	508	Religious Education Expense	506	1,000	(494)
75	512	Interest Expense	-	-	-
76	515	Society Account Expense	1,541	1,000	541
77	561	Fundraising Expenses	1,090	1,500	(410)
78	565	Rectory Provisions	11,134	17,000	(5,866)
79	580	25% School Rental Contribution	-	-	-
80	581	Assessments	35,618	35,618	-
81	582	Miscellaneous Expenses	4,244	3,000	1,244
82	583	School Subsidy Expense	-	-	-
83	584	Assistance to Others	1,610	2,000	(390)

0000 - SAMPLE PARISH
 Profit and Loss vs Budget
 7/1/2016 - 6/30/2017

84	8000	Unclassified Expenses	-	-	-
85	595	Total General Expenses	55,742	61,118	(5,376)
86					
87		<i>Unauthorized Expense</i>	-	-	-
88		Total Expense	554,738	591,667	(36,929)
89					
90		Total Changes in Unrestricted Net Assets	(49,119)	(132,382)	83,263
91					
92		Other Income/Expense			
93		Other Income			
94	470	Capital Project Revenues	20,918	-	20,918
95		Total Other Income	20,918	-	20,918
96					
97		Other Expense			
98	570	Capital Project Expenses	74,575	-	74,575
99		Total Other Expense	74,575	-	74,575
100					
101		Total Other Income/Expense	(53,657)	-	(53,657)
102					
103		Total Changes in Net Assets	(102,776)	(132,382)	29,606

Accounts Payable

7:43 AM
10/19/17

SAMPLE PARISH A/P Aging Summary As of June 30, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Archdiocese of Newark	350.00	0.00	0.00	0.00	0.00	350.00
BAS	4,900.05	0.00	0.00	0.00	0.00	4,900.05
Hilander Oil Company	0.00	1,550.00	0.00	0.00	0.00	1,550.00
Icelandic Water Co	114.00	0.00	0.00	0.00	0.00	114.00
Linden Flowers	0.00	469.15	0.00	0.00	0.00	469.15
PSEG	0.00	3,662.56	0.00	0.00	0.00	3,662.56
Sikoras	0.00	525.00	0.00	0.00	0.00	525.00
TOTAL	<u><u>5,014.05</u></u>	<u><u>6,206.71</u></u> #	<u><u>0.00</u></u> #	<u><u>0.00</u></u> #	<u><u>0.00</u></u> #	<u><u>11,220.76</u></u>

ARCHDIOCESE OF NEWARK
ARCHDIOCESAN CENTER
STATEMENT OF BALANCES/ACTIVITY
 STATEMENT DATE RANGE : 7/1/2016 TO 6/30/2017

Sample Parish
 123 Main Street
 Newark, NJ 07104

PASTOR
 Rev. James Fraser
 (973) 497-4074

REFERENCE NUMBER : CP000000

Date	Document	Description	Beginning Balance	Billings or Debits	Payments or Credits	Closing Balance
8417		Priest Pension Jan - June 2017				
			0.00			
6/30/2017	SSI27576	Priest Pension Jan - June 2017		6,002.00		
8417	TOTALS		0.00	6,002.00	0.00	6,002.00
		Grand Total	0.00	6,002.00	0.00	6,002.00

SAMPLE PARISH * NEWARK NJ

Dear Parishioners,

Here is our financial report for fiscal year 2017.

In February of 2017, members of our Parish Council asked our parishioners to prayerfully consider their financial contribution to our Church for the Easter Season. The response to our request was generous and this year our Easter offertory met our goal.

While we are blessed with dedicated and wonderful parishioners, we continue to be challenged by increasing expenses to operate our Parish just like many of you face the same dilemma in your household budgets. Please be assured that your Parish Finance Council is actively evaluating our finances and will submit a plan to ensure the long term viability of our parish.

It is important for everyone to know that our Parish has no debt in excess of 30 days old. We continue to pay all of our obligations on time.

In 2017, we did incur capital expenses of \$75,000 to do necessary masonry work around our Church building. This cost was offset in part by your generous contributions to our We are Living Stones campaign.

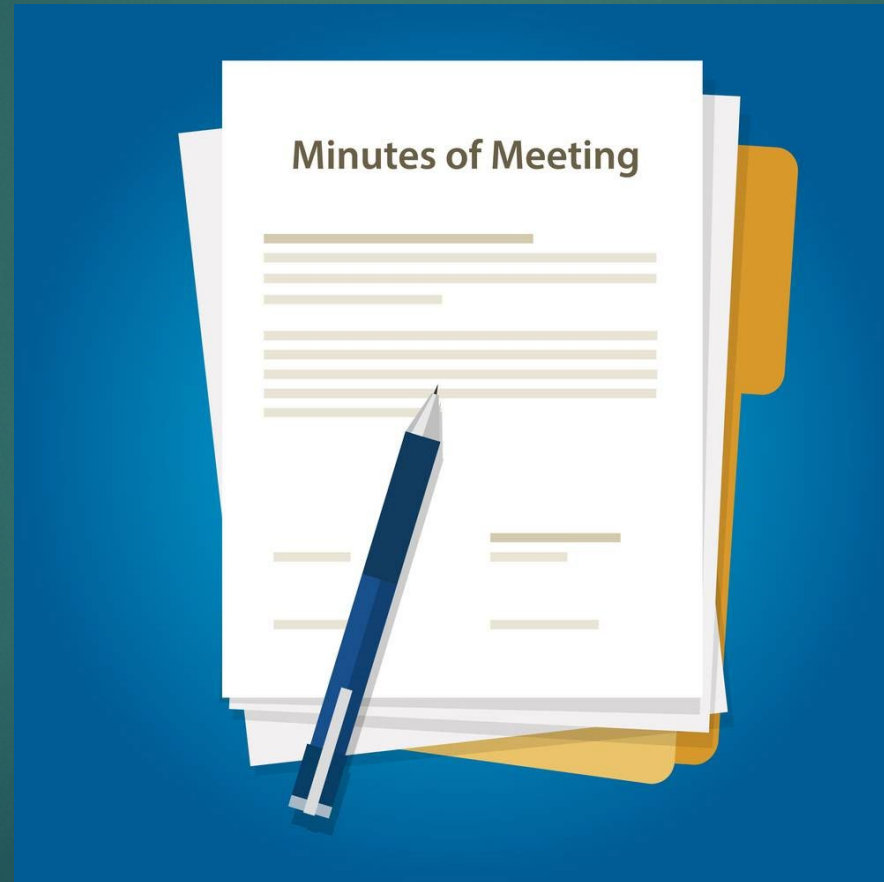
Our Parish is very blessed to have so many parishioners with diverse talents to assist me as we continue forward in our mission for Christ's Church.

May God continue to bless all of you for your generous gifts of time, treasure and talent to our Parish!

Rev James Fraser

2017 FINANCIAL REPORT		07/01/16 to '06/30/17
REVENUES		
Collections		320,505
Hall Rental		42,860
Fundraising		12,500
Ministries		27,151
Interest/Dividend		7,731
Restricted gifts		92,828
Gifts, Donations, Grants, Bequests (Note 27)		567
Misc		1,478
TOTAL REVENUE		505,620
EXPENSES		
Salaries, Benefits, Contracted Services		294,496
Plant - Repairs & Maintenance, Insurances		111,157
Utilities		57,822
Supplies & Equipment		35,520
Fundraising Expenses		1,090
Assessments to Diocese		35,618
Ministry Expenses		13,181
Misc Expenses including donations		5,854
TOTAL EXPENSES		554,738
Net Profit/(Deficit)		-49,119
Net capital expenses		53,657

Finance Council Minutes



Finance Council Minutes

To: Distribution - Finance Council Members
From: Claire Reynolds, Finance Council Secretary
Date: October 31, 2017
Re: **Finance Council Meeting Minutes**

The Finance Council of Sample Parish met on Wednesday, October 31, 2017 at 7 p.m.

Fr James began the meeting with an opening prayer.

Fr James addressed the issue of clergy staffing changes in the Parish. In addition to a replacement associate, a retired priest has joined the staff of the Parish. As retired clergy, he receives no salary or benefits. He is provided room and board in exchange for assistance in the ministries of Parish.

The council reviewed the FY2017 fiscal reports of the Church.

The Church operated at a deficit of \$49,119 which did not include net capital expenses of \$53,657 for a total operating loss of \$102,776. The loss is currently funded by Parish reserves. The council is concerned about the long term funding of continued deficits and after review of the financial details will enact the following measures:

- An analysis of offertory will be conducted. The council noted that there may be an opportunity to explore an increase offertory campaign.
- A meeting of the leaders of Church organizations will be convened to discuss the possibility of increasing our fundraising efforts.
- The Chairman will contact the Archdiocese for assistance in evaluating the Church's current staffing configuration.
- Existing contracts will be reviewed to ascertain if there are cost saving opportunities in this area.
- The maintenance supervisor will be requested to oversee an energy audit.

Status of these measures will be discussed out our next meeting.

Mr. Mackenzie provided an update on several repair projects in Parish buildings. The only project expected to exceed \$5,000 is the repair of the rectory roof. The Council endorsed this necessary work.

Ms Duncan, the Parish business manager, presented the draft of the FY2017 disclosure to our Parishioners. After minor edit, the draft was approved for distribution on November 19th, 2017.

There being no further business, Fr James said a closing prayer and the meeting was adjourned at 9:10 p.m.

Distribution:

Finance Council Minutes

To: Distribution - Finance Council Members
From: Claire Reynolds, Finance Council Secretary
Date: October 31, 2017
Re: **Finance Council Meeting Minutes**

The Finance Council of Sample Parish met on Wednesday, October 31, 2017 at 7 p.m.

Fr James began the meeting with an opening prayer.

Fr James addressed the issue of clergy staffing changes in the Parish. In addition to a replacement associate, a retired priest has joined the staff of the Parish. As retired clergy, he receives no salary or benefits. He is provided room and board in exchange for assistance in the ministries of Parish.

The council reviewed the FY2017 fiscal reports of the Church.

The Church operated at a deficit of \$49,119 which did not include net capital expenses of \$53,657 for a total operating loss of \$102,776. The loss is currently funded by Parish reserves. The council is concerned about the long term funding of continued deficits and after review of the financial details will enact the following measures:

- An analysis of offertory will be conducted. The council noted that there may be an opportunity to explore an increase offertory campaign.
- A meeting of the leaders of Church organizations will be convened to discuss the possibility of increasing our fundraising efforts.
- The Chairman will contact the Archdiocese for assistance in evaluating the Church's current staffing configuration.
- Existing contracts will be reviewed to ascertain if there are cost saving opportunities in this area.
- The maintenance supervisor will be requested to oversee an energy audit.

Status of these measures will be discussed out our next meeting.

Mr. Mackenzie provided an update on several repair projects in Parish buildings. The only project expected to exceed \$5,000 is the repair of the rectory roof. The Council endorsed this necessary work.

Ms Duncan, the Parish business manager, presented the draft of the FY2017 disclosure to our Parishioners. After minor edit, the draft was approved for distribution on November 19th, 2017.

There being no further business, Fr James said a closing prayer and the meeting was adjourned at 9:10 p.m.

Distribution:

Fr James
Finance Council Members



NOTICE OF 2017 ANNUAL MEETING OF BOARD OF TRUSTEES OF

SAMPLE CHURCH NEWARK

(Name of Church)


(City)

To: Cardinal Joseph W. Tobin, C.Ss.R., Archbishop of Newark
Reverend Monsignor Thomas P. Nydegger, Vicar General & Moderator
of the Curia
EDWARD STUART, Lay Trustee
MARY HAWKINS, Lay Trustee

NOTICE IS HEREBY GIVEN that the annual meeting of the Board of Trustees
of SAMPLE PARISH NEWARK
(Name of Church) *(City)*

will be held as follows:

DATE: Tuesday, October 31, 2017
TIME: 7pm
PLACE: 123 Main Street, Newark NJ
(Address, City)



Secretary-Treasurer - SIGNATURE
Pastor/Priest Administrator

MINUTES OF THE 2017 ANNUAL MEETING OF THE BOARD OF TRUSTEES

The Annual Meeting of the Board of Trustees of

SAMPLE CHURCH

(Name of Church)

123 Main Street Newark, NJ 07104

(Address of Church)

was held as follows:

Place: 123 Main Street Newark, NJ 07104

Date: Tuesday, October 31, 2017 **Time:** 7:00P.M.

The following trustees, notified according to law, were present at the meeting:

Pastor/Priest Administrator: REV. JAMES FRASER

Lay Trustee: EDWARD STUART

Lay Trustee: MARY HAWKINS

The following trustees were not present:

Cardinal Joseph W. Tobin, C.Ss.R., Archbishop of Newark
Reverend Monsignor Thomas P. Nydegger, Vicar General & Moderator of Curia

The following resolutions were considered and were unanimously adopted by the trustees present:

RESOLVED that the financial statement prepared by Ms. Geillis Duncan and covering the fiscal year **July 1, 2016 to June 30, 2017**, is approved, and, as verification thereof, has been initialed by the pastor and lay trustees.

RESOLVED that the following persons are elected to serve as lay trustees of the parish corporation until the next annual meeting and until their successors in office are elected and qualify, subject to the Bylaws of the parish corporation:

Edward Stuart
(Lay Trustee)

Mary Hawkins
(Lay Trustee)

RESOLVED that the following persons are elected to hold the offices next to their respective names until the next annual meeting of the Board of Trustees and until their successors are elected and qualify:

President: Cardinal Joseph W. Tobin, C.Ss.R., Archbishop of Newark
First Vice-President: Reverend Monsignor Thomas P. Nydegger, Vicar General & Moderator of the Curia
Secretary/Treasurer: Rev. James J. Jansen
Pastor/Priest Administrator

RESOLVED that all acts of the officers of the parish corporation in the general conduct of its affairs since the last meeting of the Board of Trustees are hereby approved, ratified and adopted.

RESOLVED that all resolutions adopted and all actions taken at this Meeting relating to the ecclesiastical matters within the canonical administration of the Archbishop of Newark are subject to the approval of the Archbishop of Newark, President of this Parish corporation.

(If any other resolutions are adopted by the trustees, or if other matters are considered, please use an additional sheet.)

There being no further business before the trustees, the meeting was adjourned at 9:10 pm.

(Time)

Rev James Jansen
Pastor/Priest Administrator (signature)

Edward Studd
Lay Trustee (signature)

Mary Hawkins
Lay Trustee (signature)

Consent

The Archbishop of Newark, Cardinal Joseph W. Tobin, C.Ss.R., and the Vicar General & Moderator of the Curia of the Archdiocese of Newark, Reverend Monsignor Thomas P. Nydegger, being Trustees of the above named religious corporation, hereby consent to the resolutions adopted by said corporation.

Cardinal Joseph W. Tobin, C.Ss.R. Trustee

Reverend Monsignor Thomas P. Nydegger, Trustee

2017 PARISH FINANCE COUNCIL CERTIFICATION FORM

Parish Name: Sample Parish
City: Newark

Parish Finance Council Members: (use additional sheet if necessary)

<u>Name</u>	<u>Professional Title/Experience</u>
Edward Stuart	Investment Banker & Parish Trustee
Mary Hawkins	Businesswoman, sole proprietor Parish Trustee
Doug Mackenzie	Construction contractor
Ned Gowan	Attorney
John O'Sullivan	Businessman, sole proprietor
Jean Hume	President, Rosary Society/lifelong parishioner
Geneva Dunsany	Local Police Lieutenant

List dates of Parish Finance Council Meetings in FY2017:

10/18/2016	1/17/2017	4/11/2017	7/25/2017
10/31/2017			

Date of the Parish Finance Council approval of the Annual Financial Disclosure to parishioners: (Attach copy of the annual disclosure distributed.)

2017 PARISH FINANCE COUNCIL CERTIFICATION STATEMENT

We, the undersigned members of the Finance Council of Holy Family Parish in Linden NJ do hereby confirm that we, as a council body, have held regular scheduled meetings to provide consultative aid to the pastor in matters pertaining to administration of finances of the parish including the development and approval of the parish financial and budget reports and the annual fiscal disclosure to our parishioners.

Pastor Signature: Rev. James Fraser
Rev. James Fraser

Finance Council Member Signatures:

Edward Stuart
Edward Stuart

Mary Hawkins
Mary Hawkins

Doug Mackenzie
Doug Mackenzie

Ned Gowan
Ned Gowan

John O'Sullivan
John O'Sullivan

Jean Hume
Jean Hume

Geneva Dunsany
Geneva Dunsany

Parish Administrative Manual

- ▶ <https://rcan.org/parish-finance-councils/>
- ▶ Please explore the Parish Administrative Manual for questions you may have. Available on line - link is above.
- ▶ Sections 3.1-3.15 – Financial Management
- ▶ Section 6.1-6.7 – Monetary Controls

Parish Finance Council Workshops 23-24

- ▶ 10/25/23 – Relationship Between Pastor, Pastoral Councils and Finance Councils
- ▶ 11/29/23 – How To Read P & L Statements
- ▶ 1/22/24 – Stewardship and Fundraising
- ▶ 2/27/24 – How To Talk About Money In Your Parish
- ▶ 4/4/24 – Cash Counts
- ▶ 4/23/24 - Online Giving
- ▶ 5/22/24 – Capital Repairs

Contact Information

- ▶ Rev. Timothy Graff
Rev.Timothy.Graff@rcan.org
- ▶ Nancy Lystash
nancy.lystash@rcan.org
- ▶ Tom Smith
- ▶ Thomas.smith@rcan.org

