

# Holy Family Parish

## Finance Committee Minutes – August 19, 2025

The meeting of the Finance Committee was called to order on August 19, 2025 at 6:18pm in the Brennan Room. Fr. George led us in prayer. In addition to Fr. George, the meeting was attended by David Nett, Brent Coomes, Jean Hall, Adam Hobson and Beth Garr; Missy Huff attended by phone.

### Old Business

- A vacant lot (1214 Becker Ave.) owned by the parish since 1953 through a bequest from Theresa Becker:
  - This was first brought to our attention in June, 2021.
  - In June, 2024, this property was entered onto our financial books, under the headers of “Land” and “Bequests”, with a value of \$22,000.
  - It has been demonstrated that both neighbors, on either side of this property, have encroached upon the property which adds further complication to the selling process.
  - The property remains for sale at a price of \$25,000
  - Survey completed for \$275
- Potential changes to improve how we account for money raised by sub units.
  - Included would be Social Club, Altar Sodality, and special projects for which money may be collected for a specified purpose.
  - Currently out of compliance with Archdiocesan Policies in regards to our banking practices and the amount of cash we have on hand, a recommendation was made that we work with Mary Beth and Social Club to find a resolution that works best for the parish, and everyone involved.
    - *In the week following the June meeting, David had multiple conversations with Mary Beth, and also a large group meeting on Monday 6-23-2025, with representation from Social Club, Parish Council, Finance Committee, and Father George. We jointly agreed to move \$100,000 from the Social Club restricted fund, into the parish general fund, and then into the savings account we have with the archdiocese. This is to be considered as pre-payment from Social Club for the many projects that are included on our current list of projects, along with several other projects that will be added to the list in the coming days. We will keep track of each project as it is identified on the projects list, to ensure this funding is dedicated to these projects. Father George approved this transaction, and Brent made the appropriate entries by Wednesday 6-25-2025, and should be reported accordingly in our June, and year-end financial statements.*
  - Effective July 1, 2025, and going forward, expectations are that individual projects such as Fish Fries, Summer Festival, Card Party, and each fundraising effort such as Statue, Brick Pathway, Landscaping fund, Trivia Night, etc. can all be defined separately, and easily recognized within our reports.
  - This is still in progress.
- Finance committee agrees that parish cash-on-hand should be approximately \$75,000
- The maintenance position remains open
  - Most potential candidates are seeking full-time employment
  - If the potential candidate, in talks now, does not work out we will explore full-time.
  - We estimate the full-time position to be approximately \$50,000-\$55,000

- Father George noted that with the recent funeral for Ruth Browning, a long-time parishioner, dedicated volunteer, trusted and authorized check signer, that we should identify another person to accept this roll. It was recommended, and approved, that Melba Metcalf would be an excellent choice, if she is willing. Father George will make that request, and follow up with the archdiocese, and with Stock Yards Bank to get the appropriate documents completed.
  - Melba Metcalf has agreed.

## **New Business**

- Review of Year End Parish Report
  - Report to the parish includes Ten Years – Trends and Comparisons
- Summer Festival's net profit was \$53,476
  - \$33,000 will be used to pay down the debt to the Archdiocese
- Finance Committee will be exploring a move from Vanco to ParishSoft, for online giving
  - ParishSoft is recommended by the Archdiocese and may be mandated in the future
  - ParishSoft is the current bookkeeping system in the parish office
- Finance Committee will be exploring a parish credit card for volunteer use (ie. Altar Sodality, Parish Council, Social Club, etc.)
  - Reimbursements have been approximately \$25,000/year
- Rectory porch leak repair for \$1225 approved by Finance Committee
  - This is for sealant applied by Geohegan Roofing
- Church roof flashing repair for \$3915 approved by Finance Committee
  - This work would be done by Geohegan Roofing
- Depreciation will be handled differently, going forward
  - This will happen monthly, versus yearly
- Old software company, PDS, was not given notice when we transitioned to ParishSoft.
  - They continued to bill Holy Family
  - The parish has received a bill for \$1700
  - David Nett will make contact with PDS to determine what the invoice entails

## **Review of the June (Fiscal Year End) Statements**

### As of 06-30-2025:

Parish and Saffin Center account	\$111,471
Social Club account	\$ 89,097
Altar Sodality account	\$ 33,698
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Total	\$234,266
Total parish cash and equivalencies	\$567,474
Debt to the Archdiocese	\$280,700
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Cash to Debt	\$286,774

## **Review of the July Statements**

As of 07-31-2025:

Parish and Saffin Center account	\$105,451
Social Club account	\$ 88,744
Altar Sodality account	\$ 33,822
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Total	\$228,017
Total parish cash and equivalencies	\$562,584
Debt to the Archdiocese	\$280,964
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Cash to Debt	\$281,620

Debt Reduction: The goal remains to be debt-free by the year 2028.

Review of statements and financial reports

### **Proposed, Parish, Project list for 2024-2025.**

- The master list of projects is owned by Parish Council.
  - Church - Replace ceiling tiles in chapel
  - Church - Safety measures in church
  - Church - Organ repair / tuning
  - Church – Decorative addition to screens above organ
  - Church - Repair drywall and painting in church ceiling above sanctuary
  - Church – Close up the wall behind the altar
  - Church – Choir loft and more on floor
  - Church - Security cameras inside and outside of church
  - Church - Painting of church storeroom
  - Church - Air vent cleaning in church
  - Church – Paint entire inside of the church
  - Church – Restore the large wooden altar décor
  - Church – New bell system for church
  - Church – Fountain, lining for possible fish pond
  - Rectory – porch leak
  - Rectory – replace countertops
  - Rectory – Hot Water heater
  - Rectory - HVAC
  - Saffin Center - Restroom renovations
  - Saffin Center – Brennan room and south hallway flooring
  - Comprehensive inventory of all parish assets, equipment, buildings, and property
  - Protective sealing for Holy Family statue
  - Online electronic “New Member” form
  - HF Parish Flags mounted to poles along Poplar Level Rd.
  - Achieve full staffing – including maintenance position

The next meeting will be at 6:15 p.m. on Tuesday, September 16<sup>th</sup>.  
Meeting was adjourned at 8:12 p.m.