

**MINUTES OF THE FINANCE COMMITTEE OF ST. PHILIP THE APOSTLE
CATHOLIC CHURCH-PAYSON, AZ**

MAY 8, 2013

IN ATTENDANCE:

**FATHER WILLIAM GYURE
FRAN DOERING, CHAIRMAN
BOBBIE SIMONE, SECTY
MARY LEWUS
JIM LEWUS
ALAN PELLETIER
JAN PARSONS
JAN SCHMALZER
RICHARD FALKENBERG
AL SCHMALZER
MARCO ANTONIO GUEREQUE**

ABSENT:

PHYLLIS HALL

ALSO PRESENT:

JOE MOTOLA

The finance committee convened at 6:00 p.m. in room 5 of the parish center. Father Bill led the committee in an opening prayer. Fran Doering took roll call and the meeting commenced.

Father Bill informed the committee that Phyllis Hall was no longer a member as she had moved to Scottsdale due to ill health. She will be missed.

The committee reviewed the minutes of February 25, 2013. Alan Pelletier made a motion to accept the minutes as read. Jan Parsons seconded the motion. The motion passed unanimously.

Joe Motola informed the committee that we are now using the same format as the board of directors in Tucson for our reports. The committee reviewed the operating statement and the budget statement from July 2012 to April 2013. Alan Pelletier made a motion to accept the operating statement. Jim Lewus seconded the motion. Motion was passed unanimously. Bobbie Simone made a motion to accept the budget review. Alan Pelletier seconded the motion. It passed unanimously.

NEW BUSINESS:

Alan Pelletier's term was up for reappointment. Jan Parsons made a motion to reappoint Alan. Bobbie Simone seconded the motion. The motion passed unanimously. Marco Antonio Guereque was to be appointed to the committee for the first time. Jan Parsons made a motion to appoint Tony Guereque as a member to the finance committee. Bobbie Simone seconded the motion. The motion passed unanimously.

Jan Parsons made a motion to adjourn the meeting. Jan Schmalzer seconded the motion. The meeting adjourned at 7:00 p.m.

The next meeting is to be scheduled sometime in August.

Respectfully submitted.
Bobbie Simone, Secty.

**MINUTES OF THE FINANCE COMMITTEE OF ST. PHILIP THE APOSTLE
CATHOLIC CHURCH-PAYSON, AZ**

FEBRUARY 25, 2013

IN ATTENDANCE:

**FATHER WILLIAM GYURE
FRAN DOERING, CHAIRMAN
BOBBIE SIMONE, SECTY.
MARY LEWUS
JIM LEWUS
ALAN PELLETIER
PHYLLIS HALL
JAN PARSONS
JAN SCHMALZER
RICHARD FALKENBERG BY PROXY**

VISITOR:

AL SCHMALZER

ALSO PRESENT:

JOE MOTOLA

The finance committee convened at 12:00 p.m. in room 5 of the parish center. Father Bill led the committee with an opening prayer. Fran Doering took roll call and the meeting commenced.

The committee reviewed the minutes of November 14, 2012. Alan Pelletier made a motion to accept the minutes as read. Jan Schmalzer seconded the motion. The motion passed unanimously.

The committee reviewed the profit and loss budget from July 2012 to January 2013. Phyllis Hall made a motion to accept the budget. Jim Lewus seconded the motion. It passed unanimously.

Father Bill nominated Al Schmalzer for membership to the finance committee. Bobbie Simone made a motion to accept Al Schmalzer to the finance committee. Alan Pelletier seconded the motion. The motion passed unanimously.

The Diocese of Tucson requested a loan in the amount of \$200,000.00, to be made to St Monica's Parish in Tucson. It would be a three-year loan at an interest rate of three percent. A security agreement by the Diocese would guarantee the loan. Alan Pelletier made a motion to accept the request. Mary Lewus seconded the motion. It passed unanimously.

The pledges that were made for Our Faith, Our Hope, and Our Future have exceeded the goal set by the Diocese. St. Philip's Church has received a direct deposit to their account in the amount of \$2,775.60 for this period. The total received to date is \$57,452.60.

Alan Pelletier made a motion to adjourn the meeting. Phyllis Hall seconded the motion. The meeting adjourned at 12:45 p.m. The next meeting is scheduled for June 2013.

Respectfully submitted by:
Bobbie Simone, Secty.

**MINUTES OF THE FINANCE COMMITTEE OF ST. PHILIP THE APOSTLE
CATHLIC CHURCH-PAYSON, AZ**

NOVEMBER 14, 2012

IN ATTENDANCE:

**FATHER WILLIAM GYIURE
FRAN DOERING, CHAIRMAN
BOBBIE SIMONE, SECTY
MARY LEWUS
ALAN PELLETIER
PHYLLIS HALL
JAN PARSONS
JAN SCHMALZER**

ABSENT:

**JIM LEWUS
RICHARD FALKENBERG**

VISITOR:

AL SCHMALZER

The finance committee convened at 6:00 p.m. in room 5 of the parish center. Father Bill began the meeting with an opening prayer. Fran Doering took roll call and the meeting commenced.

The committee reviewed the minutes of August 15, 2012. Alan made a motion to accept the minutes as read. Phyllis seconded the motion. It passed unanimously.

The finance committee reviewed the profit and loss budget from July through October 2012. There was an overpayment in the amount of \$29,551.51 from the William Shively Trust. This one time non-budgeted expense had to be refunded to the trust. The parish received shares of Prudential Insurance as a bequest the shares are valued at approximately \$3,000.00. Jan Parsons made a motion to accept the budget. Jan Schmalzer seconded the motion. It passed unanimously.

Father Bill discussed the regulations and qualifications of the Diocesan by-laws, which the finance committee will be adopting. See attached addendum. Alan Pelletier made a motion to accept the Diocesan by-laws. Mary Lewus seconded the motion. It passed unanimously.

Alan Pelletier made a motion to adjourn the meeting. Phyllis Hall seconded the motion. The meeting adjourned at 6:40 p.m. The next meeting is March 13, 2013.

Respectfully submitted by:

ARTICLE IX

CRITERIA FOR MEMBERSHIP IN THE PARISH FINANCE COUNCIL

1. MEMBERS CAN INCLUDE MEN AND WOMEN AS WELL AS PRIESTS AND DEACONS.
2. MEMBERS SHOULD BE A MINIMUM OF 18 YEARS OF AGE.
3. MEMBERS MUST BE PRACTICING ROMAN CATHOLICS, ACTIVE IN PARISH MOVEMENTS AND ORGANIZATIONS.
4. MEMBERS MUST BE WILL AND ABLE TO SERVE FOR THEIR TERM OF OFFICE AND ATTEND MEETINGS, AND BE READY TO CARRY OUT THEIR RESPONSIBILITIES AS A COUNCIL MEMBER.
5. MEMBERS MUST BE COMMITTED TO WORK WITH THE PASTOR/ADMINISTRATOR TO ADDRESS THE FINANCIAL NEEDS OF THE PARISH IN A SPIRIT OF FAITH AND COOPERATION.

**MINUTES OF THE FINANCE COMMITTEE OF ST PHILIP THE APOSTLE
CATHOLIC CHURCH-PAYSON, AZ**

DATE: AUGUST 15, 2012

LOCATION: PARISH HALL

IN ATTENDANCE:

**FATHER WILLIAM GYURE
FRAN DOERING, CHAIRMAN
JAN PARSONS
ALAN PELLETIER
MARY LEWUS
JIM LEWUS
PHYLLIS HALL
RICHARD FALKENBERG
BOBBIE SIMONE, SECTY.**

ABSENT:

JAN SCHMALZER

The finance committee convened at 6:00 p.m. in room 5 of the parish center. Father Bill began the meeting with an opening prayer. Fran Doering took roll call and the meeting commenced.

The committee reviewed the minutes of May 9, 2012. There was an addendum to the minutes. Father Bill had telephoned the committees members for approval for the new roofing for the parish center and the office rectory. After reviewing the bids, the committee chose Waley Roofing for the amount of \$23,605.00 dollars. In addition, Waley Roofing also repaired the pump house and the Knights of Columbus shed at no charge. Richard Falkenberg made a motion to accept the minutes. Phyllis Hall seconded the motion. The motion was passed unanimously.

The committee reviewed the statements of operation reports from July 2011 through June 2012. Jan Parsons made a motion to accept the reports as reviewed. Bobbie Simone seconded the motion. It passed unanimously.

Phyllis Hall made a motion to adjourn the meeting. Bobbie Simone seconded the motion. It passed unanimously.

The committee adjourned at 7:00 p.m.

Respectfully submitted by:

Fr. William Gyure, President

Bobbie Simone, Secretary

**MINUTES OF THE FINANCE COMMITTEE OT ST. PHILIP THE APOSTLE
CATHOLIC CHURCH-PAYSON**

DATE: MAY 9. 2012

LOCATION: PARISH HALL

ATTENDING:

**FATHER WILLIAM GYURE
FRAN DOERING, CHAIRMAN
JAN PARSONS
ALAN PELLETIER
MARY LEWUS
BOBBIE SIMONE, SECTY.**

ALSO ATTENDING:

**ANTONINO GUEREQUE, GUEST
JOE MOTOLA, BUSINESS MGR.**

ABSENT:

**RICHARD FALKENBERG
PHYLLIS HALL
JAN SCHMALZER
JIM LEWUS**

The finance committee met at 6:00 p.m. in room 5 of the parish center. Father Bill began the meeting with an opening prayer. Fran Doering took role call and the meeting began.

The committee reviewed the minutes of February of February 1, 2012. There were no changes. . Alan Pelletier made a motion to accept the minutes as recorded and Jan Parsons seconded the motion. The motion passed unanimously.

The committee reviewed the proposed budget for the fiscal year 2012-2013. After discussion, there were no changes or additions. Alan Pelletier made the motion to accept the budget as recorded and Bobbie Simone seconded the motion. It was passed unanimously.

Budgeted Items:

The pastor is authorized to spend corporate funds for all approved budgeted items in accordance with the requirements set by the Bishop and the Diocesan Building Policy. Jan Parsons made the motion to accept the policy and Mary Lewus seconded the motion. It passed unanimously.

Non- Budgeted Items:

The policy regarding emergency expenditures for non- budgeted items is hereby reaffirmed in the amount of \$25,000.00. In an emergency, the pastor can spend this

amount, without the approval of the finance committee. Jan Parsons made a motion to accept this policy and Alan Pelletier seconded the motion. It passed unanimously.

The finance committee reviewed the Charity Collections for the first half of the calendar year 2012. Our parish must account for all donations and items coming in and all items outgoing. Dates have been designated for these other various charities so they will not affect our regular parish income.

Fran Doering, Richard Falkenberg, and Phyllis Hall were all re-appointed for 3 more years on finance committee. Jan Parsons made a motion to accept this proposal and Alan Pelletier seconded the motion. The motion passed unanimously.

The next meeting is scheduled for Wednesday, August 8, 2012.

Alan Pelletier made a motion to adjourn the meeting and Bobbie Simone seconded it. The motion passed unanimously.

The committee adjourned at 7:00 p.m.

Respectfully submitted by:

Fr. William Gyure, President

Bobbie Simone, Secretary

ST PHILIP THE APOSTLE CATHOLIC CHURCH N.P.C.

FINANCIAL COMMITTEE MINUTES FOR FEBRUARY 1, 2012

PRESENT: REV .WILLIAM GYURE FRAN DOERING, CHAIRMAN ALLAN PELLETIER

RICHARD FALKENBERG PHYLLIS HALL JAN PARSONS BOBBIE SIMONE, SECRETARY

ALSO PRESENT; JOE MOTOLA ABSENT; JIM AND MARY LEWUS

The finance committee met at 6pm in room 5 of the parish center. After an opening prayer by Father Bill, Fran Doering took a roll call and the meeting was started.

Minutes of the meeting of August 3, 2011 were changed to read that Our Faith, Our Hope and or Future campaign was at 64% complete and the 2011 Bishops campaign was 70% subscribed and paid. Jan Parsons made a motion to accept the minutes as corrected and Richard Falkenberg seconded the motion. The motion passed unanimously.

The minutes from 16 November 2011 were reviewed by the committee. There were no changes to these minutes. Bobbie Simone made a motion to accept the minutes as recorded. Allan Pelletier seconded the motion and the motion passed unanimously.

The committee reviewed the financial statements from July through December 2011. There were no changes or additions to be made after it was discussed. Allan Pelletier made a motion to accept the financial statements as recorded. Richard Falkenberg seconded the motion and the financial statement was approved unanimously.

Father Bill discussed the status of the properties given to the parish from the estate of Mr. William Shively. The New Mexico properties are now valued in total at about \$10,000 dollars according to the county assessors. As per discussions with the diocesan attorney in Tucson and the diocesan real estate official, there are many legalities and ownership issues with the properties and so it is not legally clear who owns and has authority to deed the properties to the church. To pursue our church's claim to the property would involve large legal fees and time in Ohio, Arizona and New Mexico and this would not be cost beneficial to the parish. The finance committee as a whole decided to inform the lawyer for the Shivley Estate that it does not want to go further on a claim to the property.

The last allotment for the Shivley farm in Ohio for the sum of \$30,000 approximately, will be given to the parish probably very soon and certainly in the next two years. So the present arrangements of payment to the parish will be maintained without demanding more legal papers on the ownership of the farm.

The committee reviewed the parish collections and other charitable collections for 2012 in the light of the financial status of the parish. A statement of rules and principles dated January 31, 2011 was also

discussed. There will be three collections Made in 2012 for the diocese outside of the annual bishops appeal. Other collections during the year will be set-up in advance so as not to conflict with parish donations.

The arrangements for 2012 are on the attached form. All collections to and from all entities, such as : CRS, Peter's Pence, Sodality, Prayer group, St. Anne's mission, etc. will be deposited into St. Philips one bank account by the banking process of commingling. The parish then can make composite checks for outgoing funds to the proper entity or can record an entry of funds for each entity on the commingling list. Collections for SVDP, by their demand will not be handled by St. Philip the Apostle Church parishioners or staff (explained in the attachment "Principles and Rules") any longer because of diocese mandates of systems and procedures of all monies collected. All donations made by the parishioners of St Philip's to SVDP, in the future, must be by mail or the parishioners can bring their donations directly to the SVDP facility located at the edge of St. Philip's property. St. Philip the Apostle Church N.P.C. will not be responsible as of this date, to collect, record nor credit funds to parishioner's donation records for SVDP. Appeals for funds for SVDP will be made four times a year at the convenience of the parish and its collection schedules. if a donation for SVDP is mistakenly placed in the collection basket of St. Philip's, and the contributor is known, the administration staff of St. Philips will mail the donation along with an addressed envelope in favor of SVDP and a letter explaining to them, to make the donation directly via the envelope to SVDP. if the parishioners are not identifiable the donation will be separated by the parishioner counters and placed in a separate locked bag provided by SVDP and then put into the parish safe. The locked donation bag will be collected by SVDP personnel at the parish convenience. All these arrangements were placed in a motion for approval by Allan Pelletier and seconded by Phyllis Hall and passed unanimously.

Because of illness Mary and Bill Spencer asked to resign from the council. The council then voted that Jan Schmeltzer should take their place. Welcome Jan.

The committee adjourned at 7pm

Respectfully submitted by;

Fr. Bill Gyure, President, Bobbie Simone, Secretary

ST PHILIP THE APOSTLE CATHOLIC CHURCH N.P.C.

FINANCIAL COMMITTEE MINUTES FOR FEBRUARY 1, 2012

PRESENT: REV .WILLIAM GYURE FRAN DOERING, CHAIRMAN ALLAN PELLETIER

RICHARD FALKENBERG PHYLLIS HALL JAN PARSONS BOBBIE SIMONE, SECRETARY

ALSO PRESENT; JOE MOTOLA ABSENT; JIM AND MARY LEWUS

The finance committee met at 6pm in room 5 of the parish center. After an opening prayer by Father Bill, Fran Doering took a roll call and the meeting was started.

Minutes of the meeting of August 3, 2011 were changed to read that Our Faith, Our Hope and or Future campaign was at 64% complete and the 2011 Bishops campaign was 70% subscribed and paid. Jan Parsons made a motion to accept the minutes as corrected and Richard Falkenberg seconded the motion. The motion passed unanimously.

The minutes from 16 November 2011 were reviewed by the committee. There were no changes to these minutes. Bobbie Simone made a motion to accept the minutes as recorded. Allan Pelletier seconded the motion and the motion passed unanimously.

The committee reviewed the financial statements from July through December 2011. There were no changes or additions to be made after it was discussed. Allan Pelletier made a motion to accept the financial statements as recorded. Richard Falkenberg seconded the motion and the financial statement was approved unanimously.

Father Bill discussed the status of the properties given to the parish from the estate of Mr. William Shively. The New Mexico properties are now valued in total at about \$10,000 dollars according to the county assessors. As per discussions with the diocesan attorney in Tucson and the diocesan real estate official, there are many legalities and ownership issues with the properties and so it is not legally clear who owns and has authority to deed the properties to the church. To pursue our church's claim to the property would involve large legal fees and time in Ohio, Arizona and New Mexico and this would not be cost beneficial to the parish. The finance committee as a whole decided to inform the lawyer for the Shivley Estate that it does not want to go further on a claim to the property.

The last allotment for the Shivley farm in Ohio for the sum of \$30,000 approximately, will be given to the parish probably very soon and certainly in the next two years. So the present arrangements of payment to the parish will be maintained without demanding more legal papers on the ownership of the farm.

The committee reviewed the parish collections and other charitable collections for 2012 in the light of the financial status of the parish. A statement of rules and principles dated January 31, 2011 was also

discussed. There will be three collections Made in 2012 for the diocese outside of the annual bishops appeal. Other collections during the year will be set-up in advance so as not to conflict with parish donations.

The arrangements for 2012 are on the attached form. All collections to and from all entities, such as : CRS, Peter's Pence, Sodality, Prayer group, St. Anne's mission, etc. will be deposited into St. Philips one bank account by the banking process of commingling. The parish then can make composite checks for outgoing funds to the proper entity or can record an entry of funds for each entity on the commingling list. Collections for SVDP, by their demand will not be handled by St. Philip the Apostle Church parishioners or staff (explained in the attachment "Principles and Rules") any longer because of diocese mandates of systems and procedures of all monies collected. All donations made by the parishioners of St Philip's to SVDP, in the future, must be by mail or the parishioners can bring their donations directly to the SVDP facility located at the edge of St. Philip's property. St. Philip the Apostle Church N.P.C. will not be responsible as of this date, to collect, record nor credit funds to parishioner's donation records for SVDP. Appeals for funds for SVDP will be made four times a year at the convenience of the parish and its collection schedules. if a donation for SVDP is mistakenly placed in the collection basket of St. Philip's, and the contributor is known, the administration staff of St. Philips will mail the donation along with an addressed envelope in favor of SVDP and a letter explaining to them, to make the donation directly via the envelope to SVDP. if the parishioners are not identifiable the donation will be separated by the parishioner counters and placed in a separate locked bag provided by SVDP and then put into the parish safe. The locked donation bag will be collected by SVDP personnel at the parish convenience. All these arrangements were placed in a motion for approval by Allan Pelletier and seconded by Phyllis Hall and passed unanimously.

Because of illness Mary and Bill Spencer asked to resign from the council. The council then voted that Jan Schmeltzer should take their place. Welcome Jan.

The committee adjourned at 7pm

Respectfully submitted by;

Fr. Bill Gyure, President, Bobbie Simone, Secretary