

**CHURCH OF ST. VINCENT PALLOTTI
FINANCE COUNCIL MEETING
RECTORY/ADMINISTRATION MEETING ROOM**

**September 10, 2009
7:00p.m.**

Present: John Hargrave, Chairperson
Gerald DeFelicis
Joseph Dougherty
Daniel Farrell, Trustee
Ann Marie Flamini
Richard J. Hatch, CPA, Trustee
John J. Master, Jr.
John Wilson

Absent: Rev. Msgr. Louis A. Marucci, Pastor (Hospitalized)
John Bond

**Please Note: Msgr. Marucci requested that this meeting be held, despite his hospitalization.
All pending administrative decisions would be determined upon his return.**

Meeting commenced at 7:05p.m.

Chairperson Hargrave began the meeting with a prayer.

Approval of Minutes – Meeting of July 14, 2009

Motion to Accept and Approval of Minutes – Mr. Master
Motion Seconded – Mr. DeFelicis
Unanimous Approval
Motion Carried

Old Business – Administration and Finance Subcommittee – Follow-up on contents of letter in response to Budget Preparation for Good Shepherd Regional School for Upcoming School Year - Meeting of July 14, 2009 – Ann Marie Flamini

Mrs. Flamini advised that she was unable to speak with a representative of the school regarding the budget. It is her intention to make further contact tomorrow. Discussion ensued with the members agreeing that if all inquiries were not satisfactorily answered by September 30th, that a recommendation would be made to Msgr. Marucci to withhold funding.

Motion to Make Recommendation to Msgr. Marucci to Withhold Funding If Satisfactory Responses Not Provided By September 30th, 2009 – Mr. Wilson
Motion Seconded – Mr. Master
Unanimous Approval
Motion Carried

Old Business – Review and Recommendation of the Standard Internal Controls Related to Parish Finance Report – Meeting of July 14, 2009

After extensive discussion, it was determined and agreed that Messrs. DeFelicis and Hatch would perform a thorough review of the Standard Internal Controls, as provided, and provide a written report to the members by October 15th, 2009, via email. Questions would be referred to Msgr. Marucci for his response. Mr. Dougherty inquired and was advised of the process for the securing

of daily procurements. Mr. Dougherty later withdrew this inquiry pending receipt of the review to be conducted, as previously stated.

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New Business –

Letter from Diocese of Camden with regard to Parish Budget

Chairperson Hargrave read a Memorandum from Tom Ardecki of the Diocese of Camden, Financial Services Department, Office of Budgeting, dated August 12, 2009. It was agreed that no further action was required.

Report from Subcommittees

Administration and Finance – Chairperson Gerald DeFelicis

Trial Balances were distributed as of August 30, 2009. Review of Check Detail for the period of April, 2009 through August 31, 2009 and the Profit and Loss Budget Performance Document for the period July through August 2009 was made by this subcommittee. Mr. DeFelicis provided a report on his review of the Profit and Loss documents to those present. After a brief dialogue, Mr. DeFelicis advised that the reports were acceptable with no further action required.

Facilities Management – Chairperson Joseph Dougherty

Mr. Dougherty advised that progress on certain findings of the reports provided by the Preventive Maintenance Committee would be commencing. Discussion transpired regarding the process for obtaining proposals for work to be performed and, also, the selection process for the hiring of said vendor. Consideration was made as to the notification of the maintenance progress to the parish.

Stewardship and Development – Chairperson Daniel Farrell

Chairperson Hargrave read an email he sent to Sr. Jeanne Williams, OSF, dated August 25, 2009, listing various proposed fundraising events and their dates to be held. Presently, some of the events had designated chairpersons, while still seeking chairpersons for the other events. Mr. Farrell reported that approximately \$70.00 is to be given to the parish for the used cell phones sent in. While less than expected, Mr. Farrell stated that this undertaking would continue, with the inclusion of collecting used inkjet printer cartridges and that another company would be sought for monetary reimbursement for these cartridges. It was agreed that it would be communicated to the parish the need for the various fundraising events.

Annual Report to the Parish

After a brief discussion, it was recommended that the Annual Report to the Parish be presented on the first Sunday of November, 2009.

Parish Pay – Improvements of Participation – Agenda Item #2, Taken Out of Sequence

Chairperson Hargrave advised that the Parish Pay announcement has been publicized in the weekly church bulletin. He stated that with the end of the summer season, it was hoped that more parishioners would be returning and participating in this offering option.

Parish Development – Lynn Cummings Development Consultants

Chairperson Hargrave stated that a proposal has been requested of this company in order to assist the parish with financial endeavors.

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Comments

Dialogue transpired on the Calendar Raffle, which is underway. Mrs. Flamini advised that the winning numbers are to be posted in the back of the church. Chairperson Hargrave stated that this week was the first full week for winning numbers to be selected, with the drawing done every Thursday.

Motion to Adjourn – Mr. Wilson
Motion Seconded – Mrs. Flamini
Unanimous Approval
Motion Carried

Meeting adjourned 8:35p.m.

Next Meeting – Tuesday, November 10, 2009 at 7:00p.m. in the Rectory/Administration Meeting Room

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