

Finance Council



Members: Front Row: Woody Hall, John Murphy, Kevin Grady; Second Row: Alex Casajuana, Carter L. Stout (chair), Susan Foster; Back Row: Tyler Schaffer, Ron Whalen (Parish Finance Director). Not pictured: Daniel Walter

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Purpose: The purpose of the Finance Council is to assist the pastor in the management of parish resources in order to carry out the identified missions of the parish. The Council's recommendations deal with financial plans and policies and not with ordinary matters of day-to-day management. The Council's plans and policies:

1. Set a basic direction for parish fiscal administration and select the best strategies for promoting this direction.
2. Provide a guide for future actions, particularly in areas that impact upon parish finances.
3. Provide clear direction and specify limits of responsibility while allowing room for creative, flexible action for those who will implement policies.

Functions : The functions of the Council shall include the following:

1. Prepare and present an annual balanced budget for both operating and capital expenditures based upon goals developed by the pastor and the Pastoral Council and related administrative objectives developed by the parish staff
2. Integrate the budget mechanism with the goal-setting process to assure that financial resources and parish goals are compatible and in accordance with current policies issued from the Archdiocesan Finance and Legal Office.

3. Study parish revenues and make recommendations to the pastor and the Pastoral Council for maintaining or increasing revenues to meet parish and diocesan goals and priorities.
4. Provide parishioners with periodic reports of the financial position of the parish.
5. Review, before they are signed, and make recommendations regarding all contracts between the parish and outside parties over an amount determined by the Council and the pastor.
6. Review and provide consultation on financial feasibility and projected resources to support the planning of projects of the Pastoral Council and other parish groups.
7. Advise the pastor on the management of parish operating accounts and Deposit and Loan savings accounts and recommend the appropriate amount of funds to be on deposit in those accounts.
8. Review the parish internal controls and accounting procedures, including bank reconciliations, bank statements and cancelled checks as necessary, assist in the development of a sound system of internal control, and ensure financial policies are implemented.
9. Assist the pastor in developing a parish long term, strategic plan for capital improvements and funding sources for capital reserves and savings accounts. They should ensure a plan is in place for the care and maintenance of all parish facilities.

Subcommittees:

- Information Technology
- Human Recourses
- Plant
- Foundations
- Audit

By-Laws:

- [Finance Council By-laws](#)
- [Human Resources Sub-committee By-laws](#)

[2008-09 Annual Financial Report](#)

Policies:

The Finance Council has adopted the following policies:

- [Policy Regarding Reporting](#)
- [Policy Regarding Receipt of Cash and/or Checks](#)
- [Policy Regarding the Future Fund \(Endowment\)](#)
- [Policy Regarding Front Door Ministry](#)

Forms: Purchase Order Form (link coming soon)