

FIN			
#	NORM OR ACTION	TEAM	STATUS
A1	Advise pastor re adequacy of cash reserves for emergencies	BUD	
A1	Review long-range financial projections	BUD	
A2	Review operating budget vs. Pastoral Plan (See App C.1)	BUD	Will request Pastoral Council input 5/9/11. Prospective cuts to be indentified by Pastor and Staff by 5/xx/11 Balanced budget promised to parishioners by 7/1/11
A3	Review actual versus budget quarterly	BUD	Reviewed at FC meeting 4/18/11
A7	Review banking arrangements and investments and advise	BUD	
A10	Advise pastor re personnel issues & hiring, salary, discipline (Appendix J)	COM	Parish staff to load job descriptions on parish website by 5/31/11
A4	Insure proper procedures/controls for intended use of resources (Appendix E)	COM	
A5	Reports to Diocese: Ensure timeliness, review and sign	COM	FY10 Annual Report to be submitted and recommended for signature 5/23/11
A6	Ensure compliance with diocesan policies and procedures (Exhibit E)	COM	
A8	Oversee implementation of Pastoral Center Finance Office audit recommendations	COM	Audit response in hand 4/18/11. To be built into audit plan by 6/30/11
A9	Oversee annual CPA review-finances, procedures, internal controls (Appendix L)	COM	Joe is drafting audit plan week of 5/9/11
A99	Ensure compliance with Annual Internal Control Questionnaire	COM	Questionnaire in hand 4/18/11. To be built into audit plan by 6/30/11
A1	Advise pastor re adequacy of cash reserves for repairs/maintenance	FAC	
A7	Review contracts, loans and notes and advise	FAC	Files on BBC note being compiled; recommendation to be submitted to FC 5/23/11
B1	Review and update fixed assets inventory annually	FAC	Rheba is working this at parish office
B2	Oversee preventive maintenance program, ensure adequate budget and reserves	FAC	
B3	Recommend fund balance or reserve for facility longevity	FAC	

B3	Review 5-10 year budget on repairs/renovations	FAC	
B4	Ensure compliance with diocesan construction/renovation policies & procedures (Exhibit E)	FAC	
B5	Ensure logs of repairs and files for warranties	FAC	
B6	Ensure blueprints are current and preserved per diocesan policies	FAC	Rheba began file search at parish office;
B7	Ensure maintenance and inspections to promote safety	FAC	
A5	Reports to parish community: provide at least annually (Exhibit K)	PRO	Annual report for FY11 to be published NLT 9/30/11
C1	Ongoing stewardship education of lay leaders and parishioners	PRO	
C2a	Stewardship program (targeted, six weeks)	PRO	
C2b	Increased offertory program	PRO	EFT status: X have enrolled. \$4/envelope initiative: status and next steps are _____ DLA 20% increase: Don to write bulletin blurb NLT 5/16
C2c	Capital campaign	PRO	TCTH pledges and rebates are on target?
C2d	Debt reduction campaign via gifts or pledges	PRO	
C3	Planned giving (work with parishioners re gifts or bequests)	PRO	Marlene submitted materials to Council for review 4/18/11
C4	Endowments	PRO	Catholic Foundation meeting scheduled 6/16
XX	Records and files	PRO	Meeting agendas, minutes, and handouts to be loaded on website 5/xx/11. Official records system to be set up 6/xx/11
XX	Officer elections		Per NORM II, pastor and council may designate officers.
XX	Recruit committees to keep Council membership within recommended range of 4 to 6		Per NORM II, pastor may consider establishing committees for Building and Grounds, Stewardship and Development, etc., with at least one FC member on each

