

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	Identify prioritized cuts (should actuals lag budget) by 8/31/11 Format balanced budget (lump salaries) for parishioners by 7/10/11
A3	Review actual versus budget quarterly	BUD	Review at FC meeting 6/20/11
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 reviewed by Pastoral Council 6/13 FY10 Annual Report to be amended and submitted to diocese Draft FY11 Annual Report to be presented to Council 8/15
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 9/30/11
A9	Oversee annual CPA review-finances, procedures, internal controls (Appendix L)	COM	Audit plan to be in place by 9/30/11
A99	Ensure compliance with Annual Internal Control Questionnaire	COM	Questionnaire in hand 4/18/11. To be built into audit plan by 9/30/11
A1	Advise pastor re adequacy of cash reserves for repairs/maintenance	FAC	
A7	Review contracts, loans and notes and advise	FAC	Current participation % at QOW needs to be determined
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	Meeting agendas, minutes, and handouts to be loaded on website 7/15/11. Follow-up to February report or bulletin blurb to parishioners 7/15/11? Annual Report to parishioners by 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: 24 have enrolled. Next steps are _____ \$4/envelope initiative: status and next steps are _____ DLA 20% increase: status and next steps are _____ Speeches before Masses to increase revenue EFT pitch to KofC done 5/25, followup 6/22
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	Debrief Catholic Foundation meeting scheduled 6/16.
XX	Records and files	PRO	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
XX	Manage commitments relating to Queen of Angels School		Write letter to QOW from Finance and Pastoral Councils requesting 2011-2012 financial plan

