

St. Wenceslaus Church
Property & Finance Board
Meeting Minutes
Monday, October 22, 2007

Audit Report

First item of business was discussion of the audit report. Scott Mason and Mike Bajunpaa of Baune Dosen & Co., the CPA firm hired to audit the parish's financial statements for the fiscal year ended June 30, 2006, were present.

Some items of note from the discussion of the audited 6/30/06 financial statements:

- Comment in audit report regarding fixed asset accounting – auditors clarified that over half of all parishes account for fixed assets in same manner as St. Wenceslaus
- 10% of expenses were for non-program services (in other words, pure overhead) – this level (10%) is very good in comparison to other parishes in the archdiocese, according to the auditors
- Representation letter was reviewed, various internal control suggestions were noted by the auditors
- Steps have already been taken by parish administration to improve internal controls, as recommended by auditors
- Archdiocese prefers an audit be performed every 5 years for a parish, even though this is believed to be the first certified audit done at St. Wenceslaus
- Auditors commented during the meeting that the internal bookkeeping system and methods at St. Wenceslaus are acceptable, with no accounting changes recommended
- Auditors notified board that parish management needs to be aware of two things that can cause parish accounting problems:
 1. When church checking accounts are controlled outside of the parish
 2. Inadequate training when staff changes (payroll tax process, bookkeeping methods, etc.)

Neither condition is present at St. Wenceslaus.

Board then discussed the draft report of the 6/30/06 audit. The Board unanimously passed a motion to accept the audit.

Financial Reports

Board then reviewed and discussed 9/30/07 financial reports as prepared by Peter Guzulaitis. Specific items noted and discussed by board:

- \$5,482 of un-budgeted revenue from the 150th birthday celebration
- Tuition collections running ahead of schedule
- Utility expenses running under-budget so far this year
- General administrative expenses lower than budget, but that is due to a timing difference on an insurance premium payment
- Festival revenue not yet posted, but expected to exceed budgeted results by approximately \$5,000.

School Report

- Sarah Mueller has resigned as principal, interim principal Serene Bachman has assumed responsibilities of principal at this time. A search for a permanent replacement is expected to occur in January or February.
- There are 321 students currently enrolled

Maintenance Report

- Several minor issues will be addressed as necessary by staff.

Mares House

The Board finalized the details of the move of the house off of parish property.

New Members

Joe Meyer was present at the meeting, and has accepted a position as a member of the board.

Next meeting scheduled for Monday, November 19th at 7:00PM.

Meeting adjourned at 9:05PM.