

MINUTES
ST. MARY SCHOOL FINANCE ADVISORY COUNCIL
November 29, 2017

Attendees: Fr. Doug Halsema, Josh Reiker, Matt Walker, Amy Akins, Anna Demkowicz
Absent- Christine Carter

I. OPENING PRAYER

Fr Halsema opened the meeting with a prayer at 10:30 am.

II. APPROVAL OF MINUTES

Attendees reviewed the October 31, 2017 minutes. A motion was made by Matt to approve the minutes, seconded by Josh, approved as presented.

It was brought to the attention of the committee that a Finance Chair has not been appointed, it was discussed, Christine Carter was voted as the new Chair of the School Finance Council.

III. REPORTS AND DISCUSSION

- a. Amy presented the Financial Reports ending as of October 31, 2017
All council member present reviewed the Balance Sheet. Bill Beck, PCAS (Diocese Account Dept.) spoke with Amy regarding the numbers in QuickBooks and how they are still “cleaning up” several areas in QB from the previous year. In the past, the school used a Cash Basis accounting and now we are using Accrual Accounting. That is why there are areas in the reports were there are .00’s because we did not have any figures populated in those accounts in the past. Amy verified some questions on the balance sheet and with Bill to clarify several accounts.

Matt inquired about the Scrip program – SMCS no longer does in-house selling of SCRIP Inventory but as a continued Fundraiser SCRIP can be purchased directly through SCRIP on the school website. The school receives a percentage of all sales. The amount goes direct deposit into the school bank acct. A suggestion was made to put SCRIP information out to parents and families on the school website for the holiday season.

Inquiry about what Other Income Account brings in – One of the items is the Bill Miller Commission’s for the school picture purchases. A review of possible increase in the percentage of commission when time to renew the contract for 2018-2019 school year.

It was asked how Saint Mary Church – Sunday Second collection for the school works. Funds are deposited directly into the school account when counted by the church counters with a school deposit slip. These funds do not run through the church accounts.

- b. The Profit and Loss Statement should not reflect any huge discrepancies from the previous year. There has been an increase in maintenance expenses due to unexpected treatment of ant issue. Other unexpected maintenance projects that have been under way and will continue are to “spruce-up” the appearance of the plant.

IV. NEW BUSINESS

a. Bus Expenses

A lengthy discussion on Outsourcing school buses took place. Amy discussed the cost of bus expenses and the difficulties in hiring and keeping bus drivers with quitting and finding new hires. SMCS is down to one bus at this time and it is running double duty with the Destin and Niceville routes combined. This year's bus expenses are already sitting at \$14,000.00 and we are only 4 months in to the school year. Our buses are getting old; buses need to be replaced about 10-12 years old. She has spoken with one Gentleman that quoted \$250,000 for 3 bus routes. This is not something that she is comfortable with at this time. It is too expensive; she is going to try to get him down on that figure to see if he can bring it lower.

Amy is looking for advice and assistance in this matter –

Suggestions –

Pay higher competitive pay rate to drivers

Continue to advertise for new drivers

Get quotes from other Outsourcing companies

Compose a Bus survey to school families on bus needs and possibilities for answers, ie more stops, higher cost to cover bus driver salaries, cover outsourcing etc no more than 10 questions

b. Calendar Set

2017-2018 Meeting Schedule Set – January 29, 2018, February 27, 2018, April 24, 2018, May 29, 2018.

V. ADJOURNMENT: Being no further business, the meeting was adjourned at 12:00 pm.
Matt Walker closed with a prayer.

Next Meeting – TBD January 29, 2018
10:00 am Fr. Sherman Room

Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.