

St. Philip Parish – General Assembly Report

June 14, 2014

Ministry Name: St. Philip Parish Finance Council (“PFC”)

Description:

- Under Canon Law, a PFC is to be established in each parish and mission. This body consists of the parish priest and at least three other members of the parish community (elected or appointed to three-year terms), and is accountable to the Archbishop of the Archdiocese of Ottawa for the temporal administration of the parish property and assets. It is important to note that the *PFC is an advisory body only*, and while consisting of competent and able people, it is the parish priest who makes the final decision regarding parish property and assets.
- Current PFC members include: Pat McIver (Chair), Bill Flynn (term expires August 2014), Dianne Bruce, Brian Goss (term expires February 2015), Dan McKenna (term expires August 2015), Gisele Moore (term expires August 2014), Dcn. Louis Seward, and Luc St-Jean (term expires August 2014).
- The PFC, in conjunction with the parish priest, shall:
 - o attend to the temporal affairs of the parish: revenue, expenses, loans, investments, bookkeeping, repairs, constructions, contracts, sales, purchases, employee relations, salaries, etc., in accordance with diocesan regulations and policies; however, the bookkeeper need not be a member of the council;
 - o establish, according to the principles governing sound administration, the administrative guidelines for the temporal administration of the parish;
 - o prepare and approve the annual budget and publish the latter at the same time as the annual financial report; the council shall select the more appropriate means to enable the greatest number of parishioners to be informed as to the contents of the budget and the financial report, as well as of the overall financial situation of the parish. While the finance council establishes fixed and variable expenditures for the parish, once it has set aside funds available for pastoral work, it is not to decide further. Such responsibility lies with the parish priest and the pastoral council;
 - o attend to the proper maintenance of the buildings;
 - o administer the goods of the parish in conformity with the civil, canonical and diocesan regulations pertaining to the temporal administration of parishes.

Year in Review:

- The PFC reports on its activities through our quarterly report to the parish, so much of what would be contained in a “2013/14 Year in Review” are already, at a high-level, communicated to the parish

- This includes the drafting of the 2014 parish budget, the completion of the 2013 year-end Diocesan report, CRA charity return, HST Rebate application, and our regular ongoing results and monitoring of the parish's finances and property maintenance items
- However, there are several items that are currently being discussed by the PFC:
 - Long-Range Financial Plan ("LRFP")
 - The PFC recently adopted a parish LRFP that identifies potential major maintenance / repairs / replacement issues the parish may face over the next ten years, estimates what these costs may be, and identifies potential funding sources that may be used to pay for them.
 - It is an evolving document that will be reviewed annually (in the Fall) in conjunction with the development of the parish budget
 - This document is attached for parishioner's reference
 - Cash Flow Monitoring
 - As highlighted in our March 31, 2014 quarterly report, the PFC has been, and will continue to, monitor the parish finances to ensure our bills are paid on time and sufficient cash is maintained in the parish's operating account to handle the day-to-day expenses.
 - Parish Hall Rental Activities
 - The PFC is currently working to improve the Parish's revenues earned from the renting out of the Parish Hall.
 - We have begun working with a few local high school students from Sacred Heart to develop some marketing materials, and are exploring the possibility of bringing on a "hall manager / hall coordinator" to oversee all Hall-related activities.
 - Fundraising Policy
 - The PFC is reviewing the diocesan requirements relating to fundraising from within the parish for the benefit of outside organizations / individuals, and a memo will be issued shortly that explains the diocesan rules on this issue
 - Parish List Disclosure to Parish Groups
 - The PFC is reviewing when parishioners' contact information can be released to parish organizations (individuals) for the purposes of informing parishioners of a particular activity or for soliciting donations from them
 - At present and in conformity with civil law, no parishioner contact information is disclosed without prior consent being obtained first
 - The PFC is developing a process through which parishioners can provide their consent to be put on a "disclosure list", which will be distributed to these organizations (or individuals) when a request is made and the parish priest approves that request.

Volunteer Requirements:

- Parishioners who have skills, talents and an interest in any of the areas that fall under the PFC's purview are always needed. Whether it is dealing with the Parish's finances, overseeing and managing the Parish's buildings or tending to their maintenance (at a high level), or reviewing a particular concern that has arisen and identifying possible solutions, there are many ways for any parishioner to be an involved PFC member
- Ideally, every PFC member would assume responsibility for a particular PFC area that aligns with their skills and talents (e.g. one member with an accounting background would be responsible for monitoring the parish's finances, another member with "handyman" skills would be responsible for property and maintenance, another member would act as the recording secretary, etc).
- The PFC meets monthly (except July and August) and while the time requirement varies greatly depending on a PFC member's duties and time of year, a PFC member's duties could require between five-to-ten hours per month.
- For Responsible Ministry purposes, participation on the PFC is considered a medium-risk activity.

Contact Information:

- For more information on the PFC, its activities or to discuss any of the items contained in this report, please contact Pat McIver, Chairperson at 613-864-8679, or by email at patrickmciver@outlook.com.

St. Philip's Church (Restoration / Major Maintenance / Replacement of Assets)

Long Range Financial Plan - 10 Years (2014 - 2023)

	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
Project	Bal. Fwd	2014	2015	2016	2017	2018	2019 2023		Total
Current Projects									
Replace furnace in Church	3.5	3.5					0.0		7.0
Front Walkway Project...approx. \$50k project	10.0	5.0	5.0	5.0	5.0	20.0	0.0		50.0
Replace Ceiling Fans		1.0					0.0		1.0
Replace two sump pumps in basement		0.5					0.0		0.5
Bell Tower - paint wheel; flooring repair		0.5					0.0		0.5
Refinish Floor in Parish Hall		1.0	0.5	0.5	0.5	0.5	2.5		5.5
Remove old chimney in Attic of Church		0.5					0.0		0.5
Repair ceiling leak in Church		2.0					0.0		2.0
							0.0		0.0
Church									
Window Replacement	3.0	2.0	3.0	2.0	3.0	2.0	10.0		25.0
HVAC, Electrical & Plumbing	0.0	0.0	0.0	2.0	2.0	0.0	0.0		4.0
Paint			1.0	2.0	1.0	3.0	2.0		9.0
Flooring			1.0	1.0	1.5	1.5	0.0		5.0
Other	0.7	1.5	1.0	1.0	0.5	0.5	0.0		5.2
200th Anniversary Temporal Projects	21.0	0.0	0.0	0.0	0.0	0.0	0.0		21.0
							0.0		0.0
Parish Hall									
HVAC, Electrical & Plumbing	3.0	1.0	2.0	2.0	2.0	2.0	13.0		25.0
Paint			0.5	0.5	0.5	0.5	0.0		2.0
Appliances - Replacement & Repair	0.0	0.4	0.5	0.5	0.5	4.7	12.4		19.0
Other	0.0	0.5	2.0	2.5	2.5	1.0	0.0		8.5
							0.0		0.0
Rectory									
HVAC, Electrical & Plumbing	0.0	0.0	0.0	0.0	0.0	0.0	14.0		14.0
Paint						0.9	4.0		4.9
Roof	0.0	0.0	4.0	0.0	0.0	0.0	9.0		13.0
Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
							0.0		0.0
Exterior includes provision for mtc of parking lot	0.5	0.1	1.8	1.0	1.2	1.4	43.0		49.0
							0.0		0.0
Note - LRFP is a GUIDELINE and will be refined each year to be more reflective of current needs									
							0.0		0.0
TOTAL FORECAST EXPENDITURES	41.7	19.5	22.3	20.0	20.2	38.0	109.9		271.6
FUNDING SOURCES									
	Bal. Fwd	2014	2015	2016	2017	2018	2019 2023		Total
Restoration (Pink Envelopes)	20.7	10.0	10.2	10.5	10.5	10.6	55.5		128.0
Government Rebate	0.0	5.0	5.0	5.0	5.0	5.0	25.0		50.0
Parochial Organizations	0.0	2.0	2.0	2.0	3.0	3.0	15.0		27.0
Personal Donations or Loan (Walkway Project)						15.0	0.0		15.0
Other Fundraising (inc. Richmond Fair)	0.0	8.5	1.0	1.0	3.1	11.0	6.2		30.8
200th Anniversary Fund (for Temporal Projects)	21.0	0.0	0.0	0.0	0.0	0.0	0.0		21.0
TOTAL FUNDING	41.7	25.5	18.2	18.5	21.6	44.6	101.7		271.8