

# St Simon Parish Finance Council Charter

**Objective**

The primary objective of the Parish Finance Council is to oversee all aspects of the Parish’s financial activities including financial planning, performance, reporting, internal controls and communications. Further, the council is to coordinate with other councils in the Parish as appropriate to achieve the desired goals of the Parish community. All matters voted on by the council represent a recommendation to the Pastor.

**Membership**

The Parish Finance Council should consist of a variety of parishioners to ensure all perspectives are considered in council decisions. Council members are to serve a three year term, except for the chair who may serve for four years (one year as co-chair and the next year as chair). Ideally, each member should have some previous background in financial matters. Council membership should include:

- Pastor (non-voting)
- Parish Parochial Vicars As Assigned
- School Principal (non-voting)
- Parish Business Manager (non-voting)
- At least two members with children currently enrolled at St. Simon School
- At least two members without children currently enrolled at St. Simon School
- Chairperson (chair cannot be the Pastor, School Principal or Parish Business Manager)

The council should strive to achieve gender balance among its members. Excluding the non-voting members noted above, total council membership should be uneven in number, if possible, and should be no less than seven.

Areas of Responsibility	Council Owner
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• Review &amp; approve all expenditures &gt; \$10K</li> </ul>	
<p><b>Church Finances</b></p> <ul style="list-style-type: none"> <li>• Prepare annual church budget for approval by Council</li> <li>• Review and report to council on quarterly financial performance of the church and make recommendations as appropriate</li> <li>• Review church fees annually and recommend proposed changes to Council for annual approval</li> <li>• Prepare high level 3 year financial budget plan for the church</li> </ul> <p><b>School Finances</b></p> <ul style="list-style-type: none"> <li>• Prepare annual school budget for approval by Council</li> <li>• Review school tuition rates and fees annually and recommend proposed changes to Council for approval</li> <li>• Coordinate with SCC and Principal on school goals and priorities</li> <li>• Review and report to council on quarterly financial performance of the school and make recommendations as appropriate</li> <li>• Prepare high level 3 year financial budget plan for the school</li> </ul>	

### **Capital Budget/Facilities**

- Liaise with Facilities Committee and the business office on the annual project list and present to the Council for approval
- Review the depreciation schedule on an annual basis
- Review the Facilities Committee 20-year capitalization and maintenance project list and present to Council; work with the Council members overseeing the church and school budgets to be sure these items are incorporated into the annual budgets.
- Review quarterly capital expenditures versus budget and make recommendations, as appropriate
- Serve on sub-committees for major facilities projects, as needed

### **Fundraising Oversight**

- Review all fundraising activities within the Parish on an annual basis and present to Council for approval
- Maintain a current list of all fundraising activities throughout the year
- Review the financial activities of each of the Parish groups to ensure appropriateness of expenditures (BBQ, golf tournament, etc.)
- Act as a Council Liaison to the auction committee and report to Council on the status of the auction income and expenses

### **Internal Controls**

- Perform the annual Diocese of San Jose (DSJ) Financial Self Review for the church and school accounting processes, including accounts maintained by a Parish group (e.g. Teachers Fund, PLG,) and prepare the report to submit to the DSJ.
- Review results of DSJ initiated third party audits and report on findings.
- Perform quarterly follow-up on identified issues from the Financial Self Review and any DSJ audit using the Audit Action Plan status report.
- Advise Parish on any internal control issues
- Liaise with San Jose Diocese on internal control issues, as needed.

### **Treasury/Scholarships/TEF/Parish Endowments**

- Assist the Parish business manager in managing the cash and investments in order to achieve the desired liquidity and income.
- Review banker relationship and make recommendations for change. Participate in the banker selection process.
- Review quarterly financial returns in all accounts
- Review and report performance of parish endowments at the Catholic Foundation of Santa Clara County.
- Recommend opportunities to automate the cash collection, management and disbursement processes and to increase financial returns as appropriate
- Liaise with the TEF Treasurer on of the Teacher Fund (TEF), monitor and report on quarterly performance to the Council and make recommendations as appropriate
- Review funding activities for parish scholarship fund
- Reviews available scholarship funds, endowment requirements and makes recommendation to Council for the annual scholarship grant amount and the source of the financial aid

**Council Chair**

- Prepare and send out meeting reminders and agenda with pertinent pre-study information
- Run the monthly Finance Council meetings
- Work with Council on the annual update of the Finance Council Charter
- Work with Council on update of annual work plan and meeting dates
- Respond to questions from parish members
- Liaise with San Jose Diocese as appropriate
- Draft the narrative and review the quarterly financial report to be included in the Parish bulletin each quarter, and facilitate annual presentation.
- Provide annual Parish financial report no later than Sept. 30 of each year
- Coordinate the annual membership recommendation process
- Complete the annual Finance Council self audit and prepare report to submit to the DSJ
- Consult with Pastor and Parish Business Manager on special issues as needed

**Council Co-Chair**

- Take minutes at each meeting and provide to the council for approval
- Be available to run Council meetings in the absence of the co-chair
- Liaise with San Jose Diocese as appropriate
- Coordinate/lead special finance-related projects, as needed

**Special Projects for FY 2019-2020**

- Monitor and participate as needed in proposals for preschool addition and school science lab addition.
- Monitor progress toward achieving \$250K goal for the Financial Assistance Endowment to receive matching funds by 10/2019.