HOLY TRINITY FINANCE COUNCIL

Thursday, June 18, 2026 @ 6:30pm
HT Conference room

Present: Fr. Neal, Ben Koehler, Bill Moore, Tom Nolan, Mary Gisler

Guest: Scott Smyth

6:31 Meeting opened with introduction of Scott Smyth from the Diocese. Scott provided the group with paper copies of his Internal Parish Review report, which Mary had already sent to the Council members electronically, along with the financial statements and Agenda. The report included Mary's responses to action items. These were highlighted. The following items were of note, and discussed particularly with members as needing action:

1. Develop a Parish Investment Policy – Mary will use the Diocesan Resource Manual as a template to create this policy and share with the Council before their August meeting.
2. Mary is not to be a signer on any accounts – Mary will confirm that she is NOT a signer on the CFSWI accounts. These are the only ones that are in question.
3. Statement of Dedicated Accounts – will be provided to the Council quarterly, as agreed by the members present.
4. Written Procedures for Money Counters – Mary has already updated this policy.
5. Create a group of Money Counters for the weekly collection – this was deemed very important. The members present agreed to recruit volunteers. It was agreed that the collection should be counted during business hours, preferably on Mondays, and with a staff member present. Mary would be available to meet early in the morning, or other time, if needed.
6. Checks made out to Cash – this was also deemed to be a significant controls concern. The Council advised that Mary develop a document to be used by the group requesting cash. The form would include at a minimum the amount requested, requestor name, and a date and signature line that they counted the cash received.
7. Loans on Balance Sheet – Mary had believed that these loans did not exist, so Scott made an entry to remove those balances. Tom noted that actually those were likely "loans" made to the parish from unused Capital Campaign funds during a couple of years where the parish was short of operating cash. Mary will see if she can find documentation on these "loans" and will provide an update to Scott by the follow-up review time in 8-10 months.
8. Debit Cards – Scott noted that debit cards are highly discouraged. Aft er brief discussion on the need for a debit card by the Parish, the Council members all

agreed that Mary should destroy the debit cards, and that we retain only the credit card. Mary will take care of this immediately.

9. Building & Grounds Volunteers – Mary will ensure that volunteers, including Brad Rea and Regular funeral lunch volunteers, complete the Building & Grounds Volunteer Worker Agreement. Mary will develop this document using a template from the Diocesan Resource Manual.

7:04 Scott was excused from the meeting.

7:05 Administration items:

- Summer projects: Mary provided the group with an updated project report; The B&C roof project is nearly complete (should be completed by Friday, June 19), the window project is well underway, painting has begun, still working on DOAS so Mary has not sent the final payment; new heat pumps are being installed in C.
- Father had a question about the monthly tithing; Mary said it was a deposit timing issue. Our annual tithing will make our goal of $1,000,000 – as of 6/12 we are at over $991,000 with two more weeks and one more ACH deposit to go.
- ADA – we are currently looking at a refund of over $10,000, if all pledges are completed.
- Father's sabbatical – Monica Morrison and Chris Coleman will be check signers while Father is away.
- Father reported that the Parish Council is investigating updates to the west end of the church sanctuary. He and a Council member met with an architect from Steve Stimmels old firm. The architect had some good ideas and will provide more detailed design options this summer.
- Bill had a question about the upcoming federal tax credit for Catholic Schools. There was brief discussion about this policy, which will take effect for the 2027 tax year.
- Bill moved and Ben seconded that the Council approve the May meeting minutes. All agreed.
- No July Meeting. Next meeting Thursday, August 20.

7:34 adjourn