



ST. PAUL OF THE CROSS RETREAT CENTER

Audit & Finance Committee Meeting Minutes Monday, September 27, 2021

Present: Greg Soule Matt Greenough Cathy Connell
 Sandra Arnould Mary Moret

Guest: Rob Galbraith

The meeting was held via ZOOM and opened with prayer at 4:00PM.

The July meeting minutes were accepted.

Greg Soule introduced Rob Galbraith as a potential new member of the SPOTC Audit & Finance Committee. Rob is a Director of Financial Planning and Analysis at Henniges Automotive and a member of St Joseph the Worker Parish in Lake Orion. He has experience in serving in parish lay leadership roles including his Parish Council

The Committee was provided with a financial packet of results through August 31, 2021, prior to the meeting. The financial packet was in a new format reflecting the recent transition to QuickBooks. Cathy Connell has now taken over the accounting function with Geni Giannotti's retirement from St. Paul's.

Management led the Committee through an overview of the financial performance of the Retreat Center and of the Endowment Fund. The discussion began with a review of the balance sheet:

- The Retreat Center maintains a strong cash position with 281K+ on deposit in the operating account at First Midwest.
- The Operating Reserve on deposit with the province continues at just over 1mm.
- The Endowment Reserve fund sits at 1.2mm
- AR is showing a balance of 36K that includes hosted events and funds tied to Blackbaud Merchant Services.
- AP and Accrued expenses are 22K with no past due invoices.
- Deferred revenue for future hosted sits at 39K and has decreased since June as the Retreat Center fulfilled hosted events.
- Funds due to affiliates (i.e., the Provincial Office, the Community) are at 24K
- Net assets increased 1K year to date

The discussion turned to the Retreat Center income statement:

- Overall donations are 44K for the first two months of the new fiscal year. Of the 44K, 11K was from Director Circle donations.
 - Retreat related income for the first two months is at 15K as deposits for the FY22 retreat season start coming in. Management has increased capacity for this year and hopes that FY22 will be a rebuilding year with the goal of returning attendance to pre-COVID levels.
 - Hosted events generated 70K for the fiscal year as the Retreat Center works through rescheduled events from last year and books new events for the future.
 - The Golf Outing was a tremendous success and generated over 67K in revenue with a net of 44K. Having the event at Fox Hills was a strong positive. The Committee congratulated Management on such a successful event.
-



ST. PAUL OF THE CROSS RETREAT CENTER

- On the expense side, there was nothing of note. Food costs continue to increase with the Retreat Center spending 28K for the first 2 months of the year. Building, administrative, and personnel expenses are all in line and meet expectations. The Committee commented that Management continues strong expense controls and good stewardship.
- YTD net operating revenues before Depreciation stand at 20K. However, 18K of that revenue relates to the insurance settlement for Fr Pat's car. The car was originally slated for repair, but later deemed a total loss. The accounting entry as a "sale of asset" reflects the insurance payment. A new vehicle was purchased for Fr Pat (Buick Enclave) and capitalized.
- When factoring in depreciation, the YTD results were an increase in net assets of just under 1K.

Discussion continued as the Committee reviewed the Cash Forecast. There are no expected draws from the Reserve Fund.

Management was updated on other matters:

- Accounting transition is nearly complete.
- Options to replace the current donor/constituent database – Raiser's Edge – are under review.
- COVID19 Protocols in place for this year's retreat season include:
 - Not vaccinated, must be masked
 - Capping weekend attendance at 50
 - Meals will be served – not done buffet style
 - 4 people to a table

Fundraising updates included:

- As mentioned previously, the Golf Outing was a great success netting 44K
- The team is turning their attention to the Christmas Appeal and Giving Tuesday

Management updated the Committee on several other developments:

- Audit underway with Gordon Advisors; Management is providing a schedule of subsequent events and is waiting on Christian Brothers concerning the pension program
- Dining room and library roof projects are in various stages of review
- Upgrading the technology in St Gemma Hall is a priority – the equipment in place is from 2009

Greg Soule reported out that there are currently no items needing follow up or review from this Committee as it relates to the Monitoring Report process under Policy Governance.

The Committee thanked Rob for attending today. He is still interested in joining the Committee! Greg Soule will coordinate a formal invitation from Fr Pat. Welcome Rob.

With that, the meeting closed in prayer.

NEXT MEETING – NOVEMBER 22 – 4PM
