

**St. Anna's Catholic Church
1401 Alcovy Street
Monroe, GA 30655**

YEAR END PARISH CERTIFICATION LETTER
Annual Report of Fiscal Year 2020-2021

Date: August 3, 2021

Bishop Hartmeyer,

As pastor of St. *Anna's Catholic Church*, it is my responsibility each year to render an account to the faithful concerning the management of the temporal goods of the Church, including the financial support offered by the faithful, and to submit this report to you. I am assisted in my duty by my Finance Council and my administrative staff.

In submitting this report, each of the undersigned affirms to the best of our knowledge:

- The financial reports accurately reflect the financial condition of the parish.
- Parish financial statements were reviewed and approved.
- All federal and state payroll taxes were paid.
- The accounts payable vendors were reviewed to ensure proper classification as to taxability and compliance with IRS regulations, and the issuance and filing of the appropriate 1099 forms.
- All non-exempt real property taxes were paid.
- To the best of our knowledge, all of our activities are religious, educational, or charitable.
- None of us know of any credible reports which have not been reported to the Archbishop or his staff, of financial fraud, abuse or misappropriation.
- No one of the individuals named and signing below, nor any member of their families, has engaged in any activity with the parish from which we could personally benefit and be considered a conflict of interest without fully disclosing the conflict to the pastor and Finance Council.

Sincerely Yours in Christ,

Signature on file

The Reverend Daniel R. Toof
Pastor

8/3/21
Date

Signature on file

Brandy Lake
or Bookkeeper

08/03/2021
Date

St. Anna's Catholic Church
1401 Alcovy Street
Monroe, GA 30655

YEAR END PARISH CERTIFICATION LETTER
Annual Report of Fiscal Year 2020-2021

Signatures on file

Finance Council Member #1

BRENDA Anicum
Please Print Name

Finance Council Member #2

W. Michael Morris
Please Print Name

Finance Council Member #3

ROBERT E. GAUBERT
Please Print Name

Laura B. Hester
Please Print Name

STEVE A. MATOWAK SA
Please Print Name

Finance Council Member #6

Please Print Name

Dates of the Finance Council Meetings

Date #1 May 5 2020

Date #2 Aug 4 2020

Date #3 Nov 3 2021

Date #4 Feb 2 2021

Date #5 May 4 2021

Date #6 Aug. 3 2021

St. Anna's Finance Council
meeting minutes
May 4, 2021

Present: Brandy Lake, Father Dan, Michael Morris, Bob Gaubert, Laurie Hester

Absent: Brenda Ancrum, Steve Matonak, Flynn Warren (has moved so no longer a member)

- Meeting opened with a prayer.
- Review Finance minutes
- Bob Gaubert makes motion to approve minutes, Michael Morris seconds the motion.
- Review Parish Council minutes
- the land next door has been sold and a home is being built on the property.
- Carlos Moriera has taken the job to live stream weekend Masses.
- We are still looking for a youth minister.
- Time and Talent fair this year will be done by videos which will be shown during weekend Masses.
- We are no longer striving to build a columbarium at this time but are hoping to raise the funds to build a multi-purpose outdoor prayer garden. Those who have given to the columbarium project have the option to get their donations back or to allow them to be used in this new venture. We have \$26,000 in non-marked funds and \$67,070 in funds that are not yet determined.
- Discussed weddings and funerals. Contract needs to be reviewed for weddings. Currently a \$200 cleaning fee for weddings and none for funerals. We need to add a fee for streaming these events. We also need to find a way to archive with a private retrieval code.
- Discussed Financial Overview:
 - We currently have a positive YTD operating revenue.
 - The Archbishop Appeal rebate was \$5,627.
 - Total savings \$441,570.62
 - Added \$9,298.66 in assets with AV/projection. Mike will start on the AV/pavilion sound project soon. Estimate cost: \$6000. The Parish Hall needs one additional camera for faces.
 - YTD actual vs. budget: Income and Expense were slightly higher than budgeted. Delilah was given a raise.

- YTD actual vs. last year: offertory was down \$20k but that is not bad considering Covid.
- Annual Appeal recap: payments are currently down but we have pledged more than our goal.

2022 Budget:

- We will need \$10,000 weekly to cover the budget.
- Police officers are not in the budget.
- Discussed that Victoria should be on equal salary level with Delilah.
- Tom Golden is talking to Lyman Thompson about taking his place.
- Carlos and youth ministers are budgeted as well as a music director and janitorial fees.
- Father Dan would like to save 13k/yr for a new van.
- We need to find a spot in the budget for a police officer (10k/yr.). If we can find the money, motion was made to approve this by Laurie and second by Bob.
- Voted to approve the outdoor multi-purpose facility/prayer garden.

Other business:

- We need a photo directory in Fall 2021.
- Photo wall memorial still in the works.
- Time and Talent will use students for the videos. You can sign up virtually or in the Narthex.
- We are still looking for a youth minister, music director and high school youth minister.
- We currently have 475 families in St. Anna's parish.

Meeting ended with a prayer.

St. Anna Finance Council Minutes

November 3, 2020

- Present: Father Dan, Steve Matonak, Brandy Lake, Bob Gaubert, Flynn Warren, Micheal Morris
- Excused: Laurie Hester, Brenda Ancrum
- Review minutes from August meeting. Bob motion to approve – Flynn second.
- Review Parish Council minutes from October.
- Review Financial Overview 1st QTR 2020
 - Operating revenue: \$7,865.44
 - BF Phase 4 to be completed Dec 2020 balance of %88,518.06 or 89% paid
 - Discussed Father Dan sending a letter at the end of the Campaign (December) asking everyone to fulfill their pledges if possible. Decided to run in bulletin for Nov and reevaluate late November.
- Reviewed YTD budget vs. actual
- Review YTD actual vs. last year
- Review Archbishop Annual Appeal: still owe \$2,200 to date
- PPP loan: all paperwork has been submitted, the AoA has given us a check for the full amount of \$30,900. Awaiting word from the bank that everything is okay with all our paperwork. The AoA does not expect any issues.
- Offertory for 2021 goal is \$495,000 have \$228,832 in pledges, 101 pledges.
- Parking Lot update:
 - The retainage amount has been with held from the vendor, the striping was paid, CCSI has been paid. Discussed tire stops for the handicapped parking spots. Bob suggested we do a concrete analysis.
- Updated the status of the AV project. Discussed having another meeting with Mike McGinn in about two to three weeks.
- Columbarium: wrote the archbishop to do the project in two steps, grading, footings, and such and then the actual columbarium to help reduce the amount needed in savings to begin.
- The photo timeline project was discussed. Still in beginning stages
- We need a new music minister
- Meeting ended with a prayer 8:45pm



FINANCE COUNCIL
Minutes
May 5th, 2020 Via Email

- Review February Meetings Minutes
 - Approved by all members
- Audit Review:
 - Bob: Amy Marriott, Internal Audit Consultant for the Archdiocese did a thorough review of the policies, procedures, and auditing of St. Anna's records. The audit best describes the strength and "Needs Improvements". Overall and in summary, my compliments to Brandy, Father Dan, Volunteers, and Staff for good results. I feel they accomplished the accounting task of excellence with several recommendations for control weaknesses. While critiquing did point out minor areas for improvement, the accountability of the accounting record keeping, deposits, and control of incoming revenue showed only minor areas for improvement. This is normally expected in an Audit. I further think the responsibility and dedication to maintain the accounting records accurately was exercised although minor accounting errors occurred. Great Job! Take the review and critique summary to upgrade and enhance the already well-managed record keeping for the future.
 - Michael: I read through the audit recap and did not see anything that was surprising or worrisome. I know that the job of an audit is to identify areas that are working well and those needing improvement. I think the steps we have already taken to improve are quick and will be helpful.
 - Laurie:
 - Flynn: I imagine an audit of any of our personal financial procedures and records would produce a document twice that size. Auditors have to find faults after first giving some praises. I did not find anything that was a desperately needed fix. The complaint over the way ushers handle the collections has always seemed picky. We will spend funds for bigger bags and a bigger safe but accomplish little.
 - Brenda:
 - Steve:
- St. Anna's Response to COVID -19
 - Questions? Comments?
 - Financial assistance to parish families?
 - Bob: • I think Father Dan, The Staff, Carlos, Jake and others did a phenomenal job in keeping Christ and St. Anna's in front of the parishioners through Social Media, E-mail blast and Videoing of the mass, Father Dan's messages and Q&A. Complement to all who played a role in support of the functions. I feel week by week the numbers of viewers, as listed on Facebook, increased showing their support, additionally complementary messages on Facebook showed the strength of the church's participation. Due to the circumstances of COVID-19, and the restraints issued by the Archdiocese, you guys did a great job keeping St. Anna's in front of the congregation.
 - There is always a financial need in support of St. Anna's parishioners, and I think many government agencies, community, FISH, St. Vincent DePaul, and others including personal support has been the vehicle in the past. Since each request for funds needs evaluation, Father Dan should be the advisor of how to handle the future based on his experience. Possibly a fund needs to be budgeted following the recommendation and guidelines suggested in the Audit. Emotions needs not be a factor of who and how much funds are to be issued to requesting individuals.

- Michael: I think we have done a nice job responding to this challenge. The social outreach of our community is so helpful to many and folks seem to be updated with what is going on. I know that we are led by the Archdiocese in many aspects to our decision making but I feel like the videos, Facebook Live and emails have kept everyone on the same page.
 - I'm sure we could discuss this in much detail and the needs change daily. I think we all want to be helpful to the needs of our St. Anna's parishioners. I continue to trust those involved (Father Dan) and others to be the sounding board and decision makers where we can be helpful with our assistance.
- Laurie:
- Flynn: We have to follow instructions from the Archdiocese in many of the responses we can make. However, Bonnie and I managed to get the Mass on Facebook. Thanks to Father Dan, Deacon John, Carlos and Jake for making this possible. Father Dan's video messages let all of us stay informed of activities at the church. I think we may soon be accepting the risk of getting Covid-19 during fully attended masses.
 - Our Church must always respond to the support of our parishioners. Support of local community organizations, such as FISH, insures the entire county is aware of our generosity. Father Dan is usually well aware of who does, or does not, need help. He can delegate specific issues to others in the church as he deems necessary. If necessary, a review committee, or an existing committee, can conduct an after-the-fact review of dispersal of these funds to meet the concerns expressed in the Audit.
- Brenda:
- Steve:

- Collection Comparison – BF 4 progress

- Parking Lot is in progress should be done by this week.
- Bob: The church revenue collections have been good in the past and the accounting numbers to include March 2020 comparisons remain strong. With the continuance of COVID-19, I would recommend we monitor very closely the incoming revenue, nudging parishioner suggestions of the need for church revenue. St. Anna's parishioners have in the past stepped up to service the financial needs of the church, and I feel very strongly that they will continue, however, monitoring will determine the need for any communication of financial needs of the parish. I recall Father Dan mentioned last weeks collection were in line with projected collections. That is good news.
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- Michael: Sounds like collections are staying in a good ratio to what we need to run the church week to week. I'm hoping this can continue but do feel the next several quarters are going to be a bit more challenging. Again – I think our church is a good steward of money and if we continue to do so we will be fine.
- Laurie:
- Flynn: Collections always suffer when parishioners are not in actual attendance but we seem to be keeping up so far. Hopefully, we can take advantage of the few cost reductions we are having and save our need to push our members for more funds. May is a five Sunday month and should help.
- Brenda:
- Steve:

- Budget 2021:

- Bob: Approved
- Michael: the 2021 Budget is Approved
- Laurie: Approved
- Steve: Approved

Other Thoughts:

- Bob: I feel we continue to be on track in the Financial Area of the church, and with continued "Good Practices", monitoring we will overcome during the COVID-19 to be a better and more productive church in serving the Lord and St. Anna's parishioners. Many compliments to the small number of people involved including volunteers, in making it happen. Thanks Father Dan for the leadership of the flock.
- Michael: Thanks to Brandy for all the information and attachments. I too think that while an unprecedented time we seem to be moving along "and a little better than I would have expected" if I were to have had a chance to think about how quickly our normal would change. I do feel the next quarter is going to be challenging and it behooves us to be quite cautious and prudent. I think we do a nice job of that anyway so I feel good that we can meet the challenge. I so appreciate all that are working so hard to keep our Parish updated and informed. I know that starts with Father Dan and all the folks in our office but also to our parishioners keeping in touch via social outreach and media.
- Laurie: Everything looks great! I approve the minutes and budget. I thank everyone who is working to keep all of our St. Anna's parish families informed, comforted and connected during this Covid crisis. I pray daily that we will be back in the Sanctuary together very soon! We will be out of town this weekend so unable to help spread pine straw. Can't wait to see the parking lot!
- Flynn: Overall: We are financially surviving Covid-19 and are able to maintain an outreach to parishioners through Facebook.
- Brenda: Budget approved. I cannot say it better than Bob has. I agree with his assessment on all issues. Just a thought -after the sheltering is over, can we have one mass live streamed? I much prefer Father Dan to EWTN.
- Steve: Thank God for Brandy and Bob. I concur with everything shown in the Audit as well is all the attachments showing year to date Budget and Cost. No exception to the Feb minutes. Simply stated no exceptions with anything else. Approved.

St Anna's Catholic Church Statement of Operating Revenue and Expense
 July 2019- June 2020
 Fiscal Year 2020

| Revenue | |
|---------------------------------|---------------------|
| Offertory | \$ 538,243.36 |
| Interest Income | \$5,374.12 |
| Youth Program | \$1,806.81 |
| Other Income | \$6,239.41 |
| Archbishop Annual Appeal Refund | \$9,872.00 |
| Recreation Income | \$0.00 |
| Georgia Bulletin Income | \$1,525.00 |
| Candle Income | \$585.18 |
| Flower Income | \$140.00 |
| School of Religion | \$3,580.00 |
| Operating Revenue | \$567,365.88 |

| Expenditures | |
|--------------------------|---------------------|
| Liturgy | \$128,714.09 |
| Administrative | \$115,879.74 |
| Religious Education | \$47,584.78 |
| Archdiocese Support | \$84,145.56 |
| Facilities | \$107,524.00 |
| Interest Expense | \$0.00 |
| Rectory | \$9,029.15 |
| Youth Program | \$1,784.13 |
| Special Ministries | \$5,621.70 |
| Operating Expense | \$500,283.15 |

Net Operating Revenue **\$67,082.73**

| Savings Accounts | |
|-------------------------|--------------|
| Operating Reserve | \$60,186.04 |
| Capital Reserve | \$37,302.11 |
| Endowment Fund | \$20,625.07 |
| Columbarium Savings | \$101,601.07 |

Future Asset/ Liability PPP Loan: \$30,900.00

If you have any questions regarding this information please call Brandy Lake at 770-267-7637 between 9am - 3pm.

St Anna's Catholic Church Statement of Operating Revenue and Expense
 July 2020- June 2021
 Fiscal Year 2021

| Revenue | |
|---------------------------------|---------------------|
| Offertory | \$ 538,934.84 |
| PPP Loan Forgiveness Income | \$30,900.00 |
| School of Religion | \$8,020.00 |
| Maintenance Fund Donations | \$5,679.00 |
| Archbishop Annual Appeal Refund | \$5,064.60 |
| Interest Income | \$2,722.46 |
| Youth Program | \$1,272.24 |
| Georgia Bulletin Income | \$961.00 |
| Candle Income | \$743.27 |
| Parish Social Income | \$400.00 |
| Flower Income | \$330.00 |
| Other Income | -\$2,192.76 |
| Operating Revenue | \$592,834.65 |

| Expenditures | |
|--------------------------|---------------------|
| Liturgy | \$112,871.62 |
| Administrative | \$122,132.38 |
| Facilities | \$114,766.39 |
| Archdiocese Support | \$72,332.35 |
| Religious Education | \$41,459.35 |
| Rectory | \$11,829.67 |
| Special Ministries | \$5,914.60 |
| Youth Program | \$3,250.28 |
| Operating Expense | \$484,556.64 |

Net Operating Revenue **\$108,278.01**

| Savings Accounts | |
|-------------------------|--------------|
| Operating Reserve | \$134,009.32 |
| Capital Reserve | \$37,582.45 |
| Endowment Fund | \$26,257.30 |
| Columbarium Savings | \$90,968.97 |

If you have any questions regarding this information please call Brandy Lake at 770-267-7637 between 9am - 3pm.

St Anna's Catholic Church Statement of Building Revenue and Expense
July 2019 - June 2020
Fiscal Year 2020

Revenue

Building Fund \$179,819.45

Building Fund Revenue \$179,819.45

Expenditures

Consulting Services \$0.00

Pledge Drive \$0.00

Legal and Accounting \$69.00

R&M Grounds \$184,182.57

Building Fund Expense \$184,251.57

Net Building Revenue **-\$4,432.12**

ASSET: BUILDING AND LAND: \$4,266,158.41

ASSET: FURNISHINGS & EQUIPMENT: \$307,070.91

Savings Accounts

Building Fund \$87,409.12

If you have any questions regarding this information please call Brandy Lake at 770-267-7637 between 9am - 3pm.

St Anna's Catholic Church Statement of Building Revenue and Expense
July 2020 - June 2021
Fiscal Year 2021

Revenue

| | |
|-----------------------|-------------|
| Building Fund | \$90,894.80 |
| Building Fund Revenue | \$90,894.80 |

Expenditures

| | |
|-----------------------|------------|
| Consulting Services | \$4,660.99 |
| Pledge Drive | \$0.00 |
| Legal and Accounting | \$0.00 |
| R&M Grounds | \$0.00 |
| Building Fund Expense | \$4,660.99 |

Net Building Revenue \$86,233.81

ASSET: BUILDING AND LAND: \$4,266,158.41
ASSET: FURNISHINGS & EQUIPMENT: \$333,969.78

Savings Accounts

Building Fund \$189,829.65

If you have any questions regarding this information please call Brandy Lake at 770-267-7637 between 9am - 3pm.