

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

YEAR END PARISH CERTIFICATION LETTER
Annual Report of Fiscal Year 2021-2022

Date: August 3, 2022

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 Randall Mattox
Pastor

8/2/22
Date

Signature on file

Brandy Lake
Parish Business Manager
or Bookkeeper

8/2/22
Date

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

YEAR END PARISH CERTIFICATION LETTER
Annual Report of Fiscal Year 2021-2022

Signatures on file

ROBERT E. GAUBERT
Please Print Name

Laura B. Hester
Please Print Name

Christine F. Feibish
Please Print Name

Thomas Brown
Please Print Name

Finance Council Member #5

Stephen Landkammer
Please Print Name

Finance Council Member #6

V. Michael Morris
Please Print Name

Dates of the Finance Council Meetings

Date #1 May 4, 2021

Date #2 Aug 3, 2021

Date #3 Nov 2, 2021

Date #4 Feb 1, 2022

Date #5 May 3, 2022

Date #6 Aug 2, 2022

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 Sanctuary 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. Annas Finance Council
Meeting Minutes
August 3, 2021

Members present: Brenda Ancrum, Father Dan, Bob Gaubert, Brandy Lake, Tom Brown, Laurie Hester, Steve Matonak, Stephen Landkamer, Christine Feibish, Michael Morris

- The meeting began with a prayer.
- New members Christine, Tom and Stephen were introduced.
- Reviewed May minutes. Bob G. made motion to approve, second by Brenda A.
- Meeting start time will be 6:30 from this point forward.
- Reviewed Parish Council minutes.
- Financial Overview/Year End Recap
 - Fiscal year is July 1-June 30
 - June is our first month with a negative balance (income vs. expense)
 - Year-end revenue for 2021 was \$77,378.01 (excluding the PPP loan)
 - 97% of pledge drive has been paid.
- Review statement YTD actual vs. YTD last year
 - Offertory amount almost the same - up just under \$700.
 - A motion to add a second envelope for the Ga Bulletin twice a year was made by Laurie H. and seconded by Brenda A.
 - Father Dan needs a new green vestment
 - A call will be made to see if we can get a discount on calling post fees as they have increased.
 - Sanctuary lights are being replaced tomorrow. We may purchase scaffolding for the future if it works.
 - Nancy Long Estate left \$43,000 to St. Anna for missions
- Reviewed Actual vs. Budget activities.
 - We need to put more focus on the youth.
- Reviewed Balance Sheet.
- Reviewed Archbishops Annual Appeal.
 - We currently owe \$12,000 but it ends in January so we will see how it turns out.
- Reviewed Budget forecast. It has already been approved by the Finance Council.
- Brandy read the Financial Statement/year end certification letter. It was signed by all council members and will be sent to the Archdiocese.
 - Each parish is an LLC now.
- Other projects:
 - Mike is working with Carlos to install a camera for faces in livestream.

- Father Dan is going to try to get the Columbarium/multi use outdoor area approved again.
 - Photo directory will start in September.
 - Photo memory wall project is still planned.
 - Time and Talent videos in the works.
 - We are still looking for a music director and will put an ad in the Walton Tribune.
 - We are still looking for a High School Youth minister.
 - We need a Nursery director for Mother's morning out.
- The meeting ended with a prayer.

St. Annas Finance Council
Meeting Minutes
November 2, 2021

Members present: Father Dan, Bob Gaubert, Brandy Lake, Tom Brown, Christine Feibish, Michael Morris

Members Absent: Brenda Ancrum, Laurie Hester, Stephen Landkamer

- The meeting began with a prayer at 6:40pm
- Reviewed August minutes. Tom made motion to approve, seconded by Bob.
- Reviewed Parish Council minutes from October.
- Financial Overview- 1st Qtr
 - July 2021 – Sept 2021
 - YTD Operating Revenue: \$20,142.31
 - \$519,910.21 in all saving accts
 - 97% of pledge drive has been paid, balance is: \$21,428.53
- Review Financials
 - YTD actual Vs. YTD budget looks okay but YTD actual vs YTD last year-revenue is down \$13,000 and expenses have increased a little – about \$1,000.
- Reviewed Archbishops Annual Appeal.
 - We currently owe \$4,045, by January we should make the goal.
- Reviewed the offertory pledges made for 2022. 171 pledges made totaling \$367,304 of the \$540,000 goal (short \$172,696) which is on par with the previous pledged deficit but we still brought in more than what was pledged to make the goal in the end. This should be fine.
- Other projects:
- Audio Visual Solutions Update
 - Use of microphone in hall
 - Directions/ Tidy
 - Hall-Patio-Pavilion (hardwired)
 - Would like to see fans and lighting added
- Multi Use Outdoor Area
 - Going to add dirt and grass to make the area flat
- Photo directory
 - Still in the works. The photography sessions finished up two weeks ago.
 - Should have finished product in hand by January.
- Parish Ministry Fair
 - Wrapping up this month
 - Brandy made suggestions for changes for next year.

- We have filled all the open positions on payroll. Would still like to find someone to coordinate the Nursery for all Masses and special events that require child care.
 - Bring up at parish council
- The pole barn requested by the KofC has been approved. The prayer walk envisioned by Father Dan is under way.
- Father would like to see Children's Liturgy of the Word reinitiated.
- Brandy was asked to call Gina Griego in regards to the status of the Jesse Tree this year.
- Brandy was asked to purchase 4 collection baskets with pole in order to "pass the basket" again in hopes to increase giving.
- The meeting ended with a prayer.

St. Anna's Finance Council
February 1, 2022 – Meeting Minutes

Present: Brandy Lake, Father Dan, Laurie Hester, Stephen Landkamer, Christine Feibish, Michael Morris, Bob Gaubert, Tom Brown

Absent: Brenda Ancrum

- The meeting began with a prayer.
- Reviewed November meeting minutes. The KofC pole barn has been postponed. Minutes were approved with a motion by Christine and a second by Stephen.
- Reviewed Parish Council minutes. We need lots of volunteers in order for the Fish Fry Fridays to take place.
- Discussed a proposal letter received from Chad Caudill with Shirah & Co. to lease a portion of our property by the retention pond to build an AT&T cell tower. Brandy will ask for more information and comparable projects for viewing before moving forward. There are concerns of negative feedback if we are even eligible to accept this proposal.
- Reviewed the Financial Overview. Our YTD operating revenue is \$96,358.69 (including \$32,901 from PPP loan). We have reached our goal of \$100k plus in our Capital Reserve savings account. Our pledge drive collection is 98% paid.
- Reviewed the 2nd quarter Financials overview. January income is up but expenses are as well. We are looking positive at this time.
- Reviewed the YTD actual vs. budget numbers and YTD actual vs. last year. There are no major concerns.
- Discussed the Archdiocese 3% increase in pay to priests for cost of living. Took a vote to increase all St. Anna's employees the same increase in pay. All voted in favor.
- Other projects:
 1. The Audio-Visual solutions on Parish Hall, patio and pavilion is almost complete. The equipment is in and the wires need to be run by Mike M. when weather and time permit.
 2. Father Dan wants to begin work on the Multi Use outdoor facility before he retires. He would like to get grading and landscape plan underway if possible.
 3. Photo Directory should be out in February.
 4. Parish Roster is complete. We have 538 families registered. 401 are active and 137 are inactive. Letters will be mailed by the Stewardship committee to inactive members to encourage them to come back to church.
 5. Walton County is growing rapidly and we want to encourage new parishioners. Discussed using social media as a way to invite and encourage joining our parish.
 6. The growth in our church leads to a need for more School of Religion space. Discussed a need for a new SofR building.
 7. Discussed updates to rectory to think about moving depending on the age of the new priest.
 8. We would like to have a retirement party for Father Dan before his July 1 retirement date.
- The meeting ended with a prayer.

St. Anna's Finance Council
May 3, 2022

Present: Father Dan, Stephen Landkamer, Brandy Lake, Laurie Hester, Michael Morris, Christine Feibish

Absent: Bob Gaubert, Tom Brown, Brenda Ancrum

- Meeting started with a prayer.
- Retirement party for Fr. Dan is scheduled for June 26th.
- Reviewed Finance minutes:
 - We need more counters.
 - Audit suggested we have 2 people open the safe.
 - Motion to approve by Christine, second by Michael.
- Reviewed Parish Council minutes.
- We will welcome our new priest on July 3rd.
- Reviewed Financial Overview:
 - We are doing well.
 - Operating revenue YTD is \$160,307.29 (\$94,505.29 with the PPP removed).
 - Lenten Mission expense was \$3907. Fish Fry income was \$3,309.34
- Reviewed YTD Actual vs. Budget:
 - we are looking good. Actual income minus expense is \$164,814.56.
- Reviewed YTD Actual vs. Last Year:
 - Income is up and includes the PPP Loan Forgiveness.
- Reviewed Budget for next year.
 - IT employee is not in the budget but may be needed. Jacob Bryant is a possibility.
 - Motion to approve the budget made by Michael, second by Steve, all in favor of approving the budget.
- Other discussions:
 - Lyman will fill Columbarium site hole with dirt.
 - Liam Willis is doing an Eagle Scout project installing swing set on playground.
 - A statue of Joseph has been donated and will go in the niche on the altar.
 - We need a baby changing station in the ladies restroom.
- Meeting ended with a prayer.