



**Sisters of St. Joseph of Carondelet**  
St. Paul Province  
Ministries Foundation

**Bold Moves for Real Change**

**Ministries Foundation Finance Committee**  
**Tuesday, January 17, 2023; 7:30-9:00 a.m.**  
**Zoom Virtual Meeting**

**DRAFT**

**In Attendance:** Maria Bonnie; Steve Kenney; Mary Lydon; Jim Reetz; Ralph Scorpio; Lacy Sietsema; Catherine Mary Rosengren, CSJ; Kris Smyth; Marg Wall

The Ministries Foundation Finance Committee convened on Tuesday, January 17, 2023 via Zoom. Chair Mary Lydon called the meeting to order at 7:30 a.m.

**DEI Statement:** Read by Ralph Scorpio.

**Prayer:** Ralph Scorpio led the prayer.

**Minutes:** The September 27, 2022 minutes were presented. A couple of edits were suggested. With these changes made, Steve moved to approve and Marg seconded. All present committee members voted in favor to approve the revised minutes.

**December Financials**

Jim presented the December financials. The Ministries Foundation typically sees an increase in revenue throughout this month. He pointed out that accounts receivable looks unusual, but this is because gifts came in over the holiday. These gifts don't get deposited until January. Peggy recognizes them as revenue and they are recorded as "deposit in transit."

A big estate gift came in. Currently, the Ministries Foundation is slightly underbudget by a little less than \$30,000. From an expense perspective, salaries and benefits are underbudget because the allocations for Bold moves haven't been spent. Total operating expenses are \$376,000. December is also when the Partners In Ministry grants are paid out. This year, grants went to Wisdom Ways, Learning In Style, Sarah's... an Oasis for Women, St. Mary's Health Clinics, and Peace House Community.

There was a discussion about investments. Jim stated that there has been much fluctuation in the stock market. Diversifying the investments has had a positive effect, with the International Fund doing a little better than the others.

Jim stated that all Funds Held for Others accounts active. Ralph explained that these funds are given to us by Ministries Foundation donors for us to pass through to the ministries. Ralph pointed out that we do not raise money for outside ministries, but occasionally a donor makes a major donation that gets split up. There was a question about the donation process and how it will be impacted with the NDO. Ralph explained that he expects the Ministries Foundation to continue processing gifts for St. Mary's Health Clinics.

**YTD Annual Fund Report**

Ralph presented the Annual Fund Report. Ralph stated that this report includes revenue as of December 31. Ralph pointed out that, while not recorded on this YTD Annual Fund Report, the first couple weeks of January put the Foundation higher than reflected.

Ralph stated that the Foundation typically encourages unrestricted donations. The donations for specific ministries are down this year, but that could be timing. He also stated that as the holiday gets closer, more donations come in.

### **Committee Work Plan for 2022-23**

Mary stated that one of the top priorities is to add new members to the Finance Committee. People with experience in accounting, banking, and investments would be a great addition. She added that at the October Investment Subcommittee meeting there was a brief discussion about internal controls, which will be discussed again at the February Subcommittee meeting. It was suggested that one of the Board Education sessions be used to go over annual financials.

There was a discussion about ways to review third-party vendors. Jim reported that our auditors do ask for an audit report from all third-party vendors. These vendors include Paylocity and the credit card processors. Maria asked if there was a minimum limit for determining who a “big” vendor is. Jim stated that it should be whichever vendor carries the most risk. Jim ask the auditors for a worksheet that can be used to review third-party vendors.

The NDO is on pause at this point. Ralph said we can’t know what or how to prepare for it until there is more information about the NDO.

Ralph and Jim will print out the comprehensive document of definitions used in funds held for others.

There was a discussion about the possibility of hiring new auditors. Kris asked if there is a written policy on who we hire to be an auditor and how that process begins. Mary pointed out that because there will be a transition, it might not be wise to change auditors at this point. Jim will investigate possibly having a new auditor from CliftonLarsonAllen.

### **Investment Subcommittee Update**

The next Investment Subcommittee meeting will be Wednesday, February 8 at 7:30 a.m. Mary added that the subcommittee picked the index funds and targeted various asset allocations to keep things simple and protect on the downside. The index funds do a good job of that without charging much in fees. Ralph will send out the overall internal controls to the committee for review. Marg suggested that Peggy and Jim review the document first.

The next Finance Committee meeting will review internal controls. Work will begin on the 2023-2024 Ministries Foundation budget in February. This will also be discussed at the next Finance Committee meeting.

**Next meeting:** March 21, 2023

**Adjournment:** Maria moved to adjourn the meeting and Steve seconded. The meeting adjourned at 8:36 a.m.

Respectfully Submitted,  
Lacy Sietsema, CSJ Ministries Foundation