

**St. John the Evangelist Parish
Administration Commission
2007-2008 Annual Report**

The commission is comprised of 14 individuals, with Gary Dickerson as Chairman, Lindsay McGlashan as assistant chairman and Barb McCrandall as secretary.

It is the purpose of this commission to appropriate funds for all capital expenditures, to oversee and balance the parish budget, to let bids on capital improvements, to allocate funds for repair and maintenance contracts, to advise on personnel issues and to insure that parish operations are carried out within the guidelines by the Diocese of Lansing, the City of Davison, State of Michigan and our insurance carriers.

- **June 2007**-Budget Review- At this point we will be about \$3,000 short of our expected income for the 2006-2007 Budget. The Diocese will be auditing our books. 2007-2008 Parish Budget- Father Andrew extended his thanks for the Budget Committee work on the budget. The budget will be submitted at the same amount as last year. The Budget Committee will meet again to come up with suggestions on how to curb costs. Gary Kralik moved we pass on to the Council the 2007-2008 Budget with the agreement from the Commission that the Budget Committee will come up with cost cutting methods on how we can save money and stay with the budget. Todd Babiasz seconded. Motion carried.
- **July 2007**- No report
- **August 2007**- No report
- **September 2007**-Budget Review Robert Eady questioned the line item for Contracted Services at the 505 Bldg. That it already is over the budgeted amount. The repairs to the sidewalks and doors are the reason for the budget over.
- **October 2007**-No report
- **November 2007**- Budget Review-Questions about why the account numbers 15710 and 15748 under the Family Center are so far over budget. Zip explained it was because of the cement work and door repairs. It ended up to be a bigger job than the bid came in for the cement work. We hired a new person for Family Center janitorial.
- **December 2007**-No report
- **January 2008**- No report
- **February 2008**- Budget Review – There was questions about the maintenance accounts, especially in the 505 building. It was suggested that maybe the cement work on the 505 doors should have been listed on an account other than maintenance. The Budget was approved.
- **March 2008**-No report
- **April 2008**- Budget Review- Questions about the budget included whether we will have enough income to cover expenses especially in the Family Center. Suggestions were: Make sure lights are off in bathrooms, replace light switches to switch off when room is empty. There is a restricted Fund that we have to meet expenses if we went over budget. We need to keep costs on maintenance down as much as possible.

- **May 2008**- Budget review- it looks like the income will cover the outgoing budget. 2008-2009 Budget- Working on it. Presentation by Trane on the 505 Controls was presented at 6:00 P.M. Information was passed out and what they wanted to do was told to the Commission. After many questions and much discussion it was decided that after checking with some other companies about doing the same job and what they would charge us, we should get a second bid and then make a decision. The bid from Nelson Trane would cost us \$45,919.00.
- **June 2008**-Budget review-Approved. 2008-2009 Budget to be presented to Pastoral Council on June 12 by Todd Babiasz and Gary Kralik for final approval. The Budget was increased by \$8,000.00. Bob Eady provided a proposal from the R.W. Mead Co of Fraser MI for 505 Bldg Controls. After some discussion a first and second motion was made to go with Trane on the 505 Controls for the Heating/Cooling. The motion was approved with the condition that the cost not exceeds \$46,000.00. The funds will come from a contingency fund and will be paid back with the energy savings cost.

Respectfully submitted,
 June 12, 2008
 Tom Sylvester
 St. John Administration Commission

Total Income General –Parish June 2008

Year to Date	Total Budget	Percentage of Budget	Proposed Budget
07/2007-06/2008			
\$1,417,573.95	\$1,483,250.00	95.57%	\$1,491,530.00

Total Church Expenses June 2008

\$1,389,050.44	\$1,483,250.00	93.65%	\$1,491,530.00
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