

**Our Lady of Lourdes Finance Council**  
**Budget Planning Meeting Minutes**  
**January 6, 2026**

Members Present: Deacon Ryan Burchett, Joe Steinke, Paul Alagna, Gary Ghere, Andrea Willis, Anne Lansing

Absent: Peter Britt, Andy Kathermann

Guests: Nick Steinke, Nikki Gartner

Recorder: Paulette Jones

1. Opening Prayer: Deacon Ryan Burchett
2. Meeting called to order by Deacon Ryan with welcome to Anne Lansing (approved online)
3. Update from September moving forward – Nikki and Nick cleaning up financials
4. Budget Summary – Nikki
  - a. Correcting journal entries for last year
  - b. Clean up on accounts where money was posted
  - c. Balancing/reconciling bank accounts and Morgan Stanley Accounts
  - d. Will compare to Peter Britt's sheet –construction costs and pay out plan
  - e. 2025 – mix between SJA, OLOL and SJA
  - f. Get payments made
    - i. SJAF couldn't initially handle money
    - ii. Lourdes holder of finances – passed to SJAF in December – check issued
      1. VANCO, Family Contributions, online, etc.
      2. Set up separate VANCO for SJAF before next phase
    - iii. Shared Services – cleaned up payments between two parishes
      1. Going forward salaries for shared services will go through SJAF
      2. Coding money correctly in financials and Bloomerang on monthly basis
    - iv. Discussion on past - moving parts, turn over in personnel, SCCS
  - g. Budget Overview:
    - i. Balance Sheet Comparison through November
    - ii. Bond Series discussed
    - iii. Reviewed Other Liabilities
    - iv. Income Statement
      1. Profit & Loss by month - Discussion ensued
      2. Offertory down 13%
      3. Gains & Losses, Charitable Contributions explained
      4. Discussion over loan payment, Upon this Rock and SJAF expenses
      5. Building expenses – contracted services
      6. Stocks back to SJA
      7. Budget Overview - Budget FY 26 – P&L July 2025-June 2026
        - a. Explained and discussion ensued
        - b. Questions over Morgan Stanley for SJA

- c. Operating Expenses
  - d. Discussion over Steinke Scholarship
  - e. Updated reports will be emailed by Nikki to Board today
- v. **Motion to approve Budget FY 2025-26 by Joe Steinke, pending discussed changes, Second by Paul Alagna. Approved.**
- vi. Nikki will continue to work with Nick for 2026-27 Budget
- vii. Ryan meeting with Tom Tallman at Diocese about updated budget
- viii. Reduce expenses – increase revenue
- ix. Collective Message to cover tithing and SJAF next phase
- x. Internal Controls
  - 1. Money Counters – not employees
  - 2. Nick put into QuickBooks
  - 3. Employee other than Nick take deposit to bank
  - 4. Nikki will do bank recs, Morgan Stanley and review at end of month
- h. Strategic Planning - Ryan
  - i. Real number for what this campus costs on monthly basis
  - ii. What would we save if it were not here
  - iii. Real estate value
  - iv. Met with Bishop - No new church until SJA Catholic School paid for
    - 1. Any change to structure or parish should be will of the people
    - 2. Not financial decision
  - v. Focus Group with both parish staffs at Lourdes today
  - vi. Small Focus Group meetings with both parishes this month
  - vii. Focus Groups will drive questions on Survey
  - viii. Next step – one parish with two locations – combine the books
  - ix. Take three entities into one
  - x. Possible 2026-27 fiscal year as one parish
- i. Meet third Tuesday monthly for OLOL and SJAF Finance meet third Wednesday monthly at SJV
  - i. Serve on both Boards – SJAF is combined Finance Councils
  - ii. Attend by Zoom if needed
- j. Next Meeting Tuesday, January 20<sup>th</sup> at 7 am.
- k. Closed with Blessing – Deacon Ryan