

**Catholic Community of St Francis Xavier**  
**“God is First”**  
**Goals and Objectives Fiscal 2006 – Finance Committee**

**Charter: To develop and manage the financial resources of the community as faithful stewards so as to enhance the community’s capacity to proclaim the Good News of Jesus Christ.**

**Acts 4:32 “The community of believers was of one heart and mind, and no one claimed that any of his possessions was his own, but they had everything in common.”**

<b>Goals</b>	<b>Objectives</b>	<b>Activities</b>
1. Maintain the financial stability of the community.	<ol style="list-style-type: none"> <li>1. Develop annual operations budget. March</li> <li>2. Monitor on a monthly basis, revenue, expenses, and cash flow. Review significant variances from budget. Institute corrective actions. Review requests for unbudgeted funds.</li> <li>3. Quarterly review Capital Campaign collections and debt repayments.</li> <li>4. Prepare quarterly financial reports for the community.</li> <li>5. Account for funds received and disbursed for special purposes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Finalize in April.</li> <li>2. Meet as required.</li> <li>3. Meet as required.</li> <li>4. Publish quarterly in the bulletin.</li> <li>5. Publish quarterly in the bulletin.</li> </ol>
2. Perform an annual audit and report results to the community.	<ol style="list-style-type: none"> <li>1. Conduct an annual audit of the financial records of the community. July/August</li> </ol>	<ol style="list-style-type: none"> <li>1. Perform required audit procedures.</li> </ol>
3. Plan, develop and direct the Stewardship process.	<ol style="list-style-type: none"> <li>1. Conduct annual Stewardship Campaign with focus on educating the community on the CCSFX philosophy of giving. Achieve sufficient funding to cover operational needs. May thru July.               <ol style="list-style-type: none"> <li>a. Obtain commitment cards from 100% of registered families.</li> <li>b. Conduct Phonathon, if considered necessary.</li> </ol> </li> <li>2. Review with the goal of enhancing the program for children’s stewardship with emphasis on spirituality and service.</li> <li>3. Quarterly review actual stewardship results. Initiate corrective actions if funding shortfall develops.</li> <li>4. Enhance and promote the electronic payment system where parishioners can have their contribution automatically withdrawn from their bank accounts. Coordinate with Stewardship Campaign.</li> </ol>	<ol style="list-style-type: none"> <li>1. Enhance the video by early May for use in the Stewardship campaign and for new members during the year. Consider separate mailing of video to all community families. Report response rate in the bulletin. If required, use Father Jeff’s e-mail distribution for follow up.</li> <li>2. Consider introducing a special program during lent for children.</li> <li>3. Meet as required.</li> <li>4. Promote during the Stewardship campaign.</li> </ol>
4. Develop an endowment program.	<ol style="list-style-type: none"> <li>1. Continue the initiative to develop a planned giving program, utilizing the resources of the Archdiocese and other parishes who have implemented such programs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conduct meetings with selected audiences to begin the process.</li> </ol>

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5. Develop a long-term facility maintenance program.	1. Create a plan to: complete the facility as originally designed, and begin funding today to meet the long term maintenance needs of the physical plant. Coordinate both steps with Facilities & Grounds.	1. Meet with Father Jeff to get his wish list and with Facilities and Grounds to determine the timing of major repairs and improvements.
6. Enhance the experience and expertise of the Finance committee.	1. Recruit new members from the community. 2. Make assignments to assure immediate involvement. 3. Continue the sub committee organization to reduce time commitment of talented members and increase the quality of the participation.	1. At least once a year, request Father Jeff to send letter to request specific community members to serve, and follow up accordingly.