

Sample Parish Finance Council Meeting Agenda

(Parish Name)
 Finance Council
 Meeting on (Date)
 (Location) – (Time)

| Time | Topic | Person |
|-------------|---|--------------------------------------|
| | Call meeting to Order | Pastor/Chairperson |
| 7:00 – 7:05 | Opening Prayer | Pastor |
| 7:05 – 7:10 | Review & Approve Minutes of Prior Meeting | Secretary |
| 7:10 – 7:15 | Review Meeting Agenda, Change as Agreed, Old Business Updates (Parish web site, accounts, authorizations, stewardship, etc) | Council Members |
| 7:15 – 7:45 | Committee Reports (examples) <ul style="list-style-type: none"> ▪ Policy Review ▪ Stewardship/Revenue enhancement ▪ Buildings & Grounds (painting, roof repair, new sign) ▪ Capital Fund Drive/Collections (build new parish center) ▪ Endowment (diocese, parish) | Committee Chairs |
| 7:45 – 8:00 | Financial Reports (by major fund: parish, school, etc.) <ul style="list-style-type: none"> ▪ Income Statement ▪ Balance Sheet ▪ Cash Flow Statement ▪ Budget Analysis/Variance Report | Business Manager, Bookkeeper, Pastor |
| 8:00 – 8:15 | New Business (Fundraiser, Deposits, Loans, etc.) | Council Members |
| 8:15 – 8:20 | Pastor’s Comments | Pastor |
| 8:20 – 8:25 | Schedule of Future Meetings | Pastor/Chairperson |
| 8:25 – 8:30 | Closing Prayer & Adjournment | Pastor/Chairperson |

Parish Organizations (of sufficient size & with bank accounts) – Should be required to update the Parish Finance Council about their activities, revenues, expenses, needs, etc. at least annually during the budget cycle. Their reports could be made after the opening prayer and then the organization(s) representative(s) excused. Alternatively, these reviews could be done at a separate meeting devoted solely to budgets.

Parish School – Some parishes may desire the school principal to make a report at each meeting. If so, the principal report could be made after the opening prayer with the principal then excused if it is felt that attendance at the total meeting was not appropriate.

Parish Business Manager/Bookkeeper – Financial reports should always be provided to Council members prior to each meeting. The Council meeting time allotted for the financial review should be to answer questions and/or clarify points. The major portion of the meeting should address projects/sub-committee reports.

Meeting Length – Should generally be 90 minutes or less.