

Addendum (Sample Meeting Minutes Agenda)

Your Catholic Church  
Finance Council Meeting Agenda  
6:30 PM, Tuesday, March 13, 2018  
Conference Room B

- 1) Opening Prayer
- 2) Pastor's Opening Comments
- 3) Approve Previous Finance Council Meeting Minutes  
*(It is recommended to send out meeting minutes for review prior to the meeting to help save time during the meeting).*
- 4) Review and Approve Financial Activity
  - Income Statement (P&L) vs Budget
  - Balance Sheet
  - Cash Flow Analysis *(if Applicable)*
- 5) Bank Statement Review  
*(It is recommended that bank statements are reviewed and documented by initialing and dating the bank statements prior to the meeting and the independent individual responsible for the review simply reports that no exceptions were noted or reports any issues that were noted).*
- 6) Bank Reconciliation Review  
*(It is recommended that bank reconciliations are reviewed and documented by initialing and dating the bank reconciliations prior to the meeting and the independent individual responsible for the review:*
  - 1) *Ties reconciled bank balances to the balance sheet.*
  - 2) *Reports that no issues were observed or reports any issues noted.*
- 7) Old Business
  - Insurance payment for rectory water damage was received
  - Final budget approval
  - Etc.

8) New Business

- Discuss progress from most recent review visit from the Archdiocesan internal auditor *(This will not be an agenda item at all meetings. It is recommended that the discussion of the most recent review visit be held at each meeting after the most recent review until all findings are satisfied).*
- Facilities maintenance
- School update
- A discussion of the internal control environment should be discussed annually.

9) Open Discussion / Roundtable

*(Use this time for members to bring up and discuss items that did not make the agenda).*

10) Future Meeting Dates

11) Closing Prayer