

# Minutes

## Diocese of Texas Secretariat Meeting

15 February 2003

The gathering at Camp Allen began at 9:30 am with prayer led by Sally Hibbeler. Those present broke into groups and reunited using the Ultreya format.

The meeting was called to order and self-introductions were held. Present were:

Sally Hibbeler, Lay Director

Anne Sundquist, Registrar

Randall Patterson, Treasurer

Margaret Dougherty, Benevolences Chairperson

Joe Nanus, Secretary

Tim Richardson, Galveston Convocation incoming representative

Fred Guilfoyle, Galveston Convocation outgoing representative

Carol Price, Austin Convocational Representative

Kyla Smith, Northwest Convocational Representative

Martha Polasek, Northeast Convocational Representative

Chuck McDaniel, West Harris Convocational Representative

Doug Strub, San Jacinto Convocational Representative

Linda Patterson, Central Convocational Representative

Harrison Jordan, Southeast Convocational Representative

Pat V. Barth, San Jacinto Convocational Contact

Alice Busch, West Harris Convocation Ultreya Representative

The Rev. Steve Ferguson, Rector, Holy Comforter, Spring

Convocational representatives absent were:

Betty Waddell, East Harris Convocation

Tim Hillis, Southwest Convocation

Carol Young, Southeast Convocation

The Rev. Steve Ferguson was recognized to make a presentation on Chaining and Philosophy. Following the conclusion of Fr. Steve's presentation the business portion of the meeting was begun.

Sally reviewed the officers and members of the Secretariat as well as Committee Chairpersons and distributed lists of new Convocational Contacts, Convocational Representatives and Committee Chairpersons.

The Chairperson of the Closing Committee reported that there were six closings in 2002. With the cessation of Eucharist at Closing, the closing format has been changed to use the Apostolic Holy Hour. The Chair, Linda Patterson, asked for clarification regarding an offertory during the service.

**Motion: H. Jordan/C. Price, to eliminate the offering and the offertory hymn. Motion passed.**

As a part of the Treasurer's report, Doug Strub presented the report of the audit committee. A copy of the audit is appended (As Attachment #1) to these minutes and become a part of same.

**Motion, H. Jordan,** to accept the Closing Chairperson's report. Motion passed.

**Motion, C. McDaniel,** to accept the Treasurer's report. Motion passed.

**Motion, L. Patterson,** to accept the Audit. Motion passed.

**Motion, M. Polasek,** to request that the treasurer use formatting like in Sample A and B in the audit report. Motion passed.

There was an oral addendum to the Audit Report:

“One thing not taken into account was the deposit slips from the Registrar and copies of checks which she deposits. The Registrar will now send a breakdown to the Treasurer of who has paid what.

Members (of the Secretariat) received a copy of the report made to Diocesan Council by Lay Director, Sally Hibbeler, and Diocesan Spiritual Director, the Rev. John Graham, M.D. The report was published in the Journal of the 154th Annual Council of the Diocese of Texas, pages 71 and 72.

Sally reported on her contact with representatives of Vocare.

The Registrar reported that the weekend for February had 36 participants signed up and there are already two signed up for the June weekend.

The minutes for the October 2002 Secretariat meeting were presented. They were accepted as amended.

The next meeting of the Secretariat will be May 24, 2003 at St. Peter's, Brenham. Subsequent meetings will be 16 August 2003 and 18 October 2003, at St. Peter's Brenham.

A report was received from the Diocesan Council booth committee chair. It was determined that reprinting of the Sponsorship cards with the guidelines on the back of the card was not authorized by the Secretariat.

Sally indicated that in the budget for 2003, she wanted to have included \$400.00 for the External Palanca Chair as money for postage.

Because the Treasurer had left the meeting, there was no budget document to adopt. As an interim measure, the Secretariat adopted the budget for 2002 as the interim budget for 2003 with the addition of a line item of \$400 for External Palanca postage. **T. Richardson/H. Jordan.** Motion passed with one abstention.

The floor was opened for nomination of Deputy Lay Director. Chuck McDaniel was nominated and on a motion by H. Jordan/M. Polasek, Chuck was elected by acclamation.


Lay Director, Sally Hibbeler, appointed Alice Busch as Secretary to the Secretariat. Motion to approve the appointment by C. McDaniel. Motion passed.

Several members present who had attended the National Episcopal Cursillo Seminar reported on the meeting. Kyla Smith reported on a workshop she attended called, "Back to the Mountain." She proposed that the Diocesan movement sponsor a workshop of this type. Sally asked those present to review the material provided. She appointed Kyla as an Ad Hoc Committee chair to study the proposal and get a plan to the next Secretariat meeting.

Lay Director, Sally H., read a statement regarding the question of Eucharist at weekend closings.

Motion to adjourn by C. Price. Motion carried. The meeting was adjourned with prayer at 2:35 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joseph M. Nanus". The signature is written in black ink and has a long, sweeping horizontal line extending to the right.

Joseph M. Nanus, Secretary

Douglas J Strub  
Betty Waddell  
Secretariat Audit Committee

### Treasurer's 2002 Audit Report

February 15<sup>th</sup>, 2003

To: Sally Hibbeler  
Fr: Doug Strub  
Betty Waddell

With reference to your appointment of Betty and I as an audit committee, and the Secretariat's vote of approval, the following is our report regarding an audit of our Treasurer's activities for the year 2002.

The report will follow a "Finding" and "Recommendation" format.

#### Introduction:

Approximately early January, 2003 I sent an email to Randy Patterson requesting certain documents in order to perform the audit. (Doc A). For convenience sake he mailed the file which I received about the third week of January. It should be noted that not all the information requested was included, however enough documentation was there to create this report. Also sent (emailed) was a spreadsheet report (Doc B) of financial activity for 2002.

This report (Doc B) was the main source of data which we used to back into in terms of matching deposits and expenses to records in the audit file. Secondly, certain documents in the audit file were tested against spreadsheet data. In terms of financial activity for 2002, it may seem our comparisons are too detailed however this is what part of an audit is ... cross checking and verifying to ensure integrity.

#### Finding:

According to the data reported on "Doc B" the beginning bank balance plus revenue received less expenses does equal the ending bank balance on the December, 2002 statement.

#### Recommendation:

None. However, in actuality the ending bank balance is \$31,613.85. The treasurer deducted a last minute payment to Camp Allen for \$3,405.00 for the November Cursillo which, for bookkeeping purposes gives us the year-end balance of \$28,208.85. *The beginning balance for 2003 should read \$31,613.85* as this recent expense will post in January's bank statement.

#### Finding:

A copy of the Treasurer's Report for 2001 (Doc C) indicated an *ending balance of \$22,601* and a bookkeeping entry of \$1,429 to account for monies still held by the previous treasurer. (The latter amount of cash was deposited in January.) *Actual bank statement ending balance for 2001 is \$26,291.07.*

#### Recommendation:

None. Two checks were drawn mid January totaling \$3,690.58, which if deducted from December's bank balance would give a total of \$22,600 (rounded) that figure used on the 2001 report. It appears likely that the difference represents expenses incurred in 2001 but there is no explanation as such.

*Finding:*

Not all deposit slips were available. It was difficult to reconcile certain entries against deposits shown on the spreadsheet. Entries on the spreadsheet were tested against bank statements and NO irregularities were noted.

*Recommendation:*

In the interest of clarity, explanation(s) or backup documentation should be attached to each deposit. Also, documentation for expense checks should include the check number. Including this information will greatly enhance reconciliation time and provide ready reference to anybody researching documents.

*Finding:*

The format of the treasurer's report as submitted to this committee is somewhat cumbersome to a non-accountant. Too many numbers tend to confuse the reader. This auditor submitted the report to three people having no connection with Cursillo or the church. Each was told it was a financial report and asked to explain what they read. They understood the "Summary" section but were confused about the detail ... the same reaction many of our secretariat members had in the past.

*Recommendation:*

As part of the quarterly and year end reports, submit the treasurer's report in two distinct parts.

Part 1 .. The quarterly (ytd) or year end report in SUMMARY fashion as exemplified in "Doc. D"

The idea here is to provide as much summary information as possible without going into detail. All Convocations should be listed even if they did not contribute. Report should include the previous year end balance (YTD or Year End revenue, expenses), ending balance and note any adjustments which would make the ending balance not in checkbook agreement. See Sample A attached.

Part 2 .. A year to date DETAILED report on revenues and expenses following the same order as the summary report. The shell for this can be maintained on an EXCEL spreadsheet.

Summarize category totals and totals linked or manually transferred onto the summary report. When additional additional information is required simply add another line in the spreadsheet. See sample B attached.

*SUMMARY:*

Reported deposits were tested against bank statements and no discrepancies found.

Reported expense checks were tested against bank statements and cross-checked against audit file documents and no discrepancies found.

Checks written were in chronological order with no missing numbers.

Samples A & B as mentioned above are merely suggested report formats. It is up to the Secretariat members to determine exactly what information they want and the format which can be understandable by all.

Respectfully submitted,



Douglas J Strub  
Betty Waddell (absentia)

**Audit Documentation Requested  
For 2002 Cursillo Audit**

Bank Statements w/cancelled checks for entire year 2002

Bank Deposit Receipts

Checkbook (to verify current check numbers) but will need to keep check stubs/or register for audit workup.

Cash receipts journal. Record of all monies received and where/when the money was applied.

Cash disbursements journal. Record of all monies paid. Invoices, or authorization to pay.

Copies of financial reports submitted to secretariat in 2002

Identification of funds to which monies are applied

Spreadsheets utilized in any of the above. Email to [dbstrub@sbcglobal.net](mailto:dbstrub@sbcglobal.net) with cc: to [BLWmamadog@aol.com](mailto:BLWmamadog@aol.com)

Other documentation utilized in lieu of any of the above.

If our bank has "on-line" banking, I'll need the sign-on and password to access current info.

**- 2001 - Cash Receipts & Disbursements**

**Y/E 2001**

ons		\$ 4,945
is-Clausura		971
on	Austin	300
	Central	104
	Galveston	45
	West Harris	35
	Southwest	25
	Northwest	150
	San Jacinto	317
	Southeast	<u>124</u>
		1,100
.evenue		48,361
xpense		<u>(29,285)</u>
ne - Cursillo (cash basis)		19,076

Religious Art	(1,352.47)
License-Music	(93.00)
Registrar	(192.31)
Bank Fees	(62.00)
Returned ck	(175.00)
LMN Res	(124.50)
Refund	(98.00)
4th Dayy Books	(487.57)
Dues	(800.00)
Refund	(33.62)
Action Press	<u>(72.00)</u>

**Total Expense (3,490)**

<b>ls Fargo Account)</b>	<b>\$ 22,601</b>
<b>l by prior treasurer</b>	<b><u>1,429</u></b>
<b>12/31/2001</b>	<b><u><u>\$ 24,030</u></u></b>





<u>ck #</u>	<i>Date</i>		<i>Amount</i>	<i>cash/ck</i>	<i>comments</i>
	00/00/00	Religious Art	0.00		
	00/00/00	CCL License	0.00		
	00/00/00	Registrar	0.00		
	00/00/00	Bank Fees	0.00		
	00/00/00	Returned Checks	0.00		
	00/00/00	LMN Res	0.00		
	00/00/00	4th Day Books	0.00		
	00/00/00	Dues	0.00		
	00/00/00	Refunds	0.00		
	00/00/00	Action Press	0.00		

## Sample B