

St John the Apostle Finance Council Minutes



Meeting Date	13 February 2025	Time	11:00am
Meeting Location	Parish Library	<div>Members</div> <div>Fr. Tru Nguyen</div> <div>John Drury</div> <div>Peter Polkinghorne</div> <div>Sabina Van Rooy</div> <div>Trevor Williams</div> <div>Kirsty Vera</div>	
Chair	Peter Polkinghorne		
Minutes Secretary	Kirsty Vera		

Opening Prayer: Meeting opened at 11:05 with the Stewardship Prayer

Present: Fr. Tru, John Drury, Peter Polkinghorne, Kirsty Vera, Marian England, Trevor Williams, Sabina Van Rooy

Apologies:

Minutes of previous meeting: - 14 November 2024

Moved by John and accepted by Peter.

Matters arising from the minutes

Small groups of ethnic minorities to be approached. This also needs to go to the PPC. Fr. Tru has invited the Finance Council to come to the next PPC meeting and meet them. Audit was raised in minutes. Peter talked about the hiring of Colin, who completed the audit on 12/02/2025. Still waiting for the report, which will be disseminated as soon as it comes through. Air conditioning replacement pads have been done.

Correspondence

In: Letter from Elizabeth McDonald

John spoke in response to this letter, that we are not being silent but that we are the ones who spoke to these issues and our response would be to increase parish income. The last campaign for this failed so now we need to introduce/prepare a new planned giving campaign. General agreement that an acknowledgement letter back to Elizabeth is necessary. **Action - Peter and Fr. Tru to prepare response accordingly.**

In terms of a merge between SJA and STA, there are other hurdles that need to be jumped before finances are merged between the two parishes. There have been no discussions at the Steering Committee re finances. Responsibility for maintenance of church buildings is on the parish – there is no Archdiocesan financial support for maintenance.

Out:

AGENDA

1. Finance Reports

Income & Expenditure Report

Planned Giving was better than expected, as per the budgeted amount. The largest discrepancy is in the loose giving where the split was changed from 50:50 to 70:30 (between parish and MSCs), to help the payment of electricity bills in the winter months. Discussion was had about the historical split of funds and how the current split may be impacting MSC revenue. As Gerard is no longer working at STA on an Archdiocesan stipend, there may be cause to review this split to ensure that MSCs are receiving enough money from SJA going forward. STA parish will be supporting MSCs from 2025, including the payment of one motor vehicle allowance.

Donation of \$5,000 was made in 2024 which also impacted our income positively. The transfer of \$25,000 from the Candle Account to cover the Insurance Excess Reserve was discussed. The CDF advised that we could not open another bank account as we had reached the limit of accounts to be operated. In order to overcome this impediment, it was recommended that the current balance of the balance of the Provision Equipment Account \$7,079, be transferred to the LSL Provision to increase funds in this account to provide more funds towards the current AL/LSL liability of \$91,470. The Provision Equipment Account to be renamed Insurance Excess Reserve and the \$25,000 be transferred from the Candle Account.

Income & Expenditure – Jan – Dec 2024

Total Income	\$284,900
Total Expenditure	\$310,558
<u>Net Surplus/(Deficit)</u>	<u>\$ 25,657</u>

Loan balance as at 31 December 2024 \$206,684
Fortnightly repayments of \$1,400

Balance Sheet

Cash at Bank 31 December 2024

87S11.1 Operating Account	\$	5,750
87S11 Investment Account	\$	11,449
87S11.2 LSL Provisions Account	\$	58,685
87S11.6 Provisions - Equipment	\$	7,079
Total	\$	<u>82,962</u>

The discrepancy between the 2023 and 2024 total for the Investment account was raised. A deficit of \$27,000 was noted. This reinforces the parish's need for growth in income, so that the investment account is no longer being drained to pay for recurrent/ongoing expenses (when there is insufficient funds in the operating account). Loan was reduced by \$23,000 from 2023 to 2024.

2. Building Projects

Building projects are still put on hold for 2025.

3. Security

No security issues raised at this stage.

4. Strategy

Nothing new to add.

5. Planned Giving

A campaign for 2025 was raised. The proposal was made that a pledge card be distributed during the weekend masses. This is in the hope of picking up new givers. The main purpose of the new campaign would be that every quarter we have a leaving quarter for different appeals. A new, pro-active approach is necessary to appeal to the parish and increase finances. Specific projects/appeals are with the purpose of attracting younger people who may not want to commit to regular giving but are willing to financially support specific causes. Suggestions were made that perhaps an ongoing visual display in targeted languages to attract a varied group of parishioners would be required in the foyer or on the powerpoint. First Appeal – Insurance Expenses. A receipt to be sent out to those givers who we know have contributed to the specific appeal. Collection totals and where it was spent would also need to be reported to parishioners. This is an important part of the communication and appeal process.

To Action: Marian and Kirsty to prepare Planned Giving Campaign and visual displays.

John Drury and Kirsty Vera left the meeting at this stage due to prior commitments.

6. Budget

An updated budget was introduced and briefly discussed, however due to various council members having to leave the meeting, this topic will be held over to the next meeting to discuss. Marian England left the meeting at this stage, and the meeting was closed without prayer.

Meeting closed 12:55pm

Signature

Signature

Peter Polkinghorne
Chair Finance Council

Kirsty Vera
Minutes Secretary