

St John the Apostle

Finance Council Meetings Minutes 9 May 2024

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

Present: Fr. Tru, John Drury, Peter Polkinghorne, Trevor Williams, Marian England.

Apologies: Sabina Van Rooy and Kirsty Vera

Minutes of previous meeting - 22nd Feb 2024

Moved by John and accepted by Peter.

Matter arising from the minutes:

1. Creation of insurance excess account of \$25,000, money is to be transferred from the Candle Account – **Action Marian to process.**
2. Current LSL and Annual Leave liability discussed. Both Marian and Sharon to take extra leave this year to reduce outstanding leave. **Action - Marian to discuss with Fr Tru a plan to enable leave to be taken.**
3. Planned Giving Appeal – **Action - Kirsty and Peter who are working on this proposal.**

Correspondence:

In: Telephone contact by Helen Delahunty the Archdiocesan Financial

Administrator regarding the current LSL liability approx. \$96,000 not reflected in parish accounts and only \$57,000 in LSL Provision Account.

Out: Nil

Agenda Items:

Item 1 – Finance reports

The finance report for the period ending 31 March 2024 was discussed.

Income of	\$69,176 vs Budget of	\$63,210
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Expenditure	\$58,987 vs Budget of	\$61,699
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Operating Surplus	\$10,189 vs Budget of	\$ 1,511
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Direct Giving was down \$2,658 on budget, while Donations were up \$6,950.

Considering the decrease in Planned Giving, discussion centred around options to increase revenue as this was critical to the future of the financial situation of the Parish.

The development and presentation of a planned giving program was considered important and to be undertaken as soon as possible.

Another option was to change the percentage breakdown of the weekly collections for the next few months to increase the amount being contributed to the Parish to cover the increase in electricity costs over the winter period.

Action Parish office to undertake to process.

Options to invest surplus funds in term deposits with the CDF was discussed.

Action - Marian to make enquiries with the CDF on current rates.

In relation to the concern expressed Helen Delahunty about LSL and Annual Leave liability and the lack of sufficient funds in the parish provision bank account, the Council was advised that arrangements were being made to reduce the outstanding leave with both Marian and Sharon to take additional leave this year.

In light of the increased liability not yet recorded by the Parish, it was considered important to update this amount and record in the parish accounts.

Action - Marian to contact the Archdiocesan office and obtain figure.

The increase in electricity cost is a continuing challenge for the parish and the continued FIT from the solar panels is important, it was considered prudent to see if the bi-annual maintenance check has been carried out.

Action - Marian

In light of the budget variances and the need to provide a balanced budget to the Archdiocesan office every year, a budget review was to be undertaken to take into the potential increased revenue from the planned giving appeal, the receipt of the funds for the Insurance Excess Account and the increase in LSL and Annual Leave liability.

Action - Marian

The Archdiocese has previously request that an annual budget (Memo 11 Nov 2019) be forwarded by 1 Dec each year. It was requested that a budget for the 2025 financial year be prepared and presented to the November council meeting for consideration and submission to the Archdiocese.

Action by Marian

The need for an annual audit was also discussed and deferred to the next meeting.

Item 2 Building Report:

An updated building program report was tabled in light of the information received about the need to replace the current air conditioning in the church and foyer areas.

A quote of \$57,850 has been received to carry out this work.

The requirement to upgrade the Priests bathroom at a cost of approx. \$61,750 was also discussed.

As the parish does not have any surplus funds to importance of the planned giving campaign was considered the only way to obtain revenue to cover the required loan repayments to carry out this work.

Item 3 – Security

No security issues noted.

Item 4 - Planned Giving Programme

The planned giving programme last year did not produce the increase in planned giving as hope and a new request is being incorporated in the 2023 Finance Report to the Parish. This request to clearly outlined the financial challenges and potential revenue shortfall in the next 5 years.

Action – Peter and Kirsty to complete the Finance Report to the Parish including the Planned giving request. Sabina has offered to make the presentation at the various masses on the last weekend in May.

Item 5 – Strategy

No discussion on this matter

Item 6 – Other Business

2023 Finance Report – This report is being finalised by Peter and Kirsty for distribution to the parish via the planned giving statement, parish email list and hard copies available at each mass.

Marketing Strategies – General discussion about options to reach the various community groups within the parish, how can we communicated with engage the multi-cultural groups and parishioners under 50 as well as school families.

Meeting closed at 12:30pm with the Our Father.

Signature

Peter Polkinghorne – Chair Finance Council