

St John the Apostle Finance Council Minutes



Meeting Date 15 August 2024

Time 1:00pm

Meeting Location Parish Library

Chair Peter Polkinghorne

Minutes Secretary Kirsty Vera

Members
Fr. Tru Nguyen
John Drury
Peter Polkinghorne
Sabina Van Rooy
Trevor Williams
Kirsty Vera

Opening Prayer: Meeting opened at 1:10pm with the Stewardship Prayer

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

Apologies: Sabina Van Rooy

Minutes of previous meeting: - 9 May 2024

Moved by John accepted by Trevor.

Matters arising from the minutes.

1. Letter written to Michelle Murdock about setting up the excess Insurance account, followed up with a phone conversation. During this conversation it was revealed that there is a limit to how many accounts we are about to have. MSC Accounts may be moved out of that account group to free up some space for other future accounts. Currently there is \$29,000 in the Candle Account. Consider the possibility of having a term deposit account to accrue some interest for this insurance money. Candle account (\$25,000) to be brought onto the I&E as a revenue item to increase the Sundry Income. - **Action – Marian to follow up with Michelle Murdock**
2. LSL increments will be updated in November (as per Archdiocese procedure). Annual leave for Sharon and Marian have both been taking leave to reduce this financial burden. – **Action – Kirsty LSL Provision account to be updated on BS for next meeting**
- 3.

Correspondence

In:

Out:

AGENDA

1. Finance Reports

Income & Expenditure – Jan – June 2024

Total Income	\$139,891
Total Expenditure	\$136,117
Net Surplus/(Deficit)	\$ 3,774

Loan balance as at 30 April 2024 \$217,714
Fortnightly repayments of \$1,400

Actual income compared to budget was discussed. Discrepancies arose in the actual loose amount compared to budgeted amount – increase came about from change in percentage coming to parish, not an increase in overall loose collection. Expenditure discrepancies arose from the unexpected purchase of a new computer which increased the actual administration costs compared to the budget administration costs. Administration costs also included the interest paid (\$7,000) on bank loans (not budgeted).

Distribution of the loose income

Electricity account and bills year to date were discussed. Growth of bill over the winter months were eased with the savings from changing the Loose and POS payments to parish/clergy from 50/50 to 70/30. A savings of \$5,800 has been made for the parish to help with the increase of electricity bills. A new system needs to be put in place before next winter, as this is only a temporary measure.

Auditing to be done – Action – Peter to follow up with possible interested contact

Charnwood building audits also discussed which raised the issue of the “merger” of Charnwood and Kippax Parish Council and Finance Council. If this is the case, then two lots of \$25,000 for insurance excess will be needed. Charnwood finance is currently being managed by the Archdiocese so it is difficult to know their financial position.

2. Building Projects

Bathroom and air conditioning are still on the Future works program. These need to be followed up with an actionable plan of renovation within the next five years.

Split system air conditioner was installed in the library at the cost of \$3,000 (less GST). Administrative expenses to a total of \$5,000 don't need to go through the Finance Council but can go through the office/parish priest approval as part of the daily workings of the office..

3. Security

No current issues.

4. Planned Giving

Connect with PPC to help develop engagement ideas with the wider parish.

5. Strategy

Strategy included Budget review discussion.

6. Other Business

Budget Review – strategic planning for growing planned giving and collections for specific purposes throughout required. The budget was critiqued as not providing growth of income; ideally we would like to change that so that future budgets do contain room for growth of income.

Budget for 2025 is currently being prepared. Budget sent to the Archdiocese needs to reflect the figures that we are working with (not two separate budgets) – **Action Marian & Kirsty to prepare and present at the next meeting**

Closing Prayer: The meeting concluded with the Hail Mary.

Meeting closed 2:40pm

Signature

Signature

Peter Polkinghorne
Chair Finance Council

Kirsty Vera
Minutes Secretary