

St John the Apostle Finance Council Minutes



Meeting Date 14 November 2024 **Time** 11:00am

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 11:05am with the Stewardship Prayer

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

Apologies:

Parish Assembly Review:

Meeting opened with John reviewing the Parish Assembly talk on Naming the Financial Realities. Reactions included suggestions that weren't very helpful or constructive (such as demanding the Archdiocese pay their dues especially for insurances); there was an acknowledgement amongst attendees that we need to broaden the scope of our giving including our multicultural groups. Small groups discussions with different ethnic group leaders in the hope that they can disseminate information to their groups in the target language. Collections using the red bucket after masses are also a suggestion for particular appeals, such as maintenance or insurances. **Action – Kirsty: Slides from the assembly are to be emailed out to finance council for review**

Minutes of previous meeting: - 15 August 2024

Moved by John accepted by Trevor.

Matters arising from the minutes.

1. Outcome of the call to Michelle Murdock re setting up a new term deposit account was the information that they do not offer term deposits under \$100,000. Setting up of other accounts can be done but we are now at our limit of bank accounts. Candle account now has \$30,000 in it so an insurance excess account can be comfortably established now. MSC accounts can be moved out of our main bank

2. LSL and Annual Leave has been added to the BS – this amount will also be updated at the end of the calendar year when the Archdiocese sends out an updated account of leave. Annual leave has been taken in 2024; no LSL has been taken.
3. Ignatius Rosario was spoken to by Peter about the audit. Peter will follow up with another contact to organise an audit of the parish finances. Maureen Burgess (PPC member and parishioner) will also be contacted re the possibility of doing the audit pro bono. CWA was also audited and Sabina will follow up with the people who audited them. **Action – Sabina, Marian and Peter all to follow up with possible contacts.**

Correspondence

In:

Out:

AGENDA

1. Finance Reports

Income & Expenditure – Jan – Sept 2024

Total Income	\$207,562
Total Expenditure	\$211,759
<u>Net Surplus/(Deficit)</u>	<u>\$ 4,197</u>

Loan balance as at 30 September 2024 \$207,914
 Fortnightly repayments of \$1,400

Loose collection includes tap n' go, and also includes the 70:30 ratio breakdown of giving for parish and priests. This isn't sustainable long term but was a short term solution to alleviate pressure of the winter electricity bill.

Marian – to redo the leave entries and update the I&E.

Provision account should be closed and transferred to LSL account. This is to help boost up the leave account and other options for future capital/provisions can be investigated ie the hiring of the photocopier as opposed to the buying it straight out. Alternatively, a specific collection can be done.

2. Building Projects

Plans to renovate the bathrooms in the presbytery have been shelved for the time being on the advice of Fr. Tru.
 Air conditioning needs some general maintenance (changing of pads) before summer.

3. Security

No business.

4. Planned Giving

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

5. Strategy

No business.

6. Other Business

Budget for 2025 has been prepared and reviewed. Appeals has been added onto Budget at \$40,000. This needs to be explained in a proposed strategy as to what these appeals would look like. This is in response to the Archdiocesan request for growth in income on the budget.

Budget for 2025 Leave Provision needs to be updated every year. This will be updated on the budget once we have the final figures. Suggested mid-year review of the budget to see how we are travelling in six months.

Also suggested making a transfer of candle account funds to the leave provision account once a year \$5,000.

New members of the Finance Committee to be sourced through a campaign in 2025.

Meeting dates for 2025:

13 February

8 May

14 August

13 November

Closing Prayer: The meeting concluded with the Our Father.

Meeting closed 12:50 pm

Signature

Signature

Peter Polkinghorne
Chair Finance Council

Kirsty Vera
Minutes Secretary