

**St Francis of Assisi Finance Committee
Agenda & Minutes**

15 July 2025 5:00pm Parish Office

Opening Reflection: Volunteer
Minute taker: Nikhil Dsouza

Chair for the meeting: Nikhil Dsouza
Apologies: Shane Dinnan

Attending: Fr Gerard Burns; Fr Alfred Tong; Thomas Davis; Graham Cooper; Thomas Davis (Guest) and Bel Manglicmot (Guest)

FOR APPROVAL

1. Minutes of 21 March 2025 meeting (Appendix 1)

The Finance Committee (FC) is requested to approve the matters discussed in the last meeting.

Specific matters requiring updates or awaiting actions are included in this meeting for further discussion.

Comment: *Minutes of 21 March 2025 meeting was approved.*

2. FY 2024 – 2025 Parish Financials

Annual Financial Report for 31 March 2025 (Appendix 2)

The annual financial report for the year ended 31 March 2025, as prepared and reviewed by Thomas Davis and concurred by Mary Byrne, is presented to the Committee.

The Committee is requested to review the completed financial report and if found appropriate, approve them for publication in the parish website with a summary in the newsletter.

The financial report for the Charities Commission (due on 30 September 2025) will be prepared and presented to the Committee for approval in the next meeting.

Comment: *The financial report for the year ended 31 March 2025 was approved and to be publish on the website and a summary in the newsletter.*

FOR NOTING

1. Current year financials

- *Results of Operations for the quarter ended 30 June 2025 (Appendix 3)*

The operations for the quarter ended 30 June 2025 resulted in a net loss of -\$1,930, with revenue at \$109,374 and operating expenses of \$111,304.

Planned giving contributions amounted to \$52k, which is lower by -\$4k (-9%) against the previous quarter and -\$8k (-16%) against the same quarter of last year. The contributions received in April of \$19k was higher by \$3k compared to the months of May and June (at \$16k each) due to the Easter cash collections.

Operating expenses this quarter are reasonably consistent with the quarterly average of the last financial year, except for the additional rent on the priests' accommodation which started in April 2025.

- *Financial Position as of 30 June 2025 (Appendix 4)*

Total assets remain flat at \$16,161k from \$16,168k as of 31 March 2025.

- Land and buildings for \$15,630k comprise about 97% of total assets.
- Term deposits increase to \$174k due to interest earned on reinvestment as shown below.

Account # and Maturity Date		Opening Balance	Movement	Closing Balance
319573I46.2	31.08.2025	40,000.00	-	40,000.00
319573I43	31.10.2025	25,831.81	538.01	26,369.82
319573I143.1	31.12.2025	20,327.77	423.37	20,751.14
3196573I46	31.12.2025	35,867.33	1,420.34	37,287.67
319573I52.1	31.12.2026	50,000.00	-	50,000.00
		<u>172,026.91</u>	<u>2,381.72</u>	<u>174,408.63</u>

- Cash balance is down to \$29k in June 2025 from \$49k in March 2025.
- Fixed assets movement is due to depreciation.

Total liabilities are down to \$81k in June 2025 from \$88k in March 2025 mainly due to lower balance of the Outreach Ministry Grants in Advance.

Comments:

- Graphs showing the monthly balance of Planned Giving need to be added as an Appendix to show the movements for better appreciation of the Committee members.
- Thomas Davis mentioned that the billing for the insurance on the properties may come in the month of August; hence, the maturing term deposit in August may not be reinvested and used for its payment.
- For FY24/25, land and buildings were revalued based on the valuation report of the Wellington City Council for rate payers.

2. Changes in the Committee Membership and Office Personnel

Effective 1 April 2025, Thomas Davis has resigned from his role as the Finance Committee Chairman. He is replaced by Nikhil Dsouza as the temporary Chairman until Sept 2025.

Meanwhile, Angela Mollo has ended her employment term doing the finance work. She is replaced by Bel Manglicmot, as a part-time Finance Officer, who will sit on the FC as an advisor.

The Committee would like to express its gratitude for all their hard work and contributions through the years in the Parish and to the wider community, in general. We wish them all the best in their future endeavours.

Comment: Thomas Davis has been noted as 'Guest', instead of being a Committee member.

3. Tenancy Update

- *Parish Office*

The former accommodation for the priests at the Parish Office is now being rented out to a family (mother and son) for \$475/ per week. A bond for \$950 had been received and lodged online with NZ Tenancy Services.

- *Accommodation for Priests*

A one-year lease contract was signed with Mr. Desmond Low for 3-bedroom property located at 7 Hislop way, Johnsonville Wellington to serve as accommodation for the priests. The contract includes an option to renew at the end of the lease term, subject to agreement by both parties.

The weekly rental is \$850 of which \$200 weekly is reimbursed to the Parish by Te Ngākau Tapu (TNT). Tom Cook from TNT will remit the amount of \$5,000.00 for their share as of 30 June 2025.

4. Property-related issues raised during the quarter

- *Saint Francis of Assisi Ohariu (SFOA)*
 - Faulty plumbing at Little Pa – an initial and temporary repair was completed by Mander & Co. Ltd. However, a much bigger and permanent amount of work is required. **Separate quotes were obtained from Mander & Co Ltd and Capital Plumbing Limited for consideration and approval of the Committee. (Appendix 5 & 6)**
 - Urgent repair of the Church organ was conducted. An invoice for \$66.30 from Bryan Jones Technical Support was paid for the cost of the repair.
 - Presbytery lights were not working and subsequently repaired/ changed.
 - 2 Stolen cars left at the Church parking area were reported to and later towed by the Police Department for investigation.
 - 2 new laptops were purchased by Fr. Alfred for Church (specifically the Music Group) and Office use to replace the outdated existing units. The cost of each laptop was below \$1000 and charged to expense. Fr. Alfred was later reimbursed for the costs.
- *St. Andrew's Parish (Newlands)*
 - Fallen trees at the property boundary were reported by the neighbour and cleared on 18 June 2025 with the help from Challenge 2000 staff.
 - 3 Heaters at the Body of the Church were not working and referred to Phill Bazalo Lazer Electrical on 27 June 2025, who advised that 2 of the 3 heaters were working; but the 3rd one needed a replacement as parts are not available. **The quote to replace the 3rd heater for \$645.00 was received on 30 June 2025 for approval of the Committee. (Appendix 7)**
 - 2 Heaters closest to the Altar were not also working. Marie Paurini had advised that these heaters are newer than the others and do not glow, but will give heat *check*.
 - Water running from the property (leak from Toby) that affects the neighbour was referred to Tony Stefferson and currently awaiting remedial action.
 - Defective bulbs on Emergency Lighting and outside the Ladies Toilet, as well as the Smoke Alarm, were replaced. The replacement units were purchased from Mitre 10 and installed by Helen De Gregorio 3 July 2025.

- Broken floor lights at the Hospitality area were replaced and replacement units were purchased from Mitre 10 and installed by Helen De Gregorio on 3 July 2025.
- Garage was cleared on 3 July 2025 by Graeme Cooper and Michael Oh, together with Helen De Gregorio. Challenge 2000 staff cleared and disposed of the rubbish with some cost to the Parish.
- Broken gutters will require future attention.
- **Syro Malabar requests permission to mount another projector on the right side of the Crucifix, centre of the Sanctuary.**
- *St. Benedict (Khandallah)*
 - Compliance with Building Warrant of Fitness (BWOFF) audit – remove door stops and install hooks to hold back swing doors.
- *Saint Francis of Assisi Parish of Ohariu*
 - Broken lights in the main bedroom of the Presbytery were replaced.
 - WIFI connection in Presbytery and Church appears unreliable as it cuts out intermittently.
 - Blocked gutter on the north side of the church would overflow with water when it rains. Bernard Whaanga has offered to help if he can unblock the gutter.
 - Broken hinge on the window north of the Parish Hall was referred to John Taylor for assistance.
 - Tenant issues with light in front of the bathroom not working and back bedroom bathroom slider were referred to John Taylor on 3 July 2025.
 - Blown light bulb in foyer was replaced on 4 July 2025.

Comments:

- The decision is put on hold the quotes and obtain from Challenge 2000 the current situation after the short-term fix of Mander. The decision was arrived at after a discussion ensued if making a more permanent solution to the issue is still worthwhile considering the cost involved. Further, the minimal amount of rent being received, as well as the overall deteriorating condition of the property, were considered.
- Approved the quote from Laser Electrical to replace the heater.
- Approved the request of Syro Malabar to mount another projector on the right-hand side of the Crucifix.
- Considering the various property related issues being referred to the Parish Office for resolution, the Committee had requested the Finance Officer to gather all the existing rental agreements and check the provisions regarding the liability for the basic maintenance of the property as the issues raised could have been the responsibility of the tenants

FOR SPECIFIC ACTION

1. Updates on outstanding items from last meeting

- *Property project*
 - For the Property Project team on the progress with the sale of St. Benedict's
Comment: The Committee, together with the Parish Pastoral Council, will draft a letter and meet with the Archdiocese of Wellington to present the proposed plan for the sale of the St. Benedict's church and presbytery.
- *Insurance Renewal*
 - For the Archdiocese of Wellington (ADW) on the 2025 renewal process
Comment: Office to inform ADW the inclusion of contents insurance for the Priests' new residence.
- *BWOF status/issues*
 - Completion work to confirm with Wellington City Council (WCC)
Comment: Check the office (c/o Helen DeGregorio) for the copy of the BWOF to ensure the level of compliance.
- *EFTPOS proposal*
 - ADW Finance GM meeting status
Comment: This issue is pending with Reuben Norris of ADW.
- *Painting the St Benedict's window*
 - Status report from Lenny Davis
Comment: The repair was delayed due to the weather condition but will resume work.

2. Update Account / Systems User Access, Ownership and Authorised Signatories

- Account with Bank of New Zealand (BNZ) authorised signatories
 - Delegation of authority to process bills or invoices below \$1000 in Xero prior to actual approval and payment of authorised signatories.
- Xero and Infoodle Administrator
- Inland Revenue for appointment of Executive Office Holder

Comment: Thomas Davis expressed his willingness to continue supporting the Office and Finance team. He suggested to hand over his current Administrator access or role when the new and permanent Finance Committee Chairman is designated. Meanwhile, he informed the Committee that Fr. Alfred Tong has an Administrator access, too.

3. Planned Gifting Campaign (Appendix 8)

The Archdiocese of Wellington announced a Planned Gifting Campaign from August 2025 across the Archdiocese to incorporate two main components:

- Weekly planned giving renewal, and
- By bequests or giving of sum of money through a will.

Before August 2025, the Parish is asked to prepare the relevant records, infrastructure, and forms ready for the parishioners.

In this regard, the Committee is requested to help the Parish Pastoral Council in getting an understanding of the spirit of giving in the parish and makeup of the parish in the way they give.

Comment: Provide the Committee with the usual graphs being presented every meeting that shows the monthly balance of Planned Giving for better appreciation of the Committee members and to help identify relevant areas of focus promoting the campaign.

4. DancePoint

The amount of unpaid and overdue receivables from DancePoint had accumulated to \$3,540.00 (of which \$1,380.00 is 91 days overdue and \$2,160 is 21 days overdue) as of 30 June 2025.

The Committee is requested to decide if it is still acceptable for DancePoint to continue renting the Parish space.

Comment: An email was sent to the owner about the overdue accounts with a recommended repayment plan.

5. Other matters

