

St Francis of Assisi Ohariu Parish
Finance Committee Meeting Agenda with Minutes
17 March 2026 from 5:00pm to 6:00pm Parish Office

- Opening Prayer – Fr Alfred Tong
- Attending – Fr Gerry Burns (Fr GB), Fr Alfred Tong (Fr AT), Graham Cooper (GC), Karen Kam (KK), Michael Oh (MO), Bel Manglicmot (BM)
- Apologies – Nikhil D’Souza (NDS)
- Welcome to Reuben Norris

Reuben Norris (RN), General Manager of the Catholic Archdiocese of Wellington (ADW), attended the meeting after receiving a welcome remark from GC.

GC thanked RN for his help in facilitating the approval on the sale of the St Benedict Church and Presbytery,

- Agenda Items:

1. Minutes of previous meeting and matters arising

Minutes approved and any matters arising from the last meeting are included as items for discussion in the agenda.

2. Finance Update

a) Financial Statements

GC presented the financial statements as of 28 February 2026 with comparative figures for the same period of last year (28 February 2025).

Except for the property revaluation last year, there were no other items of significance to highlight in the balance sheet. Some comments were mentioned on the possible impact on the accounts following the sale of St. Benedict Church and presbytery. On full settlement, the actual gain or loss on the sale will have to be recognized in the books of accounts.

Next, GC presented the profit and loss statement for the 11-month period ended 28 February 2026, highlighting the significant variances of the accounts from the same period of last year.

A further discussion ensued on the Parish collections being lower in the current period from last year, specifically for the Envelopes and Automatic Payments (AP) Givers, notwithstanding the Planned Gifting Programme launched by the Parish Office in line with the ADW initiative.

RN mentioned that collections of the parishes vary, as some showed an increase while others have decreased. Further discussion on the topic was deferred to be covered under the agenda item on Gifting Programme.

b) Banking Approvals of Payments from Bank of New Zealand (BNZ) Account

In the past FC meeting, it was mentioned that the current BNZ signatories for authorizing/ approving payments have expressed their intention to end their services and be replaced. In this regard, the new signatories to be designated are GC, NDS and KK. Fr AT maybe added but only under very special condition. GC will coordinate with BNZ on how the change can be put in place.

3. *Maintenance - Update on St Benedict's Church Painting*

GC reported that the painting job at the St Benedict's Church is now completed and the final bill has been received. The said job, which included repair and painting of windows, is part of the regular repairs and maintenance work of the property.

4. *Sale of St Benedict's Church and Presbytery*

GC reported that the sale agreement had been signed and the developers have four weeks to conduct their due diligence. After, it is possible to receive the deposit from the buyer. The final settlement is expected in four weeks thereafter.

Also, GC shared that the developer plan to build 11 housing units in the property, although the Wellington City Council (WCC) had mentioned 10 units only.

5. *Other Maintenance*

GC updated the FC on the other maintenance work that were completed in the churches of St Francis and St Andrew.

The emergency light at St Andrew's Church was replaced. The current system, being old and outdated, was replaced by a new system. The issue with the faulty emergency light system was one of the issues raised during the review of the Building Warrant of Fitness (BWOFF). Subsequently, a new BWOFF with no issues was received from WCC.

Meanwhile, at the St Francis of Assisi Parish, maintenance work was carried out on the leaking windows along the hallway, latch on the exit door was replace as it was not closing properly and step to church hall.

6. *Gifting Programme*

As mentioned by RN, the collections of the parishes vary, wherein some have increased and others have decreased.

RN shared some ideas (good practices) that the parishes with increased collections have used which could be useful for next year's programme. These included activities like targeting high value 'donors', following up programme forms with bank account details and making use of pledge cards.

In addition, the use of EFTPOS machine was raised. However, the cost of using the machine is quite expensive and may not be practical for now.

7. *Grant for Outreach Programme*

GC informed the FC that the Parish has received the \$113,000 grant earlier applied for by Kitty McKinley and Dr John Kleinsman of Challenge 2000.

Together with the Outreach Ministry of Challenge 2000, the leaders of the Parish are in discussion for a better supervision and management of the grant/fund, among others.

8. *Other Business*

RN informed the FC on the new things that are happening from ADW.

- a) Insurance – The cost of insurance is likely to increase by up to 5%. This is driven by the current global price increases for doing business.
- b) Levy – The current rate of 18% will remain.
- c) Building Amendment Bill – A new system for managing earthquake related (seismic) risk is introduced which aims to reduce unnecessary cost (i.e. retrofitting) to comply for low-risk areas and therefore making it affordable.

- d) Safeguarding – As a community, the Church is expected to take responsibility for the protection of children and vulnerable people. ADW aims to provide a consistent culture of safeguarding and had developed some information on safeguarding practices and policies, among others.

As Safeguarding applies to everyone in the community, it is important to make it part of the regular agenda item in the discussions by the different groups in the community.

- e) Governance Update – The advisory bodies consist of the Board of Administration, Archdiocesan Pastoral Council and Council of Priests.

These bodies are established to work as one body and contribute to the good of the diocese. More information about these bodies is available in the ADW website.

- Closing Prayer – GC
- The meeting was adjourned at 6.15pm.