

**St Francis of Assisi Ohariu Parish
Finance Committee Meeting Agenda with Minutes
22 September 2025 from 5:00pm to 6:30pm Parish Office**

- Opening Reflection – Fr Gerard Burns
- Apologies – Nik D’Souza (NDS)
- Attending – Fr Gerry Burns (Fr GB), Fr Alfred Tong (Fr AT), Graham Cooper (GH), Shane Dinnan (SD), Karen Kam (KK) and Bel Manglicmot (BM)
- Agenda Items
 1. *Hand Over to the new Chair Graham Cooper.*

GC is recognised as new chair and thanked NDS for his time serving as the temporary chairperson.

KK, a new member, gave a short introduction of herself and her experience being previously a member of the Finance Committee at the St Mary's of the Angels Parish.

2. *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.

GC had suggested a monthly financial reporting to the FC, with meeting set at every 2nd Monday of the month.

3. *Finance Report as of 31 August 2025 - Profit and Loss Statement and Balance sheet*

No significant unusual changes were noted in the year-on-year variances in the Balance Sheet accounts. A discussion about the utilization of the Challenge 2000 related accounts (Income in Advance) was noted.

In the Profit and Loss Statement, the focus was in the collection (planned giving) performance as it was noted to be lower in the current period. SD asked about the status of the planned giving campaign against the different parishes. Fr GB mentioned that while it is good that the campaign was launched across all the different parishes, it is not quite possible to determine or compare the parishes as each one has its own implementation. In some parishes, the campaign was assigned to the Finance Committee, some to the Leadership Team, and others have engaged both. Aside from the collections, the variances in the other items of income and expenses were noted.

4. *2024/25 finance report on web site to do*

GC asked for assistance on how to post the 2024/2025 finance report on the Parish website. Fr AT had volunteered to assist.

5. *Update on Renewal of St Ben's Church Lease*

GC reported that St Ben's Church lease will be renewed with a 2.5% increase (from \$1,900.00 to \$1,947.00) for a six-month period. GC will have the variation letter on the lease signed by the representative of Iglesia ni Cristo.

6. Report on Challenge 2000 Little House

GC reported that the plumbing issue at the Challenge 2000 Little house had undergone minor repair and was fixed accordingly.

7. Valuation update St Bens update

GC will get in touch with a third party to request for a valuation update on St Ben's in view of the impending plan to sell the property.

In connection with the said plan to sell St Ben, GC mentioned that he will draft a letter addressed to the Archbishop Diocese for final review of Fr GB.

8. Office Update

Fr GB and GC are currently having a conversation for a likely additional person to work in the office. On behalf of the Committee, GC recognized and thanked Fr AT for his tedious efforts and support in the office activities/ work.

9. Banking approvals of payments on BNZ update.

Authorised signatories for approving payments in BNZ will change in view of the resignations. GC will eventually be designated as one of the signatories. Meanwhile, GC had requested SD to continue being a signatory up to his plan to resign from the Committee, which is by the end of the year.

10. Insurance update August 2025

The insurance of all the Parish's properties was renewed last June 2025. The contents insurance for the priests' new accommodation is included in the insurance cover.

11. New members of Finance committee. Replacement for Shane by year end.

The Committee expressed its desire to add new and younger members. In this instance, the Committee expressed that it was happy that KK has joined.

12. Gifting Programme

The Parish is continuing its planned gifting programme and encouraging the community to provide support.

13. Building WOF St Francis, St Benedict's and St Andrews

BWOF of St Ben is being finalised. BM noted that the report will show that the monthly passive inspections, that should have been completed by the tenants, were not completed as the tenants were not aware of the said checks. However, the report is expected to mention that the passive inspections will be completed onwards.

14. Dance Point update.

After NDS had spoken to Sharon of Dance Point, it had made some payments. The current outstanding arrears (about \$2600) are for Term 4 of 2024 and Term 1 of 2025.

15. Any other business

With no other business to discuss, the meeting was adjourned at 6:15pm.