



ST. CARTHAGE'S UNIVERSITY PARISH
PARKVILLE, VICTORIA, AUSTRALIA

MINUTES

St. Carthage's Parish Finance Committee

Date: Tuesday, 28 April 2026

Time: 7.00 pm – 8.00 pm

Location: Parish Presbytery

Attendees: Fr. Tony Kerin, Jim Barber, Mark Dohrman, Ron Frisina, Constant Mews, Bernard Tegline

1. Opening Meeting

1.1 Welcome, Opening Prayer and Apologies

The meeting commenced at 7.00 pm

No apologies

1.2 Minutes of Previous Meeting

The minutes from the previous meeting of 24 February had been circulated prior to the meeting (thank you, Mark). The minutes were noted and no changes requested.

1.3 Confirmation of Agenda

Fr. Tony requested some items of 'Other Business':

- a) The parish website
 - b) The sacramental program
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2. Reports

2.1 Budget Update

Bernard briefly summarised his financial reports for the quarter. The profit & loss statement compared actuals to budget for the March 2025 quarter. It also included the full year 2026 budget and the 2025 full year actual numbers.

Profit & Loss Statement

- Income for the March quarter was \$48,686 or \$26,905 above the budget of \$21,781.
- Thanksgiving income was \$12,602 or \$679 below the budget of \$13,281 for the quarter
- Loose collections of \$5,331 for the year represent 75% of the presbytery collections, were \$331 above the budget of \$5,000
- Grants from the Archdiocese of \$25,450 is for the presbytery roof
- Other income included donations from the tap & go - \$903 received to the end of March, and \$1,400 from funerals & weddings
- Note excluding the grant of \$25,450 income from normal activities was \$23,236 which was \$1,455 above the March 2026 year to date budget of \$21,781
- Expenses to the end of the March 2026 quarter were \$40,640 compared to the budget of \$18,424 a variance of \$22,216.
- Insurance. The profit & loss includes 2 months totalling \$1,503.
- Repairs & Maintenance costs for the 3 months were \$24,880 or \$23,307 above the budget of \$1,574. The major costs is the presbytery roof of \$25,455 less the refund of \$570 for the duplicate payment to Australian Pipe Organs
- Leave entitlements have been accrued to 31 March 2026
- Note Expenses excluding the presbytery roof cost of \$25,455 are \$15,186 which when compared to the budget for the quarter of \$18,424 is a saving of \$3,238
- The full year is reporting a surplus of \$8,046 which is \$4,689 better than the budgeted profit of \$3,357
- The report summarises the net cashflow. This includes adjustments for the leave provisions should they be called upon.
- Excluding the term deposit from the overall cash there is a surplus of \$18,162. This is an increase of \$7,473 since December 2025 when the surplus was \$10,689

Balance sheet

- Total cash on hand at the end of March was \$44,902 including the term deposit of \$15,241 (matures in May 2026 at 4.15%).
- The opening cash balance at the start of the 2026 year including the term deposit was \$55,036. Overall cash has decreased by \$10,134 since the start of the year
- CDF investments is the term deposit of \$15,241 which is invested for 5 months expiring on 17 May 2026 earning 4.15%
- Prepaid Expenses represent the insurance invoices that are being amortised over the insurance year.

Cashflow

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- A monthly cashflow is included which shows the flow of deposits and payments through the bank account throughout the year.
 - The decline in cash of \$10,134 is due to:
 - Payment of 2025/26 insurance of \$9,016
 - The payment of 2025 costs in January 2026 of \$8,928
 - The average giving per week has increased from \$19.17 per giver each week at the start of the year to \$21.10. There has been a loss of both direct debit and credit card givers over the last 3 months.

Bernard's presentation led into a discussion on potential fundraising strategies. Fr. Tony also noted that 100 kg (?) of lead from the re-capping of the roof, worth perhaps \$400 +, is at the side of the presbytery.

Action Items

- **Jim to call a special Finance Committee fundraising meeting.**
- **Jim and Mark to use Mark's ute to collect and sell the surplus lead from the re-capping of the roof.**

2.2 Columbarium

Mark and Constant reported on a good meeting recently with architect Robert Simeoni, who has done considerable *pro bono* work on working up concepts, measuring the site, preparing images. He sees it as a place to be calm, reflect, pray. Not to be a thoroughfare. No work is to touch the existing church. A walled area at the western end of the north side of the church is proposed. Robert will provide builders' estimated costs, sketches and information by 7 May, and will attend the Pastoral Council on 12 May to present his findings and suggested plans. Thereafter, with the Finance Committee then better informed, we will develop a business case. This will proceed until its meeting scheduled for August 4, and hopefully be finalised then.

Action Item:

- **Finance Committee to develop the business case for the columbarium once Parish Council has endorsed the concept**

2.3 Risk Register

Jim's plan to deal with the status of risks progressively in digestible sections at meetings of the Finance Committee was endorsed. The meeting proceeded to go through the risks in order, as follows:

Risk 1 - *The parish becoming unviable*. Mark suggested that this fundamental risk can be mitigated by continuing the numerous present initiatives developed, documented and growing since Michael Elligate's departure, eg:

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- rosters for welcoming people,
 - using more lay speakers at Mass,
 - expanded hospitality,
 - supporting increased numbers of volunteers,
 - sustaining the existing parish groups,
 - increased social media presence.

Mark noted that the report of The Future Directions Group produced a report for future parish actions; the report was endorsed by the Pastoral Council and is a permanent fixture on their agenda. The report identifies all parish areas with proposed tasks to be undertaken soon, then later.

Additional mitigation strategies include:

- A fundraising campaign (see above)
- The columbarium (see above)

Risk 2 - No parish priest available – could be mitigated by encouraging permanent use of the presbytery by the incumbent episcopal vicar.

Risk 3 - Finance Committee and Parish Council unable to attract financially literate (FC) or competent members (PC) Tony regards this as a low risk given the demographic profile of the parish. In addition, Bernard prepares the financial reports and is available to assist members. New members may also contact longer-term members for information and advice. Finally, the Archdiocesan “Parish Administration Handbook” is on-line and is constantly being updated: <https://handbook.melbournecatholic.org/> There is also a comprehensive on-line handbook on parishes and their management and sustenance at this address: <https://handbook.melbournecatholic.org/contents/1-overview>

Risk 3 - Finance Committee not properly inducted – see above. It was also suggested that all incoming members of FC should be directed to the Parish Administration Handbook

In the interests of time, discussion of the register ended there and members were requested to think about the remaining items and provide Jim with feedback about potential mitigation strategies prior to the next meeting.

Action Items:

- **Committee members to review risk register paper and provide feedback to Jim**
- **Jim to update the risk register with the input of FC members**

3. OTHER BUSINESS

3.1 Sacramental program:

An 8-session program held at 9 am in the presbytery on Sundays, run by Ange, Carolyn and Anna, preparing people (mainly children) for reconciliation, first communion and confirmation. The price of the program has been increased to \$150.

3.2 The Parish Website

The current provider's annual price is rising from \$680 to \$1000. The meeting agreed that we should move providers and go with the Archdiocese's provider – we are already within that arena, and would pay nothing to have our parish site hosted there.

Action Items:

- **Fr Tony to ask Leanne to move website providers to Archdiocese asap.**
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Meeting closed at 8.00 pm

Next Meeting: Tuesday 4 August 7:00 PM (Pastoral Council on May 12 – Jim to attend, Mark to report on Columbarium). Likely special Finance Committee meeting on Fundraising planning before the August 4 meeting.

Agenda Item no.	Issue	Action	Due Date
2.1	Fundraising	Jim to call a special Finance Committee fundraising meeting to plan this program.	TBA
2.1	Surplus lead	Jim and Mark to use Mark's ute to collect and sell the surplus lead from the re-capping of the roof.	TBA
2.2	Columbarium	Finance Committee to develop the business case for the columbarium once Parish Council has endorsed the concept	August meeting
2.3	Feedback on risk register	Committee members to review risk register paper and provide feedback to Jim	Before August meeting
2.3	Revise risk register	Jim to update the risk register	August meeting
3.2	Leanne's salary review	Fr. Tony to look into Leanne's salary review request and Bernard to advise Fr Tony on her wage arrangements.	August meeting
3.2	Leanne's accrued leave	Fr Tony to see Leanne about taking some leave, including Long Service.	August meeting