



## **PARISH OF ST ANTHONY AND ST MARK**

### **Parish Finance Committee Meeting Monday 20<sup>th</sup> March 2023**

#### **Present:**

Fr Charles Coyle  
Margaret McGrath  
Margaret Anderson  
Anne Clark  
Alison Roe  
Marian Devine  
Winnie McAulay

#### **1 Introduction**

Father Coyle opened the meeting with a prayer. He thanked everyone for attending today and expressed the view that the Finance Team is working well and processes for counting offertories and banking cash are also going well. He explained that he wants the team to go a little further by training on the organisation of the Parish finances as a whole. Margaret will organise training and it will enable future meetings of the Finance Committee to discuss, more widely, issues surrounding parish income and expenditure. Fr Coyle explained that he would have to leave the meeting early as children from the school were arriving to see him.

#### **2 Financial Management**

Margaret explained that the Diocese has recently published two papers – “Diocesan Finance Policy” and “Financial Management Procedures”. She has checked these and feels that we are meeting the requirements of the Diocese apart from the need to formalise the Parish Finance Team meetings and the need to maintain an up to date inventory of the Parish Assets. After some discussion it was agreed that Margaret would draft a pro-forma to be used to record the assets and the team would provide comment on this prior to bringing it into use. (Action Point). Margaret then went on to explain that she has completed the Guidance folder for Parish Accounts and this would be the basis for further training for the members of the team. This was discussed and agreement made that the first session, provisionally organised for Monday 3 April, would involve everyone and Margaret would explain how the Financial Management of the Parish works and how records are kept. The second session will involve one or two members of the team working with Margaret to gain hands-on experience. In this way it is hoped that anyone will be able to stand in to maintain basic records should Margaret be unavailable at any point. It will also

enable members to have a better understanding of the financial information which will be presented at future Committee Meetings. Meetings should be regularised to meet every 3 months. (Action Point). Following on from this discussion it was agreed that we should arrange for a page on the Parish website where Committee meeting minutes and other financial information can be shared with Parishioners. (Action Point).

### 3 Gift Aid

The 2023/24 Gift Aid envelopes have now been made available. Margaret noted that the Diocese suggests that Gift Aid members should be advised how much they have contributed each year through their Gift Aid offerings and how much additional monies have been received from HMRC. This was thought to be a good idea and the team can look at doing this once we have received our refund from HMRC. Margaret to consider how to produce the letters effectively.

### 4 The meeting closed.

## ACTION POINTS

- Draft proforma to collect Parish Asset Data – M McG
- Check diaries and confirm 3 April availability for training session 1 – ALL
- Arrange for full Parish Finance Committee meeting in 3 months – MMcG
- Speak to F Kinghorn and Fr Coyle re Parish Finance page on the website – MMcG
- Draft letter to Gift Aid members and seek comment from Committee members – MMcG

20 March 2023