

## St Francis Finance Committee

Minutes of meeting held in The Presbytery St Francis RC Church , Coronation Road, Ascot on 2nd March 2017

**Attendees:** Tony Berkeley (Chair) Father Kevin Bidgood Jan Wilkinson Gerry Devaney Terry Enga

1. The committee welcomed Fr Kevin to the parish and introduced themselves.
2. The Committee's makeup, scope and history were tabled.
3. Previous minutes from 19th October 2016 were agreed.
4. Cash book £81k shown as the starting *Opening Balance* on the St Edmund's account required clarification. Lloyds current account balance was advised . It was noted that Peter Hermon kept a manual double entry ledger register. The accounts were transferred to TB in September 2016 and TB transferred the records for the first month of 2015/6 onto an excel spreadsheet.

Further work is required to better understand the opening balances and transactions during the year, and it was agreed that JW and GD should review the information. Though it was noted that the end of year 2015/6 statement was accepted by the Diocese, the objective was to gain a clearer understanding of parish accounts, and to aid publication of a Parish Finance report for 2015/6

5. **PAMIS new Diocesan accounting system** was explained to the meeting and a demo will be possible to help committee to understand new accounting mechanism being used. The system had facilities to reconcile accounts at the end of each month, and produce reports which will be presented at the next meeting.
6. **The PAMIS system** operates on an itemised code system which will help provide a useful analysis Parish incoming and will help create a budget for 2016/7. TB could not locate previous annual reports to enable year-on-year projections.
7. **Kenel Road** - Background discussed, TB will ask the Diocese to re-establish communications on the sale of the parish land.
8. **Stained Glass window** - Details of the outstanding issue were given to Fr KB on handover. Fr KB will meet and discuss the issue with Mrs Bishop, the UCM president. A benefactor had offered to pay for one side-panel, and the objective was to clarify any outstanding issues, so that the Parish can commission the 3<sup>rd</sup> stained glass window.
9. **Major projects** - a) The Diocese has asked for annual roof maintenance check. TE was asked to contact his roofer for quote for the Valley(s) to be replaced with membrane material.  
  
b) Refurbishment of the Friary had not been done after the 2012 QQ Survey. It was agreed that Friary work items highlighted in the coming 2017 QQ report will be considered in the light of other developments in the parish.
10. **Next meeting** - Thursday May 18th at 7:30 pm