

Good morning Brothers and Sisters.

It has been an eventful and challenging year, thanks to the impact of the Covid19 virus.

Firstly, an update on urgent matters.

Based on the outcome of the last AGM, the PPC team took charge of the finance process and operation of the parish.

Initially, the finance committee was disestablished.

The PPC team went through the books and the operations of the parish office and the outcome of the process was that there were serious gaps and breaches in the way things were managed.

As a result of this process it was decided to revamp the operations of the parish office and in consultation with the Diocese we announced a restructure.

As part of the restructure process 2 roles i.e. Parish Secretary and Parish Treasurer were merged into an Parish Administrator role.

Working through the job/skill requirements for the new role the 2 incumbent staff were made redundant. Jennifer Hernandez was appointed into the role of the advertised Parish Administrator.

With assistance from Maxi Sebastian, an audit of all Parish and Office expenses was carried out and following changes were deployed :

a. **Change to the hall and electricity arrangement with the School** – We used to charge Holy Cross School \$7000 per annum for use of the hall and the school would charge the Parish \$6000 per annum for electricity. This has been discontinued after discussions with the school principal Janice Borsos.

b. **Water Bill** – It was found that toilets attached to the hall used by the school were connected to the church water meter. We had a surge in the water bill and found that there was a leak in the school toilets. We have recovered the cost from the school. Moving forward we needed to work with the school on how we cover water usage and consumption. We also managed to secure \$5350 discount from Watercare on the outstanding bill of \$9000

c. **Electricity bill** – In order not to disadvantage our Holy Cross School, we have now installed a meter reader based on which the school will bill us our share of usage.

d. **Photo Copy machine** – The Parish was paying a monthly rental for the photocopy machine of \$400 approx. This contract has been terminated and a new printer installed at the Parish Office.

e. **MYOB** – An accounting package has been installed accordingly based on which all incoming revenue and outgoing costs will be accounted for.

f. **Purchase of Host** – We have cut off the middle man and gone to the source directly which has resulted in a saving of \$2500 per annum.

g. **Telephone** – The telephone unit at the Hall has been terminated.

h. **Stationery** – At the time of office move we found a lot of stationery in storage. Proper approval process has been put in place now to manage inventory.

i. **Hall Hire** – There was a recording process to manage Hall Hire. This is now sorted with a change in process for management of the hire charges and cost to clean.

j. **Spot Donation, Special mass etc** – With the change in process any money received in cash at the parish office a receipt will be issued from MYOB immediately. Parishioners are requested not to leave without a receipt.

k. **Mass Collections** – The counting of Mass Collections are now done in the Parish office itself.

l. **Payment Approval process** – All payments are now managed by 2 signatories as a must. Currently the approving parties are Father Sebastian, Father Ranjith and myself (Steven -PPC Chair)

m. **New Finance Team** – A new finance team has been established to manage and oversee all financial activities of the Parish. For the present time Father Sebastian will be the chair person for this group.

n. **The Holy Cross Website and Brown Robe** – The Holy Cross website was revamped and the Brown Robe is now published on the website itself. As a result we have limited the printing of Brown Robe.

o. **Contribution to the Bishop** – We have been in discussion with the Diocese who have agreed to cap the monthly contribution to the Bishop house at NZD 1000 for 3 month (end Dec). This will be reviewed in Jan 2021 depending on the sale of 31 View Road.

All the processes and handling of funds / documents and other matters has been changed and a more robust system has been implemented to manage the operation of the Parish. Jennifer Hernandez has done an outstanding job in managing this and its very evident when you walk into the Parish office. You will see no clutter.....

With regards to the outstanding question raised at the last AGM around the expenditure of NZD 24000 (approx) towards Gifts & Gathering Expense in 2017. The following was the breakdown of that cost.

Gifts & Gatherings Expenses

3027 Friars (1st Collection) 22,988.00
3030 Diocesan Specials 299.50
3200 Functions & Socials 4,678.64
3205 Gifts & presentations 504.35
Total 28,470.49

This was a case of incorrect posting.

The other point raised :

Ed Auva'a with regards to expense towards Property Maintenance of Utilities : \$48,915

Following is the breakdown.

Electricity Charges 8,101.51
Repairs & Maintenance 12,704.16 (incl Hall 8,595.66)
Security & Monitoring 1,678.24
Grounds Maintenance 2,599.13
Insurance 7,938.69
Property & Rates 15,893.64

Total 48,915.37

Jude Brodie with regards to Other Special Collections Paid 13,472

This was a donation from the Mission Fund to Indonesian Missions 13,471.86

Ed Auva'a with regards to reflecting the splits on the collections on the Brown Robe

As a result of the lock down we had a delay in setting up the new Finance team. When the finance team was formed the most important focus was to complete the AGM submission and creation of a cash flow statement. As you can see we have achieved this now. We have been presenting in the Brown Robe the total collections which we will continue to do so however at the end of every month we will present the cash flow statement so that we collectively are aware of the total collections and disbursements.

An update on the sale of the land 31 View Road. After presentations from 4 candidates (Ray White / Harcourt's / Barfoot and Joint Ventures Developers), The Diocese has decided to deploy the services of (Harcourt's) Sebastian Pinto with regards to the sale of the land. We expect to auction the land either during the 1st or 2nd week of December.

Building project – Total amount collected including Interest and the sale of 29 View Road was NZD 2,591,759.97. Total amount spent was NZD 5,291,612.58 leaving us with a total outstanding of NZD 2,699,852.61. This is not the final amount as there is a retainer amount which has been held back by

the Diocese as part of the process which is the settling in period of one year. Once we have the final figure the same will be shared accordingly.

As you can see irrespective of the lockdown period the PPC team have been working behind the scene to kick start the Parish office and would like to specially acknowledge the time and effort put in by Florita Tionko, Barbara Barclay and Maxi Sebastian. Without their hard work we would not have been in this position today. We are on the right track and the Holy Cross ship is headed in the right direction. There is still a lot of work left for us to accomplish and I would like to extend an invite to the parishioners to come join the PPC team. Always remember this is your Parish.....

The major part of the year was spent in sorting the finances and the setup of the parish office. As we have now sorted and streamlined most of these urgent and important matters of the Parish finance and operations, the PPC will now focus on running of the Parish Pastoral care and other challenges for the coming year. As the PPC Chair I would like to thank all the PPC members and all those who were involved sorting and setting up of the Parish Office.

Rdgs
Steve