St Basil's Finance Council Meeting – Minutes September 29th, 2026, meeting

Attendance: Michael Monette. Qing Yang, Jim Shields, Michelle Gleeson, Greg Mathieu, Man-Lai Wong; Regrets: Fr Adolphus, Andre St Jacques

	Topic	Lead	Current Status	Next Steps Required/Record of Decisions	Completion Date
1	Opening Prayer.	Fr Adolphus			
2	Approval of minutes of June 2026 meeting	Michelle	Minutes were approved and currently posted on parish website	Joint meeting with pastoral council. Posted on parish website. No amendments.	
3	**Standing Agenda Items**				
3a	End of end August 2026 Financial status update	Michelle	Presentation/review of Income Statement & Balance Sheet package. Salient points discussed as required.	Desired to have comparison of actuals to budget, quarterly. Suite rental – Fr Emmanuel will bring additional rectory rental income. PAD is lower YOY, hall rental is lower YOY. $21K less this year to last year. Expenses are lower YOY, total admin cost down $7K, diocesan taxes are higher, various other expenses are lower YOY, payroll slightly higher. $12K less YOY in total expenses. Overall, showing deficit of $27K end of August (prior year $2K deficit). End of July was positive $2K. Last year was a cancelled cheque for $12K that led to understated 2025 taxes. Total 2025 diocesan taxes $57K, total 2026 estimated at $90K from archdiocesan letter and levy is based upon St. Basil's prior year end report and net operating revenue. They then make an adjustment in arrears for the prior year based upon their assessment, now at $97K, divided into four quarters. Under One Roof diocesan taxes at 13% shows up as	

				an expense in other operating, plus any other income that does not have an exemption. Should that levy show up under the UoR program as that is the cause of the levy and not be shown as a charge against operating budget. Committee view is to align income and expenses by category including tax levy from the archdiocese when material. Apply principle of materiality – so items that are 10-15% or greater of the category are best aligned to that category (smaller amounts can be treated in general – no need to incur extra accounting effort and need to track items for consolidation such as showing total archdiocesan tax levy). UoR – did have a line item for impact on taxes, fund raising of $450K is the total fund raising – it does not cover 100% of Keller Report – so ongoing efforts will remain for ongoing infrastructure costs.	
3b	Property Report Status Update	Andre & Qing and Jim for electrical component	Updates on any property / capital / real property items • Electrical items: ○ Progress on Hydro Pole/Electrical Panel $47K project. Status. What remains to be done and when can this project be considered completed? • Any Keller action items that can proceed?	UoR – archdiocese did conduct an inspection of roof by drone last week, waiting for report to be issued. Will archdiocese become more helpful to parishes regarding roof maintenance needs and costs for repairs? Request was for priority on roof assessment given UoR program – but are we now waiting anyhow for one master report? **Question for Andre** – does St. Basil's get a report sooner or must we wait for the total report to be issued.	

			• Status/timing of Archdiocese Engineering review of St Basil's roofs • Status update on sanitary pipes inspections and go forward. • Misc Repair/Cost items to be incurred and/or repairs which can go forward	Jim – electrician report: main services update completed and ready for inspection, conduit work will then start in the church subject to Hydro Ottawa schedule, panel change in hall is October schedule, couple scheduled power outages in the church to enable this work, will be a one day shutdown of rectory power, and Hydro Ottawa work will incur a one day shutdown of power. Andre/Qing – backup power for sump pump was down, inspected, fixed, paid. Battery backup (less expensive than a generator). "Thank you to the team for that work, Peter in particular" Keller Report – masonry and brick deterioration topic – will become a priority for next efforts. Pipes: another toilet blockage required clearing/cleaning, cause to be determined; sanitary pipes review and inspection and plan required (Andre assigned to task). Looking for an inspector that can scope the full pipe length. (this is a recurring unsolved issue – inspection). **Action**: identify contractor that can do the scoping. Reference Joe Prince – schematic for sewer lines, ensure they are available for view by possible contractors to do the scoping. Does Archdiocese Real Estate have any expertise or advice that can be applied? May be an issue in getting attention of	

				specialists as church project is "small", less interesting to them. Discussed a new $1900 estimate of an expense: deep steam clean of hall kitchen, was performed approx. Jan 2024 (fridges, stove, floors, walls, sinks), plus refresh floor in washrooms, and long table surfaces. Committee concurs that cleaning be performed given public facing usage of the facilities. KofC will work to pressure wash the chairs in the future (keep costs down). Rectory has a cleaner (shows up in operating expenses)	
3c	Compliance review of Financial Protocols	Chantal	Chapters I and II – Parish Bank Accounts and Banking Authorizations	Per June 2025 updated protocols. Michelle in lieu of Chantal presented summary notes regarding Chapters I and II. Identified as compliant with bank accounts, and action was taken to draw down current account to investment account to have current account remain below 3 months of operating budget, but with some allowance to handle upcoming archdiocesan tax levies. Bank accounts signing authorities via procuration letter. Identifies who can be signing officers – ensure separation of duties. Compliant.	
#4	**Update on Previous Agenda Items**				
4b	Replacement for Acolyte System	Chantal/Michelle/Michael and Man-Lai	• Need to develop a summary/plan of next steps, proposed timeline and what is involved in the implementation/roll out of software	New Sunergo system. Additional functionality for pastoral work, subsystems for donations, also scheduling tools, committee mgmt. tools. Pastoral Council involvement – Greg can suggest someone to join as	

			• Need for a mini working group team from FC to help with implementation • Need a FC member to lead working group	well. There are specific authorizations in the system to information that is financial or accounting and restricted to specific people. Michelle and Man-Lai were given some additional "rights"; Man-Lai has admin rights. Michael – would need "view" to support audit and review functions. Agreed.	
#5	**New Agenda Items**				
	Forward planning framework	Michelle	For FC review, feedback and approval	Issued to Committee – future dates, who takes minutes, cheque signing role by month. Patricia Marrs for family reasons is stepping away from regular work on Finance Council but will continue with cheque signing and receipt of FC agenda/minutes – FC agreed.	
	Sponsor Table at Upcoming Archdiocese fundraising event	Father Adolphus & Michelle	Fundraising for 6 seminarians in archdiocese	Applicability of CIBC funds – pastoral outreach expenditure. Attendees can be via lottery/ballot of interested volunteers. Fr could extend invite. Agreed.	
	UoR fundraising and accounting for Diocesan taxes and coding	Michelle	This will likely be discussed as part of the Financial Analysis review of end of August F/S.	Discussed above. Parish received anonymous donation $8K, Canada Helps. Another $5k to regular operating. August – anonymous parishioner donation $45K to UoR (10% of target).	
	Social Housing Initiative	Greg for Jean-Paul		Archdiocese researching usage of real estate for social housing, garner interest from parishes including St Basil's, feasibility study ($300k) by archdiocese. What is St. Basil's interest? Meeting with Pastoral and Finance Council – date is Oct 18th after 10 am mass. Richard	

				Pommerville and Norman Turner to present approach, role as part of a Canada wide effort (CCCB initiative). East Parking lot is the area in consideration. Joint facilities for parish usage as well might be possible. JP is liaison on this topic. Intent is to learn from the Archdiocese as to what they can do – discovery best describes status. Suggestion is to listen and learn and then convene locally as to any next steps or comments.	
6	**Round Table**	FC members		Youth Coordinator and Sacramental programs update: Maria Constantini, Fr, Greg met to work on sacramental teaching, Matthew and Matti take on leadership roles, youth programming progressing with about 50% the original cost allocation. There is a need for bookkeeping functions to be properly documented. Michael worked on collections; Man Lai worked on systems reconciliations (Sunergo with other accounting functions). Action: documenting processes. Bookkeeping is one part; office financial mgmt. has another set of procedural knowledge required – documented. RACI required for the financial office management.	
7	**Closing Prayer**	Fr Adolphus			

Minute Takers for 2025/26 Finance Council year

Extract of 2025/2026 Forward Planning Agenda document

Topics to be addressed	Sept 23rd, 2025	Oct 21st, 2025	Nov 25th, 2025	Dec 16th, 2025	Feb 24th, 2026	March 24th, 2026	April 28th, 2026	June 23rd, 2026
Minute takers	Michael/ Andre	Patricia/ Qing	Jim/ Michelle	Andre/ Michael	Qing/ Patricia	Michelle/ Jim	Michael/ Andre	Patricia/ Qing

Signing for cheques 2025/2026 Finance Council year (changed to every two weeks effective November 2024)

September (4th/18th) 2025	Michelle/Alternate Patricia	March (5, 19) 2026	Michelle/Patricia
October (2,16, 30) 2025	Patricia/Alternate Michelle	April (2, 16, 30) 2026	Patricia/Michelle
November 2024 (13, 27,)	Michelle/Patricia	May (14, 28) 2026	Michelle/Patricia
December 2024 (11, 25,)	Patricia/Michelle	June (11,25) 2026	Patricia/Michelle
January (8, 22) 2026	Michelle/Patricia	July (9, 23,) 2026	Michelle/Patricia
February (5, 19) 2026	Patricia/Michelle	August (6, 20) 2026	Patricia/Michelle