

St James' Finance Committee

Meeting Date: 5/2/26

Time of Meeting: 2pm

Location: Parish Hall

Attendees: Mgr Patrick Burke (MPB); Gordon White (GW); Kate Aitken (KA); Emilio Rimini (ER); and Stephanie Gordon (SG)

Purpose of Meeting: approval and signature of Parish Annual Returns in advance of **28 February deadline** for submission.

1. Welcome and Introductions

- New Committee members were introduced
- Each Committee Member provided a brief summary of relevant professional background.

2. Annual Return - Parish

- GW provided an executive summary of the Parish Annual Return.
- The Parish Annual Return was submitted by the Committee for approval, approved and signed by MPB.

3. Annual Return - Canmore

- GW provided an executive summary of the Canmore Annual Return.
- The Canmore Annual return was submitted by the Committee for approval, approved and signed by MPB.

4. Committee Remit

- For the benefit of the Committee MPB outlined:
- the interaction of civil and canon law as they apply to archdiocesan and parish property and the purpose of archdiocesan levies;
- oversight of the Canmore refurbishment by the archdiocesan fabric Committee;
- the 40% rule applicable to major refurbishments and approval by archdiocesan trustees of post hoc implementation of the 40% rule as it applies to Canmore;
- the establishment of Canmore as a separate canonical entity and the subsequent partial amalgamation of its accounts with parish accounts in 1992;

In that context, **it was decided** that the remit of the Committee would include assessment of the cost of running Canmore and putting a budget in place.

5. Update on move from Bank of Scotland (BOS) to Royal Bank of Scotland (RBS)

- GW confirmed that there will be 2 RBS accounts, the main account and the Chaplaincy/Canmore account
- the 200 Club account will remain with BOS, because there is no requirement for a branch.
- **Action** - MPB to keep the Committee informed about the development fund

account.

6. Parish Communication

- The timing of communication with the parish about parish finances ahead of a **6 April deadline** and the policy underpinning such communication were discussed
- **It was decided** that the Committee would meet again on 11/3/26 at 2pm to discuss the terms of a Financial Statement combined with an appeal for Gift Aid / increases in current gift aid contributions.
- **Action** - ER responsible for Finance and Gift Aid presentation at St James on 15/3/26 and GW responsible for Finance and Gift Aid presentation at Crail on 22/3/26.
- **It was decided** that there should be immediate follow-up with parishioners who expressed an interest in making Gift Aid contributions.

7. VAT Reclaim

- There is an August 2024 file relating to such a claim.
- **Action** - GW to identify sums outstanding, if any.

8. University Catholic Society Charges Implementation

- The Catholic Society is considering a charitable donation of arms accrued.
- **Action** - GW to discuss with the Catholic Society Treasurer the possibility of making a charitable donation for use of the Parish Hall.

9. AOB

GW confirmed that Gift Aid envelopes had been ordered.

10. Date of Next Meeting

11/3/26 at 2pm.

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