St. Mary's Operation Committee Minutes
November 13, 2020

Follow-up Action Items arising from the meeting:

Name	Action Item	Target Date	Priority
Leslie/Derek	Draft Deficit Elimination Letter	November 16	H
Ian	Draft Capital & Operating Plan for budgeting including Hot Water Tank	November 18	H
Ian/Derek	Liaise with St. Stephen and purchase Rector's laptop	December 1	H
John/Derek	Curb Repairs, incl. scraping & repainting	Try before winter	M
Derek/Lon	Website Redesign Committee meet	January 13, 2021	H
Lindsay P.	Revamp Hall Bulletin Boards	Christmas Break	

MINUTES

Attendees: John Beresford, Irene Feir, Matt Humphrey, Derek Osman (Chair), Leslie Pedlow, Ian Stuart, Lon Towstego

I. **Open meeting with Prayer** – The meeting was called to order at 1:05 p.m. and Rev. Lon opened with a prayer remembering in particular Patricia McRae and Diane Bell who had died.

II. **Adoption of Agenda** – Derek called for any additions or changes to the Agenda. Hearing no changes the agenda was accepted.

III. **Thanks** – Derek asked if anyone would like to speak to this subject. Irene Feir thanked the team who completed the kitchen renovation. Derek thanked the Operations Committee members for attending and working under challenging circumstances. He also thanked Ian for quietly pulling many things together and especially moving the two churches closer with his work of recording the on-line services. Derek also thanked Lon and Matt for their willingness to work on the budget and finances by emphasizing stewardship within upcoming sermons.

IV. **Minutes of September 11, 2020.**
Minutes of May 8, 2020 were approved by electronic Vote (thanks Leslie).

V. **Review Action Items – status, date adjustment, explanations?**
1. Capital & Significant Operating Issues Plan – Ian reported that he is awaiting two significant pieces of information regarding heating and roofing before he can complete the long-term capital plan. Derek asked Ian to provide us with what is needed for next year for budgeting purposes. Ian has indicated that he is expecting analysis of the attic insulation by Tuesday next week, and would provide a plan to be used with next year's budget by the end of next week.
2. Holly Fair announcement/challenge – Derek thanked Leslie for stepping forward to challenge the parishioners. The appeal has achieved $2383 to date. There should be some more coming in from sales of canning, puddings, and crafts. The Crafts will be sold on-line only. Ian is preparing a catalogue for electronic distribution soon. There was some discussion about using the "Square" for taking payment. Further discussion will occur post meeting.

3. Kitchen Reno – Is complete. There is a small amount left in the fund and Derek will liaise with Lynn to see if she would like any hardware installed on the cupboards. It was reported that Lynn was very pleased with the results, especially the refurbishment of the Island. Lon suggested that it be arranged for parishioners have a tour (physical and/or electronic) of the renovated kitchen after church services one day soon.
4. Curb Repairs – torch, tar, & paint – This is still pending. John has been extremely busy with personal commitments. The work is now weather dependant. Derek urged us to make an attempt, if possible. John asked if Nick had been asked about supplying paint. Ian reported that there was cement paint in the cupboard.
5. Cooper Hall Replace light fixtures – Ian has received an electrical estimate of $2,100 plus taxes. Ian is awaiting the results of testing of the insulation for asbestos. It is anticipated that the results would be available on Tuesday, Nov. 17th. Ian was asked to provided us a status updated by November 19th. Derek asked if there was any work our volunteers could do to lower the cost of the installation. There was much discussion about time constraints and safety of volunteers. Derek agreed but if there could be any significant saving, it would be worthwhile.
6. Website Redesign – Team meeting in January 13, 2021 at 5:00 p.m. Derek thinks that upgrading to the current platform will be a big job. There is some urgency to decide on which company we will use to accept electronic donations.

VI. Business Arising/Discussion from September 11, 2020 Minutes

Items were discussed under Review of Action Items

VII. Financial Reports

1. Financial Statement to October 31, 2020 & Variance Comments – Derek drew attention to the "Budget Review". He commented that the Miscellaneous Income was so high because it included the interest received from maturing GIC's. Irene asked why the water bill had exceeded budget. Ian reported that the cost was increased by CRD and Central Saanich after the budget was already passed. Ian also reported that there appeared to be a leak in the sprinkler system and that he has shut the water off to the whole irrigation system. The configuration of the lawn sprinkler system is unknown which makes finding the leak difficult. Irene will ask John Rumsby, a former member of St. Mary who was involved in the installation, if he may provide any information that might assist. Lon mentioned that during a Clergy meeting, the Diocese reported that it was confident that more wage subsidy would be forthcoming. Derek indicated that he needs to provide extensive information. He also reported that there is a question of whether or not we will need to pay back anything already received.

   It was **Moved** by Derek Osman, **Seconded** by Leslie Pedlow that the Financial report to October 31, 2020 be received and recommend for adoption by Council. **CARRIED.**

2. Financial Outlook Review for 2020 – Derek ran through the updated figures and gave explanations where necessary. The bottom line is that the deficit is projected to be $22,675 (including repaying the $18,500 Operating Loan) and

this will need to be the minimum target of any Deficit Elimination Appeal. Lon asked if the $18,500 could be replaced with a line of credit. After some discussion it was decided that the new way of reporting it has satisfied Parish Council and should also be acceptable for the AGM.
Derek asked about the timing of the Stewardship Messaging and Lon advised that it would be November 15th and 22nd. There should be a letter ready to be handed out for Sunday, November 22nd or earlier. Irene emphasized that the letter should be short! Ian wisely pointed out that simply put that there were six regular revenue streams and the only ones that are currently active are parishioner-feed and 14 expenditure streams have not stopped. Ian was asked to use that in his messaging on Sunday and to make sure to emphasize that the kitchen renovation was completed using the funds earned from Thrifty Smile Card program. If possible, the "message" should be circulated amongst the Committee members for comment.
Rev. Matt excused himself from the meeting at 2:35 p.m.

VIII. **Other Reports** – Individuals reported at various times through the meeting and comments are reflected in the Minutes.

1. Irene
2. John
3. Leslie
4. Ian
5. Derek – The report was presented as written. He confirmed with Ian the accuracy of the information that he provided.

It was **Moved** by Irene Feir, **Seconded** by John Beresford that the non-financial reports be received. **CARRIED**

IX. **Correspondence**

Leslie reported that both churches had received a letter from Central Saanich approving their property tax exempt status which is valid for one year.
There have been various letters of thanks received for Outreach donations that had been distributed.

X. **New Business**

1. Gardens – Irene raised the issue of the gardens and the state of their grooming. She wondered if there might be ways to streamline and simplify them in order to facilitate easier lawn moving. It was agreed that this needs to be reviewed and was deferred for further discussion before Spring.
2. Computer for Lon – There was discussion on providing a new laptop for the Rector. It was agreed that it was a necessity and that it needed to be purchased before year-end in order to be eligible for the Diocesan grant-share. Derek asked if this cost should be shared with St. Stephen and it was felt that they should be asked to contribute. Ian indicated that St. Stephen were in need to one or two laptops for internal use. That would be dealt with outside of the St. Mary's Operations purview.
3. Bulletin Boards – Lon has asked Lindsay Pedlow to take the lead to freshen up the bulletin boards in the hall. She has agreed.

The following items were deferred to the next meeting as two members had prior commitments and had to depart.

4. Fire Safety Plan
5. Outside Light – Hall peak

XI **Next Meeting** (at 1:00 p.m.)
It was agreed that the next meeting would be held on Friday, January 15th.

XII **Closing with the Grace** The meeting was adjourned at 3:15 p.m. and we said the Grace together, but from a distance.

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Derek Osman, Chair

St. Mary's Operation Committee Agenda – Nov. 13, 2020

Regrets:

I. **Open meeting with Prayer** – Lon (Matt may also be in attendance)

II. **Adoption of Agenda**

III. **Thanks**

IV. **Review Action Items – status, date adjustment, explanations?**

1. Capital & Significant Operating Issues Plan
2. Holly Fair announcement/challenge
3. Kitchen Reno
4. Curb Repairs – torch, tar, & paint?
5. Cooper Hall Replace light fixtures
6. Website Redesign – Team meeting in January

V. **Minutes of September 11, 2020**

Minutes of September 11, 2020 were approved by electronic vote

VI. **Business Arising/Discussion from September 11, 2020 Minutes**

Items from the meeting are captured under Action Item Review

VII. **Financial Reports**

1. Financial Statement to October 31, 2020 & Variance Comments – Derek
- ✓ Motion to receive Financial Report, and recommend for adoption by Council
2. Financial Outlook review for 2020; Deficit Elimination Appeal? Timing? Communication?

VIII. **Other Reports**

1. Irene
2. John
3. Leslie
4. Ian
5. Derek
- ✓ Discussion & Motion to receive non-financial reports

IX. Correspondence

X. **New Business**

1. Gardens
2. Computer for Lon
3. Fire Safety Plan
4. Bulletin Boards
5. Outside Light – Hall peak

XI. **Next Meeting** (at 1:00 p.m.)

The second Friday is January 8th which is a bit tight for the Financials. Parish Council would be on January 19th. Do we want to move Ops Com to Jan. 15th.

XII. **Closing with Prayer and Grace**

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church

Faith - Family - Friendship

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

November 6, 2020

Attention: St. Mary's Operations Committee and Parish of Central Saanich Council

October 31, 2020 – St. Mary's, Saanichton

Attached are the financial statements as of October 31, 2020 for the St. Mary Church in the Parish of Central Saanich. This financial package for St. Mary Church includes the following financial statements:

1. **Balance Sheet:** The Assets, Liabilities, & Equity, as reported on page 3, are collectively more than for the same month last year (by a modest $4,296 or 2.5%). The reason for this slight increase is due to the Accounts Receivable owed by St. Stephen for their portion of the shared salaries expense. St. Mary began covering the St. Stephen shared Salaries expense for Lon, Matt, Bob and Howie when the Diocese transitioned to a new payroll system in September. St. Stephen then reimburses St. Mary. The Equity is over $140,000 due to the reported surplus of $6,214 in 2020 (when the operating loan is considered) versus the deficit of -$1,232 in 2019 – a variance of about $7,446. The Equity is over-stated by the amount of the shared salaries paid on behalf of St. Stephen.
2. **Profit & Loss:** Shows a deficit of -$12,286., being $7,446 better than the deficit at the end of October last year. Operations are being facilitated by the operating loan of $18,500 from the Memorial Account. It appears like the Net Profit is tracking to the Budget, but not at the same pace. One factor that is helping to shore up the revenue is the contribution from the Federal Government Wage Subsidy that the Diocese was successful in securing for us. The amount of the Wage Subsidy is $8,913 (or 8.6% of the Total Income). Gail Gauthier, Finance Director of the Synod Office is optimistic that we will receive additional funding from the Federal Government but the amounts and timing of receipts are still unknown. The reporting to receive the grants will become more detailed and will be audited.
   The Total Income is $4,179 or 3.5% more than the YTD October 31 for 2019. Expenses are $5,764 or 4.8% more than in 2019. The total Wages & Benefits has increased by $16,331, but because the Diocese implemented a new payroll system in September, and we have not been receiving reporting in the same level of detail to analyze variances. This yields a deficit of -$12,286 or 37.7% less than in 2019.

3. **<u>Statement of Changes in Equity</u>**: This report documents the revenue generated by the major interests of the church. It identifies where additional funds were generated via transfers from within the church, versus new income. It is important to track when funds have been generated from within the church (i.e. transferred) versus revenues from outside of the church. The Current Special Ministries (Events) functional area has created Net Income of $4,861, contributing to an overall Net Income for St. Mary of -$12,087.
   The end-of-month Equity position was reduced to $111,278 from $123,365 at the beginning of the year. As the GIC investments are re-invested (at all-time low investment rates) only the principle was invested, with the interest earned being transferred to the Operating Account. Having to reinvest when interest rates are less than 1% is a good justification to use a "laddering strategy" to build in flexibility.
4. **<u>Deferred Special Ministries (Memorial Account):</u>** The Memorial Account (page 6) documents the use of funds needed to support more complex projects. The Balance at the end of October was reduced to $148,964 from $173,554 at the beginning of the year. The portfolio of investments ($130,000 of GIC's) is recorded within the Deferred Special Ministries. There is one GIC (with a re-investment value of $75,000) that matured in August, and with interest rates at less than 1%, the fund was divided into two units, each having a different yield and maturity date. The intention is to reinvest both at higher yields in about one year.
   There is now only 1 In-Trust Account, the **<u>Ron Smith Legacy:</u>** The balance remains at $5,087. This fund is to be authorized for expenditure by the Rector and Wardens to assist those living in the community in conditions like those that challenged Ron Smith. Clarification is being sought with the family for appropriate uses of these funds by the Rector & Wardens.
5. **<u>Current Special Ministries (Church or Parish Events)</u>**: Shows the financial contribution of each of the significant Parish Events. This account provides incremental funding for the General account throughout the year, but so far, there has only been one Thrift Sale. It contributed $1,348. The recycle containers were taken to the redemption centre by Ken Pedlow who has taken on this special ministry. At the end of the year, a decision will be made as to how best to use the $920 contributed. There has been no activity with these initiatives since the declaration of the COVID-19 pandemic . The major Events were reviewed to ensure that they adhere to the minimum Diocesan criteria and protocol for safety and support under the COVID-19 criteria. It has been decided that these Events will be deferred for this year – a decision that will impact many parishioners, many in the community, and certainly the net income position of St. Mary by the end of the year. After it was announced that the Holly Fair event would not be held this year, donations and contributions in the amount of $2,584 have been received.
6. **<u>Budget Review:</u>** Documents the Operating Account income and disbursements, as measured against the Budget year-to-date. There is a YTD deficit of -$12,286.
   Revenue is at 58.9% of Budget, instead of the target of 83.3%. That percentage is inclusive of the unbudgeted $8,913 received from the Federal Government Wage

Subsidy program. Regular Offerings are at $83,152 (or 78.9% of Budget). COVID has restricted the Open Offering to 13.3% of Budget, but the offerings from Easter and Thanksgiving (and a bit of carry-over from last Christmas) is at an overwhelming 85.6%. (The amount received from the Thanksgiving special offering envelopes was $2,368). **Total Offerings are $6,078 (or 7.5%) more than for the same period last year.**
Expenses are at 73.6% of Budget, still within the target of 83.3%.

7. **Concerns & Considerations:** Our guests (like Tai Chi) are slow to develop their plans to use **o**ur facilities with adherence to COVID protocols. They will not return to our facilities until next year, at best. We need to revisit our Vision and adjust it for what COVID impact will have throughout 2021 – including impact upon the community, and upon our parish, particularly for the Holly Fair Preparation, setup, securing of silent auction to name a few.

Please do not hesitate to contact me if you have any questions pertaining to these reports.

Attachments:

Respectfully,

Derek Osman
Church Warden

St. Mary Church
Balance Sheet - October 31 2020

Assets			**Liabilities & Equity**		
	2020	**2019**	**Liabilities**	**2020**	**2019**
Bank	$20,254	$17,546	Accounts Payable	$0	$0
Memorial Account Invest	$130,000	$130,704	Deferred Sp. Ministries - Memorial	$20,963	$22,081
Memorial Operating	$18,903	$25,552	Memorial - RAPID2 Refugee	$0	$4,406
			Memorial - Deficit Reserves	$4,500	$10,864
			Outreach - General Use	$1,363	$1,105
			Outreach - St. Matthews Library	$1,327	$126
Accounts Receivable (GST)	$485	$581	Current Special Ministries - CE	$9,923	$5,335
St. Stephen Shared Salaries	$9,036	$0	**Total Liabilities**	**$38,076**	**$43,917**
			Equity		
			Retained Earnings	$8,411	$8,087
			Opening Balance Equity - General	$246	$246
			Retained Earnings - General	$3,812	$3,812
			Retained Earnings - Church Events	$6,516	$6,516
			Retained Earnings - Memorial Acct	$115,404	$113,037
			Net Income	$6,214	-$1,232
			Total Equity	**$140,603**	**$130,466**
Total Assets	**$178,679**	**$174,383**	**Total Liabilities & Equity**	**$178,679**	**$174,383**

Profit & Loss

St. Mary Profit & Loss To October 31 2020	Jan. - Oct 20	Jan. - Oct 19
Income		
4000 - INCOME - General		
4110 - Offering-Open Offering	$232	$1,202
4120 - Offering-Weekly	$83,152	$77,293
4130 - Offering - Festivals		
4131 - Offering -Festival-Easter	$1,290	$1,231
4132 - Offering -Festival-	$2,368	$1,265
4133 - Offering-Festival-Christmas	$25	$0
Total 4130 - Offering - Festivals	$3,683	$2,496
Total 4100 - Offering Income	**$87,068**	**$80,990**
4300 - General Income		
4310 - General Income-	$400	$1,250
4320 - General Income - Specific	$0	$0
4330 - General Income-Facilities Use	$4,650	$11,011
4360 - General Income-Miscellaneous	$3,163	$144
4370 - General Income - Wage	$8,913	$0
Total 4300 - General Income	**$17,126**	**$12,405**
4400 - Transfers IN-General	$0	$6,625
4440 - Transfers IN-Memorial	$18,500	$18,500
Total 4400 - Transfers IN-General	$18,500	$25,125
Total 4000 - INCOME - General	$122,693	$118,520
Less Operating Loan	-$18,500	-$18,500
Total Income	**$104,193**	**$100,020**
Expense		
5000 - EXPENDITURES - General		
5110 - Salary/Benefits - Rector	$36,365	$39,362
5120 - Salary/Benefits-Music	$8,013	$9,313
5130 - Salary/Benefits-	$20,143	$21,571
5140 - Relief Clergy	$0	$725
5150 - Relief Musician	$200	$450
5170 - Salary/Benefits - Ass't. Curate	$9,218	$1,352
5180 - Salaries - Lump Sum Sept.	$6,130	$0
Total 5100 - Wages & Benefits -	**$80,068**	**$72,773**
5310 - Website Maintenance	$65	$80
5320 - Postage	$92	$92
5330 - Stationery	$336	$0
5332 - Computer Expenses	$67	$0
5330 - Stationery Expenses - Other	$0	$645
5340 - Photocopier - General	$2,066	$3,273
5350 - Insurance	$3,621	$3,462
5360 - Diocesan Assessment	$16,296	$17,395
5370 - Advertising	$155	$279
Total 5300 - Expenditures - Admin -	$22,696	$25,227
5410 - Music	$469	$1,053
5420 - Sanctuary	$134	$277
5430 - Christian Education	$158	$65
5440 - Conferences	$0	$255
Total 5400 - Expenditures-Ministries-	$761	$1,651
5500 - Expenditures-Maintenance-	$611	$5,560
5521 - Cleaning-Contract	$2,825	$3,331
5522 - Cleaning-Supplies	$221	$371
5520 - Cleaning-General	$3,046	$3,702
5530 - Grounds & Equipment	$78	$145
Total - Expenditure - Maintenance - Gen.	$3,735	$9,407
5610 - Water/Sewer	$692	$742
5620 - Hydro	$5,074	$5,880
5640 - Telephone	$479	$479
5650 - Internet	$2,098	$2,159
5660 - Garbage Disposal	$460	$445
Total 5600 - Expenditures-Utilities-	$8,804	$9,704
5800 - Miscellaneous Expenses-	$70	$440
GST Paid (2.5%) Non-Refundable	$345	$550
Total 5000 - EXPENDITURES -	$116,480	$119,752
Total Expense	**$116,480**	**$119,752**
Net Income	**-$12,286**	**-$19,732**

St Mary's

Statement of Changes in Equity - October 31, 2020

	General	Deferred Special Ministries (Memorial)	Current Special Ministries (Events)	Total 2020
Equity, Beginning of Year	$3,812	$113,037	$6,516	$123,365
Income	$104,193	$2,400	$6,961	$113,554
Expenses	$116,480	$7,061	$2,100	$125,641
Net Income	-$12,287	-$4,661	$4,861	-$12,087
Equity, End of Month	-$8,475	$108,376	$11,377	$111,278
Transfers Year-to-Date:				
From Memorial (Jan.11)	$18,500	-$18,500		$0
Thrifty's to Kitchen Renos (Feb.27)		-$2,340		-$2,340
Thrifty's to Kitchen Renos (Feb.27)		$2,340		$2,340
Transfer from Investment Income (May 1)		$1,099		$1,099
Interest from Investments to Operating Account		-$1,099		-$1,099
Transfer from Investment Income (May 31)		$456		$456
Investment Interest to Operating		-$456		-$456
Interest from Investments to Operating Account		-$1,169		-$1,169
Interest from GIC's		-$260		-$260
Total:	$18,500	-$19,929	$0	-$1,429

Note1. The Operating Loan of $18,500 was removed from Income because it is a transfer to be paid back within the year.

St. Mary's

Deferred Special Ministries - Other Funds' Activity - October 31, 2020

Memorial Account

	Balance Jan 1, 2020	Revenue	Expenses	Balance Oct 31, 2020
General	$25,321			
Transfer to Operating Fund (Jan 11)	$19,719			$1,219
Transfer from Invest. Income (May 1)				$2,318
Transfer of Invest Interest to Operating				$1,219
Transfer from Invest. Income (May 3)				$1,675
Transfer of Invest Interest to Operating				$1,219
Interest on Principle for GIC reinvested		$98		$1,317
Transfer interest to Operating Account				$148
Interest from GIC's				-$112
Total General:	$19,719	$98	$0	-$112
Deficit Elimination: Carry Fud (2018)	$4,500			$4,500
Deposit Deficit Elimination Reserve		$0		$0
Total Deficit Eliminaton:	$4,500	$0	$0	$4,500
Thrifty Funds & Fairway's	$1,852			
Receipts from Thrifty's (Jan 14)		$373		$2,225
Final Receipts from Thrifty's Grant (Feb)		$115		$2,340
Funds Transfer to Kitchen Renos				-$0
Deposit Thrifty's (June)		$204		$204
Deposit Thrifty's (July)		$312		$516
Deposit Thrifty's (August)		$266		$782
Deposit Thrifty's (September)		$302		$1,085
Deposit Thrifty's (October)		$304		$1,388
Total Thrifty & Fairway:	$1,852	$1,876	$0	$1,388
Bequests & Donations	$10,000			
Bequests & Donations [2]	$10,000	$0	$0	$10,000
Memorial Bursary	$3,203			$3,203
Gift for 2021 recipient (F. Perkins)			-$21	-$21
2020 Bursary Award (Elsa d'Anjou)			-$1,000	-$1,000
Total Bursary:	$3,203	$0	-$1,021	$2,182
Guild	$3,261			
Total Guild	$3,261	$0	$0	$3,261
Kitchen Renos	$2,432			$2,432
Transfer From Thrifty's (Feb.)		$0	$0	$4,772
Cheque to David Stewart for 2 Range Hood Fans			-$416	$4,356
Recovery (GIK) for Range Hoods		$426		$4,782
Refurb. Island			-$523	
New Countertop for Kitchen			-$1,677	
New faucet to fit sink			-$99	
Colonial Countertop			-$2,126	
Total Kitchen Renos	$2,432	$426	-$4,840	$357
Hall Lighting	$0			$0
Cheque to Ian Stuart for new LED lighting fixtures			-$1,200	-$1,200
Total Lighting Costs:	$0	$0	-$1,200	-$1,200
Sub-Total:	$44,967	$2,400	-$7,061	$20,377
In-Trust Funds:				
Ron Smith Legacy [1]	$5,087			$5,087
	$5,087	$0	$0	$5,087
Memorial Acct Funds Other:	-$6,500			
St.Mary's Memorial Operations				-$6,500
Total Memorial Funds Other	-$6,500	$0	$0	-$6,500
Total In-Trust:	-$1,413	$0	$0	-$1,413
Memorial Account Funds	$43,554	$2,400	-$7,061	$18,964
INVESTMENTS:				
1-5 Yr GIC Compound @1.5%	$20,000			$20,000
"Better Than Cash" @ 1.2% [*]	$10,000			$10,000
1-5 YR GIC Compd	$25,000			$25,000
"Better Than Cash" @ [illegible]%	$25,000			$25,000
5YR Rising Rate GIC @ [illegible]%	$50,000			$50,000
Total Investments:	$130,000	$0	$0	$130,000
	$173,554	$2,400	-$7,061	$148,964

Note: 1. Ron Smith Legacy: Discretionary funds to be authorized for expenditure by Incumbent and Wardens to assist those living in the community in circumstances similar to those that challenged Ron Smith.

2. Are the same funds that are invested in GIC for $10,000.

St. Mary Church

Current Special Ministries (Other Funds' Activity) - October 31, 2020

Long Term Liabilities: Parish Events Fund

	Balance Jan 1.	Revenue	Expenses	Transfers IN (OUT)	Balance Oct. 31,2020
Altar	$1,495	$50	-$541	$0	**$1,004**
Flower	$1,768	$392	-$84		**$2,076**
Holly Fair	$1,517	$2,584			**$4,101**
General	$6	$119	-$131	$0	**-$6**
Parish Sale	$134	$2,075	-$727		**$1,482**
Social	$142	$821	-$616	$0	**$346**
Recycle Refunds	$0	$920			**$920**
	$5,061	**$6,961**	**-$2,100**	**$0**	**$9,923**
Net Income		**$4.862**			

Transfer Notes:

2020 OUTREACH FUNDS – YTD October 31/2020

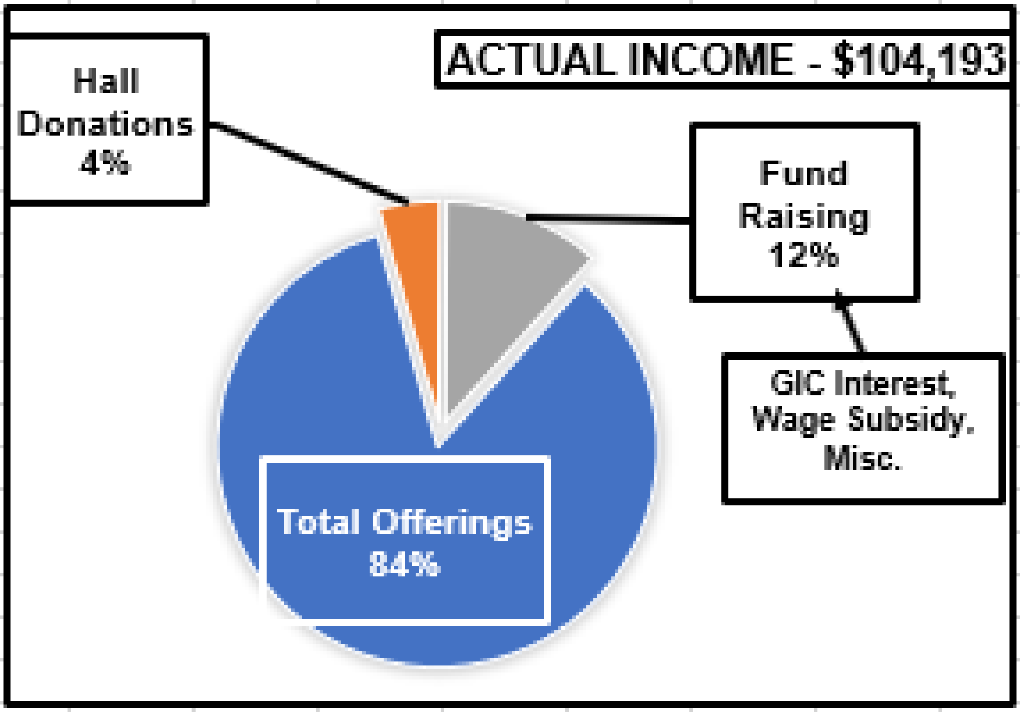
Client	Open. Bal. Jan. 1/20	Donations	Transfers In/Out	Disbursed	Balance Oct.31, 2020	Type
Rector's Discretionary Fund	115	990	75	-1100	80.00	Parish
ORRCA Dental Clinic	0	340		-300	40.00	Parish
General Use	0	735	0	0	735.00	Parish
Saan. Pen. Hospital	0	310	0	0	310.00	Parish
SICCT	0	10	0	0	10.00	Parish
PWRDF	0	265	0	-225	40.00	O'seas
Christmas Hampers		50		-50	0.00	Parish
Anglican Appeal	0	350	0	-310	40.00	O'seas
Lions Food Bank	0	475	0	-435	40.00	Parish
Prayer Shawl Ministry	68.11	0	0	0	68.11	Parish
St. Matthew's Library	361.02	966	0	0	1,327.02	O'seas
Totals:	**$544.13**	**$4,491**	**$75**	**-$2,420**	**$2,690.13**	
All Nations Memorial Bursary	$3,203.27	$0		-$1020.84	$2,182.43	Parish

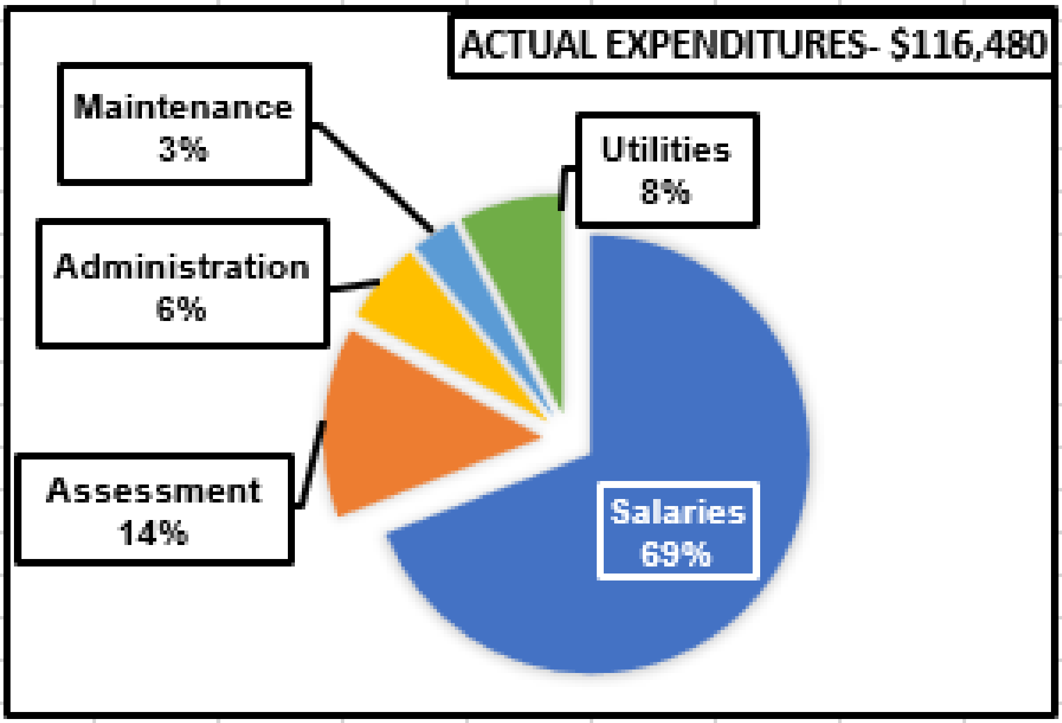
Notes:

1. A candidate will be selected for consideration to receive the All Nations Memorial Bursary to be awarded this year (and receive the funds next year), Last year's candidate (Elsa d'Anjou) qualified to receive the Bursary funds of $1,000 this fall.

St. MARY'S Outlook

ITEM	2020 BUDGET	To Oct. 31/20	Target 83.3%	RMKS 2020 Budget to 2020 Actuals
INCOME				
REGULAR OFFERINGS	$105,340	$83,152	78.9%	
OPEN OFFERING	$1,750	$232	13.3%	
FESTIVAL	$4,300	$3,683	85.6%	
HALL /FACILITIES USE DONATION	$16,000	$4,650	29.1%	
H/M/D	$800	$400	50.0%	
MISCELLANEOUS	$225	$3,163	1405.6%	Interest income from GIC Investments
WAGE SUBSIDY	$0	$8,913	0.0%	Wage Subsidy from Fed. Gov't (Diocese)
TX FROM HOLLY FAIR	$9,500		0.0%	
PARISH THRIFT SALES	$7,000		0.0%	
DEFICIT ELIMINATION APPEAL - 2	$8,870	$0	0.0%	
DEFICIT RESERVE	$4,500	$0	0.0%	
TX FROM MEMORIAL	$18,500	$18,500	0.0%	
TOTAL RECEIPTS		$122,693		
LESS: OPERATING LOAN FROM MEMORIAL		-$18,500		
TOTAL REVENUE	**$176,785**	**$104,193**	58.9%	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$48,675	$36,365	74.7%	
RELIEF CLERGY	$800	$0	0.0%	
ASSIST CURATE	$12,921	$9,218	71.3%	
MUSIC DIRECTOR	$11,995	$8,013	66.8%	
RELIEF MUSICIAN	$615	$200	32.5%	
ADMIN. ASST/BOOKKEEPER	$26,752	$20,143	75.3%	
SALARIES - LUMP SUM SEPT.	$0	$6,130	0.0%	
DIOCESAN ASSESSMENT	$19,761	$16,296	82.5%	
CHRISTIAN EDUCATION	$650	$158	24.3%	
CLERGY CONFERENCES	$700	$0	0.0%	
MUSIC MINISTRY	$1,800	$469	26.1%	
SANCTUARY SUPPLIES	$400	$134	33.6%	
ADVERTISING	$350	$155	44.2%	
INSURANCE	$3,850	$3,621	94.1%	
PHOTOCOPY	$3,630	$2,066	56.9%	
POSTAGE	$300	$92	30.7%	
STATIONERY	$1,160	$336	28.9%	
COMPUTER EXPENSES	$0	$67	0.0%	Upgrade to QuickBooks 2020
MAINTENANCE - GENERAL	$4,000	$611	15.3%	
MAINTENANCE - CLEANING CONT	$4,820	$2,825	58.6%	
MAINTENANCE - CLEANING SUPP	$408	$221	54.1%	
MAINTENANCE - GARDENING	$350	$78	22.2%	
GARBAGE	$470	$460	97.9%	
HYDRO	$7,500	$5,074	67.7%	
WEBSITE SUPPORT (Ascend & Tith	$300	$65	21.7%	
INTERNET	$2,700	$2,098	77.7%	
TELEPHONE	$600	$479	79.8%	
WATER/SEWER	$778	$692	89.0%	
MISCELLANEOUS	$1,000	$70	7.0%	
BANK CHARGES & RECONCILIATI	$0	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$345	34.5%	
TRANSFER TO MEMORIAL ACCOU	$0	$0	0.0%	
DEFICIT ELIMINATION RESERVE	$0	$0		
TOTAL EXPENDITURES	**$158,285**	**$116,480**	73.6%	
OPERATING SURPLUS/DEFICIT	**$18,500**	**-$12,286**	-66.4%	


ACTUAL INCOME - $104,193
Hall Donations 4%
Fund Raising 12%
GIC Interest, Wage Subsidy, Misc.
Total Offerings 84%


ACTUAL EXPENDITURES- $116,480
Maintenance 3%
Utilities 8%
Administration 6%
Assessment 14%
Salaries 69%

St. Mary's Operation Committee - November 13 2020 (Derek)

1. **Kitchen Renovation:** This project is virtually complete, with many thanks to the Operation Committee. Also special thanks to David Stewart who painted the ceiling and provided and installed the 2 new cooking-odour removal fans and to Nick Hunter who donated the paint. The project was completed within the 2-year funding provided by Thrifty's Smile Card, excepting for the GIK for the cooking-odour fans, paint, new LED lighting, and wrapping of the existing island. Lynn Fallan was consulted on some finishing details and was very pleased with the decision to refurbish the island. With the small amount of remaining funds, some door pulls / handles may be purchased.
2. **Hall Lighting:** Ian has purchased the lights, the cost of which ($1,200) has already been covered by the Smile Card donation received by Thrifty towards the approved grant of $2,500 for 2020. In preparing for the installation of special wiring for dimming the new LED lights, Ian learned that it was necessary to confirm that there was no asbestos in the insulation. One estimate to remove the insulation if it has asbestos is $17,000, but fortunately Ian knows someone in Vancouver who will do it more economically, if necessary. This research has delayed the project, but Ian will be better able to finalize his budget and timeline to completer the project. It is important that it be done in time to support our guests (especially the Tai Chi) by early January 2021.
3. To receive additional **Wage Subsidy** funding from the Federal Government (in addition to the $8,913 already received), the monthly reporting will be more detailed relative to revenues and will be audited. The revised reporting is retroactive to the beginning of the program.
4. The new **computer to be purchased for Lon** is still outstanding. The Diocese till pay up to $500 if the purchase cost for hardware and software exceeds $1,000. which is the estimated cost provided by the Diocese. The cost estimate is still being secured from another source through Tech Soup. It is still to be confirmed if St. Stephen will share in the cost of it
5. The annual consolidated **parish report for Revenue Canada** is still being prepared, but must be submitted before year-end.
6. Leslie has been a significant contributer in preparing the Outlook, and the **Forecast to year-end.** The Forecast is attached as a separate document for your discussion. The Appeal that Leslie led in support of the Holly Fair that has been cancelled has been very successful. It will be important to distill this information to a target and message for the **Deficit Elimination Appeal.** Lon will be messaging in sermons over the next couple of weeks about sharing of our time, talents, and donations (now and after we have passed on) - in support of the Appeal.
7. To accommodate the parishioners (at church or at home) and guests who wish to make **donations on-line or mobile** via their phone or iPad, Ian and Derek have been looking more closely at the Tithe.ly option associated with the website software support. All indications are positive thus far.