

## Background

Local Offerings received during the 2020 fiscal year were short of the budget and prior year actual results by approximately \$14,400 and \$18,250 respectively. The 2021 budget for local offerings was based partially on the trend of lowering local offerings (based on the former two years 2018-2019 and the start of 2020) as well as the many adverse effects of the pandemic economy. Hence it is expected to be lower than 2020 actual offerings by approximately \$3,600. Given that Services are not expected to take place in person at Northwood (only online) for at least the first half of 2021 our budget estimates for 2021 are quite similar to 2020.

## Operating Budget

The proposed 2021 operating budget of \$265,000 is the minimum required to sustain required disbursements for fixed disbursements including the employment of our full time and custodial staff as well as various ministry programs for the pastoral charge. Given that the Thrift shop can't operate for much of the year in any normal fashion and that our rentals are considerably lower we continue to depend on the Canada Emergency Wage Subsidy program (CEWS) approximately \$35,650 in order to meet payroll expense; Also an additional interest-free Canada Emergency Business Account loan of \$20,000 allows us to (i) pay the principal of \$10,000 by the end of 2022 and (ii) receive the \$10,000 forgivable portion as a grant.

## Revenues

Projected revenue from all sources - \$265,000– assumes that: (i) local givings of \$145,000 can be achieved through a renewed focus on stewardship and hopefully live services reopening at some point in the summer of fall; (ii) rental income of at least \$45,000 may be possible for rentals; (iii) Other revenues are similar to last year and (iv) fundraising is expected to be at the same level as 2020. Note that Designated offerings and designated gifts aren't included in this budget given that they are simply passing through to the designated gifts, not used for operating expenses. Thus the budget is lower by another \$14,500 from 2020 figures.

## Expenses

**Core Disbursements** – Disbursements for salaries and wages are estimated at approximately \$172,400. This amount assumes that staffing numbers now include one minister, office manager, custodians over the full year and others including music and pulpit supply for part of the year. We also have event hosts that work on a casual basis and an IT support person who is funded by a summer grant. None of the PCF (Property Contingency funds) is expected to be used for expected upgrades of the buildings or grounds. Northwood's UC National assessment remains the same at \$15,640; the Pacific Mountain Region graciously allows us a reprieve from paying their portion of \$1,564 for the year 2021.

**Disbursements – Other Ministries** – We are forced to be very conservative in our expenses related to ongoing ministries as we were subjected in the year 2020. Plans for

new ministries such as Camp Spirit have been cancelled and our plans for some Community and global relief ministries were curtailed.

#### Memorial Trust Fund

The Ministry Board proposes that \$7,500 of the \$27,000 Memorial Trust fund (unspecified) amount be used for ministry expenses in order to allow for a balanced budget given that our offerings, thrift shop sales and rental revenues will continue to be much lower this year than normal.

Total expenses are budgeted at \$265,000, which supports a balanced operating budget for this year.

Northwood's Ministry Board recommends the attached operating budget for this year.

Northwood United Ministry Board  
June 16, 2020

# Annual Budget

For the year ended December 31	Budget 2021	Actual 2020	Budget 2020
<b>Receipts</b>			
Local offerings	\$ 145,000	148,626	163,000
Thrift shop sales	20,000	28,751	77,500
Building rentals	45,000	55,426	60,000
Designated offerings	-	1,273	14,500
Fundraising	4,000	3,945	10,000
CEWS (Canada Emergency Wage Subsidy)	35,652	46,865	-
Grants	12,548	12,997	
Other	2,800	2,462	16,000
	<u>265,000</u>	<u>300,345</u>	<u>341,000</u>
<b>Fixed disbursements</b>			
Salaries and wages	172,367	164,127	188,132
Church management ministry (Schedule 1)	74,440	84,448	85,236
Designated gifts	-	-1,177	14,500
National/Regional Assessments	15,640	20,735	18,704
	<u>262,447</u>	<u>268,133</u>	<u>306,572</u>
<b>Net receipts over fixed disbursements</b>	<u>2,553</u>	<u>32,212</u>	<u>34,428</u>
<b>Disbursements</b>			
Worship and pastoral care ministry (Schedule 1)	6,050	8,405	23,375
Community and global development ministry (Schedule 1)	900	858	5,400
Japanese ministry (Schedule 1)	2,390	1,508	4,051
Spiritual development ministry (Schedule 1)	713	461	9,802
Ministry board	0	0	300
	<u>10,053</u>	<u>11,232</u>	<u>42,928</u>
<b>Other cash receipts and disbursements</b>			
Property contingency fund (Schedule 2)	0	0	0
Trust fund utilization	7,500	8,500	8,500
	<u>7,500</u>	<u>8,500</u>	<u>8,500</u>
<b>Excess of receipts over disbursements</b>	<u>\$ 0</u>	<u>29,480</u>	<u>0</u>

# Northwood United Church

## Statement of changes in cash

For the year ending Dec. 31, 2021	General operating fund	Property contingency fund	total
Cash, beginning of the year	\$ 27,830	\$ 34,827	\$ 62,657
Excess of receipts over disbursements (with adjustment)	<u>0</u>	<u>100</u>	<u>100</u>
Cash, end of the year	\$ <u>27,830</u>	\$ <u>34,927</u>	\$ <u>62,757</u>

## Changes in property contingency fund

For the year ended December 31	\$ <b>Budget</b> <b>2021</b>	\$ Actual 2020	\$ Budget 2020
Opening balance	34,927	34,827	34,827
Cash receipts	100	100	3,000
Disbursements	<u>0</u>	<u>0</u>	<u>0</u>
Closing Balance	<u>35,027</u>	<u>34,927</u>	<u>37,827</u>

## Ministry Disbursements

	Budget	Actual	Budget
	2021	2020	2020
<b>Church management ministry</b>			
Church utilities	\$ 21,950	\$ 21,763	\$ 29,190
Maintenance	23,800	31,473	26,126
Property taxes	9,828	8,050	10,000
Insurance	10,340	9,333	9,000
Office equipment & supplies	4,000	5,374	6,400
Thrift shop utilities and maintenance	1,950	2,099	2,800
Other	800	4,562	500
Bank charges	1,808	1,795	1,220
	<u>74,476</u>	<u>84,449</u>	<u>85,236</u>
<b>Worship and pastoral care</b>			
Jazz Vespers supplies	0	2,371	12,090
Honorariums (music and pulpit supplies)	3,000	2,049	3,000
Licence and music supplies	1,000	835	1,200
Worship/ Communion/ Kitchen & food	600	613	1,000
Audio visual & technical supplies	500	2,197	125
Honorariums (funerals and weddings)	0	-30	5,300
Prayer shawl ministry	200	-50	200
Pastoral care supplies	700	169	360
Healing touch ministry	50	250	100
	<u>6,050</u>	<u>8,404</u>	<u>23,375</u>
<b>Community and global development</b>			
Fundraising event supplies	100	88	1,500
Refreshment supplie -Sunday coffee	50	59	800
Food Programs	500	581	1,000
Thrift shop supplies	100	46	300
Shoe box ministry	100	84	500
Emergency shelter outreach	0	0	400
Benevolent fund spending	50	0	400
World Development & Relief	0	0	500
	<u>900</u>	<u>858</u>	<u>5,400</u>
<b>Japanese Ministry</b>			
Pulpit & music	1,715	1,283	2,941
Pastoral care	0	0	150
Musician	525	225	900
Seniors Gathering	100	0	60
Families ministry	50	0	0
	<u>2,390</u>	<u>1,508</u>	<u>4,051</u>
<b>Spiritual development ministry</b>			
Spiritual development supplies	247	247	1,175
Junior Youth	0	158	820
Children's church/Spirit kids/Events	166	66	4,500
Senior Youth	0	0	507
Social committee	100	-210	1,000
Spiritual practices alternatives	200	200	1,800
	<u>713</u>	<u>461</u>	<u>9,802</u>

