

Parish of Central Saanich Council Minutes

March 16, 2021 - 7:00 p.m. by Zoom

ACTION ITEMS

Name	Action Item	Date
Team	Permission Tax Grant Application Preparation	Sept. Deadline
Wardens	DONATE button	Now
Wardens & David Stewart	Event to brainstorm worship perhaps with social aspect	When we are fully back in our bldgs..

Participants: The Rev. Lon Towstego, Chair
Lynda Clifford Deb Butler Ken Pedlow Ian Stuart
John Beresford David Cooper Joan De Baerdemaeker
Terry Hartley Karen McColl Sandra Scarth David Stewart
Don Wilson Leslie Pedlow (Recording Secretary)

I Open meeting with Prayer – Lon called the meeting to order at 7:02 and opened with prayer

II Housekeeping:
Leslie Pedlow was appointed as Recording Secretary (not a member of Council)

III Changes or Additions to the Agenda? – None were noted

IV Minutes:
1. Council Meeting – January 26, 2021
It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford that the Minutes of the January 26, 2021 Council meeting be adopted as circulated. **Carried**
2. Draft Minutes of the Annual General Meeting – February 27, 2021
It was **Moved** by John Beresford, **Seconded** by David Cooper that the Draft AGM Minutes be received as circulated and posted to website in draft form.
Carried

V Reports
1. Rector – Lon
Lon added verbally that he had spoken with Barry Foster, Diocesan Executive Officer and has been advised that there will not be any change forthcoming with regard to the closure remaining in place until at least April 12th. We await further direction. He also added, as per his report, that we will “host” a theological student beginning in September. While it is not required, Lon has spoken with the Wardens about the possibility of an honorarium and the matter will be discussed further. Although Leslie Flynn has a background in parish youth ministry, she is studying to become a priest and the focus for her time in the parish will be on liturgy and administration. On a personal note, Lon will defend his DMin thesis on Tuesday, March 23 and he will be out of the office that day. He also hopes to offer a presentation to the parish later in the Spring.
Also, on a personal note, Lon shared that he has been invited to work with the B.C. Coroner, Lisa Lapointe and will make a televised presentation with Ms. Lapointe and Dr. Bonnie Henry on the subject of the opioid crisis on April 14th. He noted the organization Moms Stop the Harm. Lon shared his personal experience having a son caught in the grips of opioid addiction for those who weren't aware.

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He will make the subject of his upcoming presentation known to parishioners in the upcoming weeks. Members of Council gave Lon their support. There were no other questions regarding his written report.

2. Wardens – St. Mary – There were no comments or questions.
- St. Stephen - There were no comments or questions

It was **Moved** by Ian Stuart, **Seconded** by Ken Pedlow that the Non-Financial reports be received. **Carried.**

3. Financials:

- a) St. Mary Statements to February 28, 2021 – Ken made a few additional comments regarding the financial situation, especially noting that the only source of revenue right now is parishioner offerings. Together with the Diocese, the parish will continue to pursue Government Wage Subsidy. Expenses are tracking as expected noting that moving forward we will no longer incur salary for the Assistant Curate. He emphasized that it is important to get any major capital projects, like the hall lighting finished while we are still closed. Overall the outlook right now is dismal and the Operations Committee is endeavouring to ensure that funds are available for general operations. Ken indicated that there could be a \$40,000 deficit before we see any turn around. Derek Osman has made recommendations to the Finance sub-committee of Operations Committee.

Ken also indicated that he hoped to see a significant reduction in the financial package that is brought forward each month suggesting that the most useful report is the Budget Review sheet, along with a Balance Sheet so no more than two or three pages.

Sandra Scarth indicated her support of having less information in the monthly package. David Cooper was also in support of less information and also asked who controlled the decisions on the use of Capital. John Beresford explained that the Operations Committee would review recommendations and Leslie added that ultimately the Wardens and Rector could make those decisions, usually with advice from the Operations Committee.

Lon advised that the Easter letter was ready to go out but is awaiting the palm crosses which will be inserted.

It was **Moved** by Ian Stuart, **Seconded** by John Beresford that the St. Mary Financial Statements to February 28, 2021 be adopted. **Carried.**

- b) St. Stephen Statements to February 28, 2021 - Lynda added verbally that they too would see a reduction in salary costs with the reappointment of the Assistant Curate to another position. She reported that of the \$50,000 GIC that matured in the Fall and placed into the bank account that \$20,000 would be placed into a one-year GIC and that \$30,000 would be invested into the Diocesan Consolidated Trust Fund. Another GIC will mature later in the year and consideration will be given as to how it will be used/invested. Karen McColm asked about the \$4,014.38 in the Open Offering. Lynda explained that it was one-time donations that were not considered “weekly” offering.

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- c) It was **Moved** by Lynda Clifford, **Seconded** by Terry Hartley that the St. Stephen Financial Statements to February 28, 2021 be adopted. **Carried**.

VI Business Arising/Discussion from Minutes

- a) Donate button on website – Lon advised that the Wardens are under great pressure to make this work **now**!
- b) Transitions – The Wardens are working on a posting for the position of Parish Treasurer. Ken asked David Stewart if he did a summary of this position. It was pointed out that it was imperative that whoever takes on the role should be computer literate. David Cooper asked if finding a treasurer was becoming an issue across the Diocese. Lon thought yes, it may be. Lon asked for prayers that we might find a suitable person. He asked Council Members to advise him if there was anyone that might be approached.
Lon and Derek will meet on Wednesday to discuss passwords and other transition. Lon also expressed his appreciation with the smooth transition of Howie Kolson into the role of Cemetery Custodian. The Cemetery Board is currently looking for someone else to take on the Cemetery grounds work. More information will follow.
- c) A Team for preparing the Permissive Tax Grant application (Property Tax forgiveness) due in September (from AGM Minutes). There was a brief discussion on the purpose of this exercise. Lon explained that this used to be called the Permissive Tax Exemption. Ian Stuart, Lynda Clifford, Ken Pedlow and David Stewart agreed to work on the team. Derek will also be asked. It was noted that it would be important to work with the other local churches and the Diocese to make a presentation that was a positive, this is how we help the people of the municipality not focusing on how losing the grant would impact us negatively.

VII Correspondence

- a) Planning around future in person service – Lon reiterated that we are status quo until at least April 12th. We must remember that Easter is a season in the year of the church and it will truly be an Easter celebration when we can come together and have communion again.
In the longer term, David Stewart suggested starting the conversation about going forward, when we are finally back to being able to have full worship. He wondered what we are learning during this time. Some good material has come out of the on-line worship. He feels that we need to ask the congregation the questions. Lon agreed that when we can fully share time together that it might be useful to have a parish time, perhaps with an outside facilitator, to share and collate ideas about worship. Lon asked David Stewart to work with the Wardens to help plan such an event at the appropriate time. David Cooper suggested that this might be a suitable occasion for a social time.
Ian – how will we address the needs of those who don't want to attend in person?
Sandra – She didn't think her experience with livestreaming of the symphony would be positive but she found areas that were enhanced, like being able to see close ups of the musicians play, the look of enjoyment on their faces.
Joan – How do we get out of this as a Church community. How do we bring people together that may have never actually met? We need to wait and watch and encourage.

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Don – has noticed cars in his neighbourhood with license plates from the prairies. A number of houses have been sold. Those types of folks may also be looking for community.

Lynda – the Outside Group Chat that was held during the nice weather (when we were able) was an important time and perhaps could be advertised further into the community

- b) Council Member Contact List - Confidential - Leslie advised members to add Synod Rep against David Cooper's name and she also stated that the list was for internal use only and that it would not be attached to the Council package when the Minutes were posted to the website.
- c) Diocesan Synod – will be held May 29th on Zoom. Detail to follow.
- d) Haro Regional Meeting – will be held on April 24th at 9:00a.m. via Zoom. Usual attendees are Synod Reps, Wardens and anyone else who may be interested. Lynda Clifford has put her name forward for Lay Secretary.

VIII New Business - None

IX Next Meeting

April 20, 2021 at 7:00 p.m.

Ken Pedlow Motion for adjournment at 8:31p.m.

X Closing with Prayer and the Grace

Sandra Scarth closed with a prayer and we said the Grace together.

Ken took a moment to thank the new Council Members – John Beresford, David Cooper and Joan De Baerdemaeker and to thank past members Derek Osman and Greg Robinson.



Lon Towstego, Chair

Parish of Central Saanich Council Agenda – March 16, 2021

7:00 p.m. Via Zoom

Regrets:

I Open meeting with Prayer

II Housekeeping:

1. Appointment of Leslie Pedlow as Recording Secretary
(not a member of Council)

III Changes or Additions to the Agenda?

IV Minutes:

1. Council Meeting – January 26, 2021
 - ✓ Motion to receive Minutes as circulated
2. Draft Minutes of the Annual General Meeting – February 23, 2020
 - a) Errors or omissions?
 - ✓ Motion to receive Draft Minutes as circulated/amended & post to website

V Reports

1. Rector – Lon
2. Wardens – St. Mary
 - St. Stephen
 - ✓ *Motion to receive above reports*
3. Financials:
 - a) St. Mary Statements to February 28, 2021 – Ken
 - ✓ *Motion to adopt*
 - b) St. Stephen Statements to February 28, 2021 - Lynda
 - ✓ *Motion to adopt*

VI Business Arising/Discussion from Minutes

- a) Donate button on website
- b) Transitions
- c)** A Team for preparing the Permissive Tax Grant application (Property Tax forgiveness) due in September (from AGM Minutes)

VII Correspondence

- a) Planning around future in person service
- b) Council Member Contact List - Confidential

VIII New Business

IX Next Meeting

April 20, 2021 at 7:00 p.m.

Motion for adjournment

X Closing with Prayer and the Grace

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January 26, 2021 - 7:00 p.m. by Zoom

ACTION ITEMS

Name	Action Item	Page	Date
Lon	Act on AGM Plans		
Lon	Speak with Lindsay Pedlow about assisting at AGM		

Participants: The Rev. Lon Towstego, Chair The Rev. Matt Humphrey
Derek Osman Lynda Clifford Greg Robinson Ian Stuart
Deb Butler Terry Hartley Karen McColm Ken Pedlow
David Stewart Leslie Pedlow (Recording Secretary)

Regrets: Sandra Scarth, Don Wilson

I Open meeting with Prayer

The meeting was called to order at 7:01 p.m. Rev. Lon opened the meeting with a prayer, remembering Don, Susie and family as Don has surgery in the morning.

II Changes or Additions to the Agenda?

Lon call for changes or additions. Derek asked if the word “Auditor” could be changed to representative and asked that the Nominating Committee be added under new business.

III Minutes:

1. Council Meeting – December 1, 2020 were approved electronically

IV Reports

1. Financials.

- a) St. Mary's 2020 Report – Derek felt that it was important to thank the congregation for their generous support during 2020 which led to achieving a surplus. Results were incredibly significant under the unusual circumstances. Derek asked Council Members to take every opportunity to thank congregants that they speak with. We must continue to factor in the impacts of COVID 19 again in 2021.

Derek presented the Year-end Financial Report and drew attention to the Budget Review page. He highlighted significant successes, not only in income but in keeping tight watch on expenses. There was discussion regarding some needed corrections.

It was **Moved** by Derek Osman, **Seconded** by David Stewart that the Year-end Financial Report be adopted by Council and, after correction, be recommended for the Annual General Meeting. **CARRIED.**

St. Mary's Draft 2021 Budget – Derek presented the proposed budget. He highlighted areas of change that impact our income and expenses. While we are very proud of our 2020 contributions, we will need to encourage continued support. Derek indicated that the Operations Committee had significant input into the budget and recommended that we present it as a deficit budget. He was concerned about how we present this to the AGM and ask the congregation for suggestions, solutions and support. Council input supported the transparency of the deficit budget, especially in light of the continuing COVID 19 impacts. It is an honest, conservative scenario

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that must be put forward and, if there are improvements to circumstances then we accept them with gratitude.

It was **Moved** by Derek Osman, **Seconded** by Ian Stuart that Council recommend the budget to the Annual General Meeting. **CARRIED.**

Karen asked if we had subscribed to the Tithe.ly "Donate" button feature as she had read some recent reviews that might be of concern. Derek indicated that they were very close to approving and asked Karen if she would be willing to assist in the final assessment. She agreed.

- b) St. Stephen's 2020 Report – Lynda presented the Year-end Financial Report. She had nothing to add. Greg asked about the transactions surrounding the Deficit Reserve income/fund. After much discussion, Greg was asked to continue the discussion of this matter internally at St. Stephen. Lon asked about the deficit in the furnace fund and wondered if any of the deficit reserve monies could be used to offset this deficit. Greg and Lynda indicated that this was a Smile Card fundraising project.

Ken inquired why there was no Outreach Report included in the package showing the 2020 income and disbursements. Greg indicated that the report had not yet been received. Derek indicated that the balance of outreach funds was shown on the Balance Sheet.

It was **Moved** by Lynda Clifford, **Seconded** by Derek Osman that Council adopt the 2020 reports and recommend them to the Annual General Meeting.

St. Stephen's Draft 2021 Budget – The draft budget had not been distributed to Council. David Stewart indicated that neither the Church or Cemetery budgets can be finalized until transfers are finalized. Derek will circulate the draft budget to Council Members for comment.

Don Wilson has submitted his 2019 Financial Review. Derek gave accolades to Don for developing a process that can be used going forward and has recommended a committee structure. Lon cautioned that anyone who is a signatory to the accounts may be part of helping and assisting the reviewer but should not be the one to sign the Review letter or be primary as reviewer.

- c) St. Stephen's Cemetery 2020 Report – The year-end financial report was presented. As it had not been reviewed by the Cemetery Board. The question was raised regarding the 2019 chequing amount of \$6,403 on the Balance Sheet which is \$2,000 higher than last year's annual report. The matter would be discussed at an upcoming Cemetery Board meeting with thanks to David Stewart.

It was **Moved** by Derek Osman, **Seconded** by Ian Stuart that Council receive the report for information only. **CARRIED.**

- d) Parish Treasurer's Report – There was no report presented. It will be attached to the Minutes.

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- e) Identification of the Financial Statement Reviewers (Representatives for each church who will be providing statement for AGM). It was reported that Karen McColm and Don Wilson and Committee, and David Stewart (Cemetery) will continue in their roles as Reviewers in 2020.
2. Clergy
- a) Incumbent – Rev. Lon's report was presented as circulated electronically. He asked if there were any questions. None.
- b) Assistant Curate – A letter to the Parish from Matt was circulated electronically this afternoon along with a letter from the Diocese. Matt gave a verbal update. He is both saddened to be leaving the Parish of Central Saanich but excited for the journey ahead.
David Stewart asked if the Bishop-elect was a part of the decision. Lon responded that she had likely been informed but was not part of the decision-making process.
Lon and Matt will both record a two-minute message each for release as a pastoral message to be released on Saturday morning and will also be announced at the on-line service on Sunday. A Zoom event will be scheduled for February 28th.
3. Wardens:
- St. Mary – Lon thanked Leslie for her coordination of the recent Catch Basin/Drain repair under difficult circumstances. He indicated that therein lies a very good stewardship message – even when buildings are empty, they still have breakdowns that incur costs.
Derek gave a verbal report. He thanked Karen for her thorough financial review. He has increased the font-size of the financial reports to allow for more easily read report. However, this does increase the number of pages.
Council should be pleased to hear that the Operations Committee has developed a strategy that will stop the use of an \$18,500 Operating Loan from the Memorial Fund. Needs will be reviewed quarterly, or more often if required, and a Finance Committee of Leslie Pedlow, John Beresford and himself will make a recommendation to the Operations Committee to make use of existing funds as needed.
Derek has installed a new mail slot in the office door at St. Mary. Lon thanked Carl Schwazer and Roy Pullan for coming together (socially distanced) to clear up the church yard of debris.
- St. Stephen – Lynda presented her report as circulated electronically. Lynda and Lon were pleased that Peter Simpson has agreed to lead the Operations Committee. The Wardens and Lon will be handling looking at the Financials. There were no questions.
- It was **Moved** by Ian Stuart, **Seconded** by David Stewart that the above, non-financial reports, be received. **CARRIED**

V Business Arising/Discussion from Minutes - None

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VI Correspondence

- a) Letter from the Diocesan Administrator dated January 8, 2020(sic)
This letter extends the closure until February 5th but likely it will go on past Easter. Lon indicated that we continue operating as we have been, doing as much as we can virtually.
- b) Memo from Diocese regarding Vestry/Annual General Meetings
Lon asked if everyone had read the material. Our Zoom meeting will be held on Saturday, February 27th at 10:30 a.m.
Ian proposed how financial reports and budgets would be presented within the Zoom format. Following the guidelines received, all items should be on PowerPoint. Ian advised that the new regulations for Zoom meetings states a quorum is the Incumbent, ten people from each church and a church warden from each church. People will be allowed to call in.
Lon and the Wardens feel that holding practice sessions is vital so that we can get as many participating as possible. Ian is working on some training videos for learning purposes on Zoom.
Leslie reiterated that for the purpose of allowing time for the report to be prepared and proofread and for having PowerPoint slides made and for distribution of the reports by February 12 to allow time for email questions, that the deadline to receive reports is Monday, February 1st. This was not met with much enthusiasm and Lon stressed it was extremely important not to hold up the printing or distribution.
- c) Letter from Diocese regarding Rev. Matt's Curacy – See Assistant Curate's Report.

VII New Business

Nominating Committee: Derek stressed that there are some areas where people could be invited to participate. Deputy Wardens are needed. These are not elected positions and there is no commitment to become a Warden. It was reported that we needed another Synod rep and an Alternate Synod Rep from St. Mary. It was agreed that we would take the discussion off-line.

VIII Next Meeting

Prior to AGM Feb. 9 at 7:00 p.m. This will be a practice AGM session!

Ken Pedlow made a motion to adjourn at 8:57 p.m.

IX Closing with Prayer and the Grace

Rev. Matt gave a closing prayer and we said a rather well-synchronized Grace together.

Lon Towstego, Chair

MINUTES OF 2020 VESTRY
THE PARISH OF CENTRAL SAANICH
ANNUAL VESTRY MEETING HELD VIA ZOOM PLATFORM
Saturday, February 27, 2021

The 2020 Annual Vestry Meeting was called to order by the Rev. Lon Towstego, Chair, at 10:35a.m. The meeting flow was assisted by the posting of PowerPoint slides.

Rev. Lon opened with a prayer and a reading and he remembered those who have died: Jen Buscall, Len Fallan, Patricia Wood, Gwen Ambrose, Gilles Cere and any others on our hearts.

Lon had a few housekeeping notes:

- He added his thanks to John McAllister and Bev Rippon for their contributions to the music ministry
- He spoke of how the Psalms often speak of lament or of praise. He hoped that during this difficult pandemic period that we could move beyond lament and give thanks and praise for the gifts and progress that we have made.
- Lon said that often AGMs focused on the financials which are important. There is a saying that finances are the oxygen of an organization, but trust is the focus of life.
- He reported that he has had a meeting with Bishop Anna and that she will be visiting the Parish in the near future in some format or other.
- He offered the land acknowledgement.
- He also asked attendees to respect that many people have worked hard to prepare for this meeting and that he hoped that we could hold any negative thoughts and questions. He reminded us, especially at this time, to Be Kind, Be Calm and Be Safe.

Leslie Pedlow accepted the appointment as Recording Secretary.

Report of the Registrar – Lindsay Pedlow reported that she has noted all of those in attendance. There were 39 people in attendance including the Chair and four Wardens. This was followed up by a declaration of a Quorum by the Chair. The Chair expressed his hope that people would not abstain from voting on the motions presented at the meeting.

MINUTES:

Moved by Ian Stuart, **seconded** by Lynda Clifford, that the Minutes of the February 23, 2020 Annual Vestry Meeting be accepted as circulated. **Carried.**

APPOINTMENTS:

The appointments for 2021 are as follows:

Rector's Wardens – Ian Stuart & Lynda Clifford

Envelope Secretaries – Margaret Sherwood & Lynda Clifford

Financial Reviewers - Karen McColm for St. Mary's, Don Wilson for St. Stephen's

Parish Treasurer – Vacant

Liturgical/Lay Assistants (by letter from Rector to Bishop) – Mike Dyer, Jackie Kolson, Greg Robinson, Joy Hunter, Ken Pedlow, David Stewart

Chalice Administrants (* status quo until common cup is reintroduced):

Mike Dyer, Jackie Kolson, Greg Robinson, Joy Hunter, Ken Pedlow, David Stewart; Derek Osman, Marian Towstego & Carol Watkins

Lon reported that Joy Hunter has indicated that she would like to step away as Liturgical Assistant. Lon would like to keep her on the list presented to the Bishop for approval should Joy wish to return.

David Stewart expressed his concern that another Liturgical Assistant would be needed. Lon agreed and indicated that he has someone in mind but that he had not been able to make contact prior to the meeting.

Lon also reiterated that the Parish Treasurer's position was now vacant and that the new 2021 Parish

Leadership Team will consider an appointment at their meeting. If you have a talent in this area and are interested, please speak with Lon outside of the meeting.

Lon also took the time to thank Greg and Derek for their service. Both Greg and Derek have been presented with a certificate of thanks and a batch of Marian's homemade muffins as a token of appreciation.

THE NOMINATING COMMITTEE REPORT:

The Nominating Committee was comprised of Lynda Clifford, Derek Osman, Greg Robinson, Ian Stuart, Sandra Scarth and Leslie Pedlow.

Lon reiterated that the Leadership Team meets on the third Tuesday of each month.

The following names were put forward on behalf of the Nominating Committee and the Chair asked for further nominations from the floor for each position. There being none, the people below were acclaimed.

St. Mary's:

People's Warden – Ken Pedlow

Member-at-large - Karen McColm

Member-at-large – John Beresford

St. Stephen's:

People's Warden – Deb Butler

Member-at-large – Joan DeBaerdemaeker

Member-at-large – Terry Hartley

Synod Reps:

David Stewart (St. M), David Cooper (St. M), Don Wilson (St. S)

Ken Pedlow & Sandra Scarth agreed to serve as the Alternate Synod Delegates

It was noted that the number of Synod Delegates from each church rotates every two years. The installation of officers will take place during the Zoom Chat Sunday, February 28th at 10:30 a.m.

RECEPTION OF TEAM/COMMITTEE REPORTS:

Moved by Lynda Clifford, **seconded** by David Stewart, that all of the Reports (excluding the Financial Statements/Financial Reviews & Budgets) be received as circulated. There were no questions submitted and the motion **Carried**.

It was noted that the usual number of reports had been reduced due to the impact of the COVID-19 closures. Lon gave a heartfelt thank you to all the people who have continued to do their work behind the scenes. He acknowledged the great work that was going on to get our on-line services up and out to the community. He acknowledged the music work done by Cathy Quicke and Rachel Moss and the technical teams – Gary Moss, Bob Quicke and Ian Stuart.

Moved by Ken Pedlow, **seconded** by Fern Perkins, that St. Mary's use the list below (as presented in the Annual Report) as the 2021 Monthly Outreach Designations. **Carried**.

OUTREACH: ST. MARY'S:

January	Rector's Discretionary Fund	July	General Outreach
February	St. Matthews Community Library in Addis Ababa, Ethiopia	August	Anglican Appeal
March	General Outreach	September	Saanich Peninsula Hospital & Healthcare Foundation - Chaplaincy
April	Primates World Relief and Development Fund	October	Rector's Discretionary Fund
May	Saanich Peninsula Lions Food Bank	November	South Island Centre for Counselling and Training
June	ORCCA Dental Clinic	December	General Outreach

FINANCIAL REPORTS:

Lon indicated that he would retain the Chair but would now turn the floor over to Derek Osman for the presentation of the Financial portion of the meeting. It should be noted that Derek's presentations were facilitated by PowerPoint slides summarizing areas of importance from the Annual Report.

Parish Treasurer's Report:

The first slide gave a recap of the overall financial picture of the Parish and Cemetery.

Derek gave a huge shout-out of appreciation to the parishioners for maintaining their regular offering, their responses to the Special Festival message, the Deficit Appeal, etc. The results were overwhelming.

Derek outlined the very successful partnerships with Thrifty Foods through their Smile Card program and the Diocesan Synod office who worked diligently to make application through the Federal Government Wage Subsidy program.

Derek outlined three items that the Parish should keep on the front burner for 2021:

- The Permissive Tax Grant (Property Tax forgiveness) and suggested a team approach
- Donations by credit card
- Freshen up our Social Media – website, Facebook, Hybrid Services Framework.

Within the content of this report are the financial statements for the legal entity Parish of Central Saanich. This bank account mostly serves as a flow through account for cheques that are made payable to the legal entity. We are pleased that Karen McColm undertook a review of this account and, as per her statement, found it to be in order. Thank you, Karen, for your work.

It was **moved** by Derek Osman, **seconded** by Karen McColm, that the 2020 Financial Statements of the Parish of Central Saanich be adopted. There were no questions submitted or asked. The motion **Carried**.

St. Stephen Cemetery Report:

Derek reminded everyone of the Committee structure:

Incumbent (Lon)

Two Wardens (Lynda Clifford and Ian Stuart)

Four members of the Parish (Don Wilson and David Stewart) Two members are needed and if anyone has a particular interest or experience with cemeteries, please contact Lon.

Custodian (Howie Kolson). Both Derek and Lon expressed their gratitude to Howie Kolson who was hired as the Cemetery Custodian in 2020. He has already been able to take some weight off of Lon and Bob.

Derek viewed the action item from the last AGM meeting relating to a Motion to consider renaming the Cemetery as the Parish of Central Saanich Cemetery. The Board reviewed the steps involved in making such a change and they involved complicated and expensive considerations. It was not deemed feasible to undertake a renaming.

It was also emphasized that there are two rates for plot reservations: one for Anglican non-members of the Parish of Central Saanich and one for the Parish of Central Saanich and for all Anglican Clergy. It should be noted that all members of the Parish are eligible for this special consideration.

The analysis for the revenue and expenditures for 2020 appear on pages 17 through to pages 20 and highlighted by a slide. Derek reported that Peter Simpson had advised him of the parameters of a special legacy fund established through the Will of Esther Galbraith totalling \$115,000. This fund was set up so that the interest from the fund could be used for the maintenance of the Cemetery. Derek

indicated that this had been lost track of over the years and thanked Peter for bringing it to his attention.

It was **moved** by Derek Osman, **seconded** by David Stewart that the 2020 Financial Statements of St. Stephen Cemetery be adopted. **Carried**

David Cooper acknowledged the good work being done by the Cemetery Board. He also asked how the Board members were appointed. He was advised that names would be put forward to the Cemetery Board by Parish Council per the recommendation of the Rector.

St. Stephen Cemetery Budget:

It was **moved** by Derek Osman, **seconded** by David Stewart, that the 2021 Budget for St. Stephen Cemetery be adopted. **Carried.**

Noted challenges for 2021 are

- Researching cost structures of competing cemeteries.
- Develop marking plans for new and existing revenue opportunities.
- Continued awareness through communication opportunities & options – Enhance “Did You Know?” by Lynda Clifford.

St. Mary 2020 Financial Statements:

Derek reported that the statements presented are those that are presented to Parish Council each month and to the Diocese on a quarterly basis. He hoped that parishioners noted that every effort was made to curb expenses. He made a special vote of thanks to Leslie for her diligence in finding cost savings, such as suspending garbage pick up when the church was closed, by monitoring the electricity use via the Hydro website and advising Ian when anomalies (increases) were occurring.

Moved by Derek Osman, **seconded** by Karen McColm, that St. Mary 2020 Financial Statements be adopted as presented in the Annual Report. **Carried.**

St. Mary 2021 Budget:

Derek Osman, presented the 2021 Budget for St. Mary and explained some of important details.

Moved by Derek Osman, **seconded** by Karen McColm that St. Mary 2021 Budget be adopted as circulated. **Carried.**

Lon asked if there were any questions. Bob Quicke asked how the deficit projected in the budget would be eliminated. Derek indicated that it would be eliminated by either increased offerings, and/or a deficit elimination appeal. If that wasn't successful, then we would need to go into our Capital. Lon also reminded Bob that the Parish Council was elected to be the Vestry between meetings and that the Parish should trust and empower Council to act in the best interest.

The Recording Secretary was asked to include the questions and answers that were circulated prior to the meeting with the Minutes and they are attached.

At Noon it was **moved** by Ian Stuart, **seconded** by Lynda Clifford that the meeting be extended for fifteen minutes.

St. Stephen Financial Statements:

Derek presented the 2020 Financial Statements. He noted that the expenses were significantly less than the Budget for 2020.

Of significance is that the St. Stephen accounting Chart of Accounts have been revised to be similar to that of St. Mary and is expected to be implemented effected January 1, 2021. Also the system will be upgraded to QuickBooks 2020 – the same as St. Mary.

It was **moved** by Derek Osman and **seconded** by Lynda Clifford, that the 2020 Financial Statements of St. Stephen be adopted as presented. **Carried**

St. Stephen 2021 Budget:

Derek noted that the Budget expenses were less than the actual expenses for 2020, and therefore significantly lower than the 2020 Budget.

Derek also noted that the Budget to be voted on should be the one printed on page 55 of the Annual Report, but adjusted to reflect the elimination of the computed deficit of **-\$865** by the reduction of the Deficit Reserve from \$25,046 to \$24,181.

It was **moved** by Derek Osman, **seconded** by Lynda Clifford, that the 2021 Budget for St. Stephen's be adopted as circulated and adjusted to be a surplus budget. **Carried.**

Lon again thanked Derek for his diligent service as Parish Treasurer. He advised that Derek has agreed to mentor anyone who wishes to take on the role. Derek took the opportunity to thank the parish for their support over the years, helping him to achieve so much. He wished us continued success implementing God's

OTHER BUSINESS

- a) **Installation of Officers:** The Installation of officers will take place during the Zoom Chat on Sunday, February 28th. Those who are unable to attend will be installed at the next opportunity.
- b) **Announcements** – The link to the Zoom chat will be sent at 2:00 p.m. today.
- c) **Adjournment:** At 12:12p.m. it was moved by Bob Quicke, seconded by Brett Cane that the meeting adjourn.

At Rev. Lon's request, The Rt. Rev. Dr. Logan McMenamie said a closing prayer..

The Rev. Lon Towstego, Chair

ADDENDUM TO AGM MINUTES – February 27, 2021

February 23, 2021

To: Whomever Was Concerned Enough To Submit The Following Questions

Subject: Questions for the AGM regarding the Financial Reports

please ask the Parish Treasurer to clarify these points:

1. **We see from Page 3:** In 2019 the Diocese funded the Assistant Curate Programme, but on the financial reports (pages 31-32 St. Mary and pages 48-49 St. Stephen) there is no mention of diocesan support. Was that not received in 2020?

Response: Yes. The financial support (Curacy grant) provided by the Diocese for the Assistant Curate program is approximately \$8,000 per year. This support was received in 2020 by the Parish, and shared between the two Churches. For bookkeeping purposes, the monthly grant of approximately \$330 for each church was posted as a recovery against the expense.

2. **Speaking of Salary:** Is it not the arrangement that the clergy stipends are split equally between both congregations? I-low then does St. Stephen pay \$4,200 more for the Incumbent and \$1,600 more for the Curate.

Response: I assume that you are questioning the Salary numbers on the Profit and Loss Reports (page 32 for St. Mary and page 49 for St. Stephen). When comparing the Compensation for the two churches, you need to include the amounts in the account on page 32 called "5180 - Salaries-Lump Sum Sept." which is \$6,410 for St. Mary and "Payroll Bulk Charges" on page 49 for St. Stephen which is \$1,254. These two accounts were necessary to accommodate start-up issues when the Diocese implemented a new payroll system. After making this adjustment, you should find that the variance is 1.0%.

3. **In providing for COVID protection arrangements and for the recording and posting of our virtual services,** what additional costs did the congregations accumulate? Where are these shown on the various financial reports?

Response: The period during which we were honing our current environment for recording and posting of our virtual services was one of continuous improvement. The many pieces that combine for our solution were secured by very generous people like Ian Stuart, and Gary & Rachel Moss. While the solution was under development, the associated invoices or receipts were not submitted and therefore these expenses were not recorded. The exception was the special tape that was purchased. The cost of it (\$250) was captured in the Repairs & Maintenance account. There are no other known direct costs associated with COVID, but this may become clearer during 2021.

4. **Page 24:** Both Congregations made Deficit Elimination Appeals in the Fall, yet

both congregations ended with both modest surpluses and both have carried over Deficit Reserve Funds. Why did this happen?

Response: Firstly, we were overwhelmed with the response to the Deficit Elimination Appeals. These funds were used as intended – to eliminate the deficit and thus both churches have declared modest surpluses. with the aid of the Deficit Elimination receipts. Beyond that, to the extent possible, the receipts from the Appeals were directed to the Deficit Reserve funds.

In the case of St. Mary, there was no new 2020 residual Deficit Elimination receipts at the end of the year, but the \$4,500 from 2019 will be carried over to 2021. If the 2021 Budget is passed, the \$4,500 will be used in 2021.

In the case of St. Stephen there was \$25,046 that remained in the Deficit Reserve Fund after the modest surplus of \$1,403 was declared (By the way, there was a balance of \$9,748.67 in Deficit Reserves at the beginning of the year.). These funds will be used during future years of experiencing a deficit.

5. St. Mary's has a payroll (Incumbent, Curate, Music Director & Administrator) of \$90,776 while at St. Stephen these same roles were paid \$83,62L Why then was the **wage subsidy** \$2,500 less at St. Mary than received by St. Stephen?

Response: The Federal Government Wage Subsidy was a significant source of revenue to both churches last summer as the facilities became “locked down” to our services, other ministries and for use by members of the community. I give full credit to Gail Gauthier of the Synod Office for the successful results for this Parish.

The Wage Subsidy program was intended to support those organizations suffering from a loss of revenue because of COFID-19 and thus they received some compensation to encourage them to retain their staff/employees. Gail and her staff were instrumental in demonstrating that we had sufficient loss of revenue that warranted consideration for Wage Subsidy compensation. In May the parish received \$8,405 and in June we received an additional \$7,244 for a total of \$15,649. These two amounts were distributed to each church based upon the salaries paid via the Diocesan payroll system.

Thus, of the total Wage Subsidy paid to the Parish, St. Mary received \$8,913 (57%) and St. Stephen received \$6,736 (43%). These transactions are documented under account “4370 – General Income – Wage Subsidy” of the St. Mary Anglican Church.

I sincerely appreciate you taking the time to read the Annual Report in advance of the AGM. Further, you have made a concerted effort to submit your questions in sufficient time for me to develop a response that I hope comes close to answering the question(s) you had intended. If I have misunderstood your question, please let me know and I will try to do a better job.

Respectfully,

Derek Osman

REPORT TO MARCH LEADERSHIP TEAM MEETING - LON

Greetings! I want to thank and welcome all who are now on our Parish Leadership Team. I look forward to our ministry together.

Worship

We will continue with pre-recorded services into at least into late April. One of my roles is to oversee and to plan liturgy with our team. As you know our plan at this point will be to continue with pre-recorded services as well. We need to be aware that this is a significant commitment but an important one.

I am pleased to say that Barb Baillie has accepted my invitation to become a Liturgical lay Assistant. She will be in the next cycle of scheduling. I will host some training for her with pre-recorded and live roles both being part of the training. I will ask Ken and David to join us so that we are all on the same page.

I have been contemplating that once we are live again for a while that a “Worship Conversation is something that we should plan. We can talk more as we move along.

Being a teaching Parish Community

I am excited to say that Bishop Anna, Leslie Flynn and I have agreed that our parish will host Leslie Flynn in a “Vancouver School of Theology, Contextual Education Program” from September 2021-May 2022. The position is ten hours per week and is unpaid. I discussed with the wardens that you may wish would offer a small expense honorarium. It is not an expectation, but I leave it to you, and we have a little time.

She and I are working on a Job Description and Leslie Pedlow is going to help. She will have a few areas of focus. One is liturgical. She is looking to ordination as a priest and has several years of schooling still ahead of her.

Barb Baillie is supportive of this and we will decide if she rotates back in after Leslie’s time.

Pastoral Care

We continue to reach out to people and encourage people to care for each other and include the Pastoral Care Team and me as they see necessary and what the person would like. Caring for each other during and beyond re-entry into church buildings for live worship is the next major change in our lives.

Reconciliation and Beyond Team: Looking at all that we do through the lens of Reconciliation.

The team will meet in April and look at some ways forward. My Doctor of Ministry project “Walking Well with our Neighbors” is complete and submitted. I present it on March 23. Sometime this spring I will offer a presentation/workshop to the parish either on-line or otherwise.

Christian Education

Alpha and follow up: "A Life Worth Living". We are nearly finished our second online Alpha and a follow-up Bible Study/ Video Series on Philippians called, "A life Worth Living". The Philippians study has maintained 10-12 attendees weekly, and Alpha was smaller this time but significant for those involved. I encourage you to think beyond only numbers of attendees for these events and look more at formation and building up of our discipleship in Christ and the widening of who attends beyond the usual circle of people that always show up for Christian Education events. I continue to thank Brett Cane, and Greg Robinson for all of their help.

Lenten Study: Logan McMenemy and I have co-led the Lenten Study, "Ambassadors of Hope" on Sunday afternoons by Zoom. It concludes March 21. We have had 20-22 people Sunday to Sunday.

We will take a break before moving to the next offerings of Christian Education and look for some variety.

Transitions

The wardens and I are working with Derek Osman regarding transition from being a long time warden/ treasurer. The wardens are working on an internal posting for the volunteer treasurer role.

There will be a Diocesan Synod, Saturday May 29 on Zoom and for preparation purposes a Haro Regional Meeting Saturday April 24, 2021. Details will follow.

Personal Lifelong Learning

With a number of colleagues including Synod office staff and Bishop Anna, we are doing a weekly study. It was four weeks and will wrap up this Friday. It is hosted by Susan Beaumont, the author of a book, "How to Lead When You Don't Know Where You're Going, Leading in a Liminal Season." We have copies of the book on order and when we receive our two copies, I will pass them around so that each of us have a chance to read it. The author's thesis is that in times like this with COVID-19 and associated unpredictable factors some skills and competencies are required. Our primary role is to be a non-anxious presence in anxious moments. I know that we are all up to it! We begin by treating each other well.

Thank-you to all of you for your leadership and initiative. I pray for you, your families, and our parish as we embrace 2021 with the hope of Jesus as our anchor.

The Rev. Lon Towstego

Warden's Report for St Mary's to Parish Council - March 16, 2021

Activities - completed

- 1) Facilitated the first Parish Annual General Meeting Using the Zoom platform.
- 2) The continuing and new warden met to discuss the sharing of duties and some issues needing attention.
- 3) Preparation of a letter to Derek, the retiring Warden and Treasurer, regarding transition issues related to the provision of information regarding various administrative and computer systems in use in the Parish.
- 4) Reporting that the work on the renovation of the kitchen is now complete and that the team working on this project deserve a huge vote of thanks.
- 5) Arranged for CRD animal control to remove a dead fawn from the church grounds.
- 6) Advised Central Saanich of a dangerous branch on a tree along Cultra and they have removed it.
- 7) Arranged for and reviewed an arborist report on the removal of two trees adjacent to the Northeast corner of the church which are interfering with the parking lot drainage system and dropping debris on the church roof. Member of the Operations Committee will review and discuss potential methods of removal with other church members.
- 8) Reviewed the February year to date financial package prepared by the retiring Parish Treasurer.
- 9) Scheduled the Spring Clean up of the property for April 10th. (Tentative date set waiting confirmation from Carl S. and John B.)

Activities – Underway or planned

- 10) Finalize the Fire Safety Plan for the church and make it accessible to the Central Saanich Fire Department.
- 11) Begin recruitment of a new Parish Treasurer by advising all parishioners of the job requirements.
- 12) Undertake to complete a Capital & Significant Operating Issues Plan.
- 13) Repair the Curb at the entrance to the parking lot damaged during snow removal.
- 14) Get the church land line phone system operational again.
- 15) Remove the materials shelved in the utility (janitors) room to allow for completion of the hall lighting upgrade and some plumbing system work.
- 16) Sort through and organize the materials from the Utility room and reinstall when projects complete.
- 17) Complete the installation of the Cooper Hall LED lights.
- 18) Support the Website Redesign project by the existing committee.
- 19) Remove the materials displayed on the north wall of Cooper Hall and clean up all bulletin boards in the church.
- 20) Review recommendations from Derek for dealing with this year's financial challenges.
- 21) Arrange for the completion of the annual documentation to the Diocese, Parish Information Return by Leslie, and the Parish Financial Return by Derek.
- 22) Deal with a number of small garden maintenance issues.

Respectfully submitted by Ian Stuart & Ken Pedlow

St, Stephen Warden report March 2020

February found us very busy with preparations for the AGM which went well and even with a new style over Zoom we had good questions presented prior and answers given. In all a good experience.

February found us with cold and snow and our 3 new furnaces were put to the test, but sadly they need fuel !! Our delivery was not done as it should have been and the empty tank caused several problems. We had parts to replace, chimney to be swept and lots of repairman time. Bob went over and above as he had to be there, in the cold to open up for the service tech.

We also had to battle the snow and with no removal it made things difficult for preschool. However the sun and rain eventually did their job. Thanks to all those who grabbed shovels!

The cemetery office is now located on the main level of the office space and a new computer has been installed there for the custodian and data entry person. With this change of space the children's area is now up the stairs into the old cemetery office.

4 ladies have spent time sorting and organizing the play things and all that goes with Children and Sunday School. All the items are now located up there. Next is to clear off some of the vines and blackberries against the patio door, so that we can access the outdoors when we want to. This area is bright and a good size to manage a group of mixed ages. We will be ready to welcome children again as soon as we can.

We began another Alpha group and a follow up group to the last Alpha. The Zoom is working well and we are all learning more about zoom and the benefits too!!!

I know that many hands have been busy in the grounds, moving branches that fell during the wind storms and clean up continues and we are thankful for these helpers. I have had a number of questions about the burn pile and it will not be burned rather when the path in the Pet Memorial area is done we will have the garden waste removed. I am unsure of when but no burning please.

The Sunday Lenten Bible study is going really well. There are a large number of participants and the material and format are working well. It is a lovely way to spend Sunday afternoon.

There are plans for Easter in the works and it will be a special time for us all online. Even though I hear Dr. Henry talking about some changes in the near future, I know that our direction has been no inside services until after Easter. Being apart a little longer while being safe too is probably a better idea.

We are, as always very thankful to those who put together the online services. It is a lot of different kinds of work, lots goes on that you do not see.

We will enjoy the time to celebrate when we can come back together for worship and work. I hope as all of us that will be soon and perhaps with the better weather we can resume some outside time together similar to what we did last summer. It is good to look ahead, to vaccinations, to removing masks, to being together in larger groups, to sharing ideas for fundraising but most of all to worship together. I believe the light is beginning to shine more brightly.

Be Calm, Be Kind and Be Safe.

Respectfully
Lynda



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

March 7, 2021

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

February 28, 2021 – St. Mary's, Saanichton

Attached are the financial statements as of February 28, 2021 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 4, are collectively about 3.5% less than for the same month last year. With the slow start to the year (Net Income is **-\$10,203**), the Equity is about 13.5% less than for the end of February 2020.
2. **Profit & Loss:** Shows a deficit of **-\$10,202** (see page 6) – at this stage last year, the deficit was only **-\$5,067**. The use of the annual operating loan of \$18,500 from the Memorial Account has been discontinued, in favour of quarterly financial projections. One factor that helped to shore up the revenue last year was the contribution from the Federal Government Wage Subsidy that the Diocese was successful in securing for us. In February, The Wage Subsidy account has a balance of **-\$98** because the Diocese's projected grant last year was more favorable than that which was provided by the Federal Government. We will try to gain from that opportunity again this year once the application criteria and documentation is known. The required documentation for each month in 2020 was provided to the Synod Office but it was deemed that we did not qualify for additional funding during the last half of the year. The shared salary for the Curate will be discontinued on March 1, as was budgeted.
3. **Statement of Changes in Equity:** This report on page 7 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 (no transfers have been recorded this year yet.). 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 only \$5, and the Memorial Account has generated Net

Income of only \$621; so there is not a lot to offset the deficit of **-\$10,201** created by the General operations.

The Equity position decreased to \$118,529 – down 7.5% from \$128,104 at the beginning of the year.

4. **Deferred Special Ministries (Memorial Account):** The Memorial Account (page 8) documents the use of funds needed to support more complex initiatives. However there has been little activity with these accounts so far this year. The only activity has been the accumulated donation of \$621 from Thrifty Foods as measured by our use of their Smile Card. The donations will be directed to the project to upgrade the lighting in the Cooper Hall.
5. **Ron Smith Fund:** There is now only 1 In-Trust Account, the **Ron Smith Legacy**. 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 and deemed to need our assistance and support. There has been some preliminary discussion regarding the use of some of these funds to launch a significant community initiative.
6. **Current Special Ministries (Church or Parish Events):** Shows the financial contribution of each of the significant Parish Events. This account provides incremental funding for the General account throughout the year, but due to the constraints of COVID-19, there is little opportunity for meaningful planning for community events like the Thrift Sales until the summer. The revenue stream for St. Mary is suffering due to the lack of these opportunities. The only revenue collected thus far is \$5 for a calendar.
7. **Budget Review:** Documents the Operating Account income and disbursements, as measured against the Budget year-to-date. The deficit of over ten thousand dollars at the end of February tells the story of a sluggish start of the beginning of 2021. However, this comes on the heels of the overwhelming support from the congregation at the end of 2020.

Revenue ended up at 14.4 % of Budget at month-end, instead of the target of 16.7%. However, they are just 1% behind the Weekly Offering for the same period last year. COVID has restricted the Open Offering to 0% of Budget.

Expenses finished up at 18.1% of Budget compared to the target of 16.7%. Some services were delayed or reduced, but the unbudgeted repairs to the parking lot drainage system – at a cost of \$1,700 (1.2% of Budget).

8. **Concerns & Considerations:** Our guests (like Tai Chi) are slow to respond with their plans to use our facilities profitably and with adherence to COVID protocols. They will not return to our facilities until probably the second quarter of

2021, 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.

While observing the relative success of the rates of return achieved by the Cemetery and the St. Stephen Church, it was noted that they were realizing rates more than 3%. The rates of return for a one-year investment term at Coast Capital for GIC's is 0.8%. It has become intuitively obviously that as the GIC's currently invested at the Coast Capital mature in a few months, we should seriously consider investing a significant portion of those funds with the Diocese of BC Consolidated Trust Fund (CTF), with a longer-term perspective. To action this recommendation, the Finance Committee associated with the Operations Committee should meet to develop a financial projection for review and adoption within the next month.

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

Attachments:

Respectfully

A handwritten signature in black ink, appearing to read 'Derek Osman', written over a horizontal line.

Derek Osman
Church Warden (Retired)

St. Mary Church
Balance Sheet - February 28, 2021

<u>Assets</u>			<u>Liabilities & Equity</u>		
	<u>2021</u>	<u>2020</u>	<u>Liabilities</u>	<u>2021</u>	<u>2020</u>
Bank	\$4,604	\$24,669	Accounts Payable	\$0	\$0
Memorial Account Invest	\$130,000	\$130,704	Deferred Sp. Ministries - Memorial	\$40,734	\$27,542
Memorial Operating	\$38,674	\$20,298	Memorial - Deficit Reserves	\$4,500	\$4,500
Church Events	\$6,708	\$10,067	Outreach - General Use	\$528	\$68
			Outreach - St. Matthews Library	\$3,802	\$821
			Current Special Ministries - CE	\$4,827	\$8,182
Accounts Receivable (GST)	\$99	\$829	<u>Total Liabilities</u>	<u>\$54,392</u>	<u>\$41,113</u>
			<u>Equity</u>		
			Retained Earnings	\$9,919	\$8,411
			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	-\$10,203	\$13,433
			<u>Total Equity</u>	<u>\$125,695</u>	<u>\$145,455</u>
<u>Total Assets</u>	<u>\$180,086</u>	<u>\$186,568</u>	<u>Total Liabilities & Equity</u>	<u>\$180,086</u>	<u>\$186,568</u>

Profit & Loss – Income:

<u>St. Mary Profit & Loss To February 28, 2021</u>	<u>Jan. - Feb 21</u>	<u>Jan. - Feb 20</u>
Income		
4000 - INCOME - General		
4110 • Offering-Open Offering	\$0	\$94
4120 • Offering-Weekly	\$15,142	\$15,309
4130 • Offering - Festivals		
4131 - Offering -Festival-Easter	\$0	\$0
4132 - Offering -Festival-Thanksgiving	\$0	\$0
4133 • Offering-Festival-Christmas	\$20	\$25
Total 4130 • Offering - Festivals	\$20	\$25
Total 4100 • Offering Income	\$15,162	\$15,428
4200 - Income - Deficit Elimination	\$0	\$0
4300 • General Income		
4310 • General Income-Bapt./Wed./Funer..	\$0	\$0
4320 - General Income - Specific Don.	\$0	\$0
4330 • General Income-Facilities Use	\$0	\$2,500
4360 • General Income-Miscellaneous & Interest	\$135	\$127
4370 - General Income - Wage Subsidy	-\$98	\$0
Total 4300 • General Income	\$37	\$2,627
4400 • Transfers IN-General		
4410 - Transfer IN-CE-Holly Fair	\$0	\$0
4420 - Transfer IN-CE-Church Sales	\$0	\$0
4440 • Transfers IN-Memorial Account	\$0	\$18,500
4460 - Transfers In-Deficit Reserve	\$0	\$0
Total 4400 • Transfers IN-General	\$0	\$18,500
Total 4000 • INCOME - General Receipts	\$15,199	\$36,556
Less Operating Loan	\$0	-\$18,500
Total Income	\$15,199	\$18,056
Expense		

Profit & Loss – Expenditures (Page 2):

<u>Expense</u>			
5000 • EXPENDITURES - General			
5110 • Salary/Benefits - Rector	\$8,476	\$8,436	
5120 • Salary/Benefits-Music Director	\$1,930	\$1,930	
5130 • Salary/Benefits-Admin./Bookeep.	\$4,665	\$4,658	
5140 • Relief Clergy	\$0	\$0	
5150 • Relief Musician	\$0	\$100	
5170 • Salary/Benefits - Ass't. Curate	\$2,831	\$1,086	
5180 • Salaries - Lump Sum Sept.	\$0	\$0	
Total 5100 • Wages & Benefits - General	\$17,901	\$16,209	
5310 • Website Maintenance	\$91	\$0	
5320 • Postage	\$0	\$0	
5330 • Stationery	\$0	\$74	
5332 • Computer Expenses	\$0	\$0	
5330 • Stationery Expenses - Other	\$105	\$0	
5340 • Photocopier - General	\$489	\$0	
5350 • Insurance	\$0	\$0	
5360 • Diocesan Assessment	\$3,327	\$3,122	
5370 • Advertising	\$0	\$155	
Total 5300 • Expenditures - Admin - General	\$4,013	\$3,351	
5410 • Music	\$0	\$183	
5420 • Sanctuary	\$0	-\$2	
5430 • Christian Education	\$0	\$0	
5440 • Conferences	\$0	\$0	
Total 5400 • Expenditures-Ministries-General	\$0	\$181	
5500 • Expenditures-Maintenance-General	\$1,671	\$187	
5521 • Cleaning-Contract	\$0	\$700	
5522 • Cleaning-Supplies	\$0	\$221	
5520 • Cleaning-General	\$0	\$921	
5530 • Grounds & Equipment	\$0	\$0	
Total - Expenditure - Maintenance - Gen.	\$1,671	\$1,107	
5610 • Water/Sewer	\$237	\$208	
5620 • Hydro	\$1,038	\$1,149	
5640 • Telephone	\$108	\$96	
5650 • Internet	\$420	\$420	
5660 • Garbage Disposal	\$0	\$230	
Total 5600 • Expenditures-Utilities-General	\$1,802	\$2,102	
5700 • Expenditures-Trans. OUT			
5725 • Trans to Memorial - Deficit Reserve		\$0	
Total 5700 • Expenditures-Trans-OUT	\$0	\$0	
5800 • Miscellaneous Expenses-General	\$14	\$70	
GST Paid (2.5%) Non-Refundable	\$0	\$102	
Total 5000 • EXPENDITURES - General	\$25,400	\$23,123	
Total Expense	\$25,400	\$23,123	
Net Income	-\$10,202	-\$5,067	

St Mary's
Statement of Changes in Equity - February 28, 2021

	<u>General</u>	<u>Deferred Special Ministries (Memorial)</u>	<u>Current Special Ministries (Events)</u>	<u>Total 2020</u>
Equity, Beginning of Year	\$5,320	\$109,026	\$13,758	\$128,104
Income	\$15,199	\$621	\$5	\$15,825
Expenses	\$25,400	\$0	\$0	\$25,400
Net Income	<u>-\$10,201</u>	<u>\$621</u>	<u>\$5</u>	<u>-\$9,575</u>
<u>Equity, End of Year</u>	<u>-\$4,881</u>	<u>\$109,647</u>	<u>\$13,763</u>	<u>\$118,529</u>
<u>Transfers Year-to-Date:</u>				
	\$0		\$0	<u>\$0</u>
<u>Total:</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Memorial Account:

St. Mary's					
Deferred Special Ministries - Other Funds' Activity - February 28, 2021					
Memorial Account					
	Balance Jan 1, 2021	Revenue	Expenses	Transfers IN (OUT)	Balance Feb 28,
General	\$18,388				\$18,388
				\$0	\$18,388
	118,388	10	10	10	118,388
Deficit Elimination: Carry Fwd (2020)	14,500				14,500
Deposit Deficit Elimination Reserve		\$0			10
Total Deficit Elimination:	14,500	10	10	10	14,500
Thrifty Foods	\$0				
Funds Transfer to Hall Lighting Project		\$621	\$0	\$0	\$621
Total Thrifty:	10	1621	10	10	1621
Bequests & Donations	110,000				
Bequests & Donations ²	110,000	10	10	10	110,000
Memorial Bursary	\$2,182				\$2,182
Gift for 2022 recipient			\$0		\$0
2021 Bursary Award = \$1,000			\$0		\$0
Total Bursary:	12,182	10	10	10	12,182
Guild	\$3,261				
Total Guild	13,261	10	10	10	13,261
Kitchen Renos	1357				1357
Invested in Renovations = \$4,840		\$0	10	10	1357
Reserve for drawer & door handles - \$356.96			10		1357
Total Kitchen Renos	1357	10	10	10	1357
Hall Lighting	1838				1838
Reserve for electrician, wiring, etc.					1838
Invested in Lighting = \$1,200				\$0	1838
Total Lighting Costs:	1838	10	10	10	1838
Sub-Total:	139,526	1621	10	10	140,147
In-Trust Funds:					
Ron Smith Legacy ¹	\$5,087				15,087
	15,087	10	10	10	15,087
Total In-Trust:	15,087	10	10	10	15,087
Memorial Account Funds	\$44,613	\$621	\$0	\$0	\$45,234
INVESTMENTS:					
1-5 Yr GIC Compound @1.9% (Aug 17/21)	\$20,000				120,000
"Better Than Cash" @ 1.2% ² (May 30/21)	\$10,000				110,000
1-5 YR GIC Compd @ 1.1% (July 25/21)	\$25,000				125,000
"Better Than Cash" @ 0.7% (Aug 12/21)	\$25,000				125,000
3YR Rising Rate GIC @ 0.8% (Aug 12/21)	\$50,000				150,000
Total Investments:	1130,000	10	10	10	1130,000
	1174,613	1621	10	10	1175,234
Note 1. Ron Smith Legacy: Discretionary funds to be authorized for expenditure by Incumbent and Wardens to assist those living in the community in need of our support.					
2. Are the same funds that are invested as GIC for \$10,000.					

St. Mary Church

Current Special Ministries (Other Funds' Activity) - February 28, 2021

Long Term Liabilities: Parish Events Fund

	<u>Balance Jan 1.</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Transfers IN (OUT)</u>	<u>Balance Feb28,2021</u>
Altar	\$1,004	\$0	\$0	\$0	\$1,004
Flower	\$2,066	\$0	\$0		\$2,066
Holly Fair	\$442	\$0	\$0		\$442
Holly Fair - Donations	\$0	\$0	\$0		\$0
Total Holly Fair	\$442	\$0	\$0	\$0	\$442
General	\$42	\$5	\$0	\$0	\$47
Parish Sale	\$2	\$0	\$0	\$0	\$2
Social	\$346	\$0	\$0	\$0	\$346
Recycle Refunds	\$920	\$0			\$920
	<u>\$4,822</u>	<u>\$5</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,827</u>
Net Income		\$5			
Transfer Notes:					

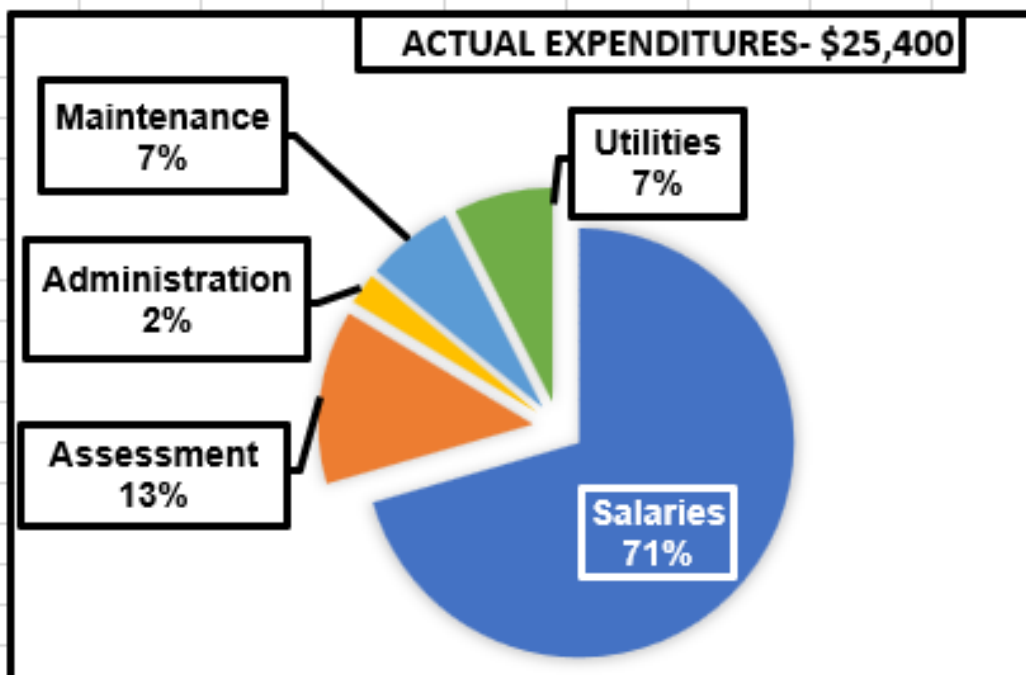
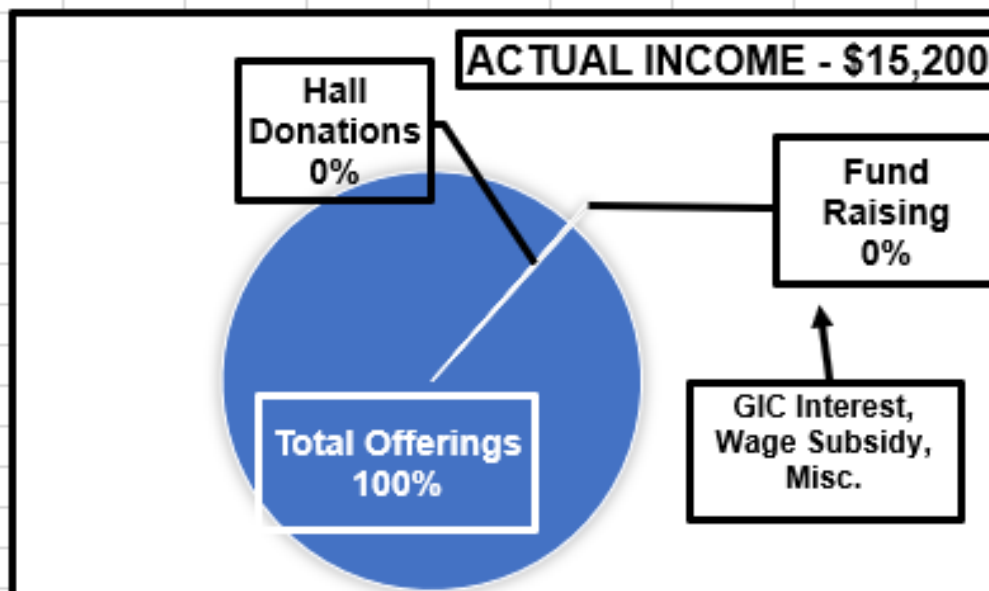
St. Mary's Church 2021 Outreach Report

Feb. 28, 2021

Client	Open. Bal. Jan. 1/21	Donations	Transfers In/Out	Disbursed / Grant	Balance Feb.28,2021	Type
Rector's Discretionary Fund	\$0	\$435	\$0	\$0	\$435	Parish
ORRCA Dental Clinic	\$0	\$0	\$0	\$0	\$0	Parish
General Use	\$0	\$25	\$0	\$0	\$25	Parish
Saan. Pen. Hospital	\$0	\$0	\$0	\$0	\$0	Parish
SICCT	\$0	\$0	\$0	\$0	\$0	Parish
PWRDF	\$0	\$0	\$0	\$0	\$0	O'seas
Christmas Hampers (Building Bridges)	\$0	\$0	\$0	\$0	\$0	Parish
Christmas Hampers - Other	\$0	\$0	\$0	\$0	\$0	
Anglican Appeal	\$0	\$0	\$0	\$0	\$0	O'seas
Lions Food Bank	\$0	\$0	\$0	\$0	\$0	Parish
Prayer Shawl Ministry	\$68	\$0	\$0	\$0	\$68	Parish
St. Matthew's Library	\$3,577	\$225	\$0	\$0	\$3,802	O'seas
Royal Canadian Legion #37 Poppy Fund	\$0	\$0	\$0	\$0	\$0	Parish
Totals:	\$3,645.13	\$685.00	\$0.00	\$0.00	\$4,330.13	
All Nations Memorial Bursary **	\$2,182.43	\$0		\$0.00	\$2,182.43	Parish

St. Mary's 2021 Financial Review

ITEM	Actual To Feb. 28/21	% To Budget Target= 16.7%	Approved BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	\$15,142	14.4%	\$105,350	
OPEN OFFERING	\$0	0.0%	\$250	
FESTIVAL	\$20	0.4%	\$5,000	
HALL /FACILITIES USE DONATIONS	\$0	0.0%	\$1,000	No indication if Tai Chi will renew cont.
BAPTISMS/ WEDDINGS/ FUNERALS	\$0	0.0%	\$400	
MISCELLANEOUS	\$135	27.0%	\$500	
WAGE SUBSIDY	-\$98	0.0%	\$0	Reconciliation: Parish; Diocese & Fed. Gov't
TX FROM HOLLY FAIR	\$0	0.0%	\$2,000	
PARISH THRIFT SALES	\$0	0.0%	\$0	
DEFICIT ELIMINATION APPEAL - 2020	\$0	0.0%	\$0	Need a Deficit Elimination Appeal in 2021
DEFICIT RESERVE	\$0	0.0%	\$4,500	Will exhaust the Deficit Reserve
TOTAL RECEIPTS	\$15,200	12.8%	\$119,000	
TOTAL REVENUE	\$15,200	12.8%	\$119,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$8,476	17.5%	\$48,567	Adjusted by 3% in June
RELIEF CLERGY	\$0	0.0%	\$300	Curate not available after March
ASSIST CURATE	\$2,831	95.9%	\$2,951	No Adjustment in Jan. & Feb.
MUSIC DIRECTOR	\$1,930	16.7%	\$11,582	
RELIEF MUSICIAN	\$0	0.0%	\$200	
ADMIN. ASST/BOOKKEEPER	\$4,665	16.7%	\$27,946	
SALARIES - LUMP SUM SEPT.	\$0	0.0%	\$0	
DIOCESAN ASSESSMENT	\$3,327	16.7%	\$19,959	Pre-determined 2 years ago
CHRISTIAN EDUCATION	\$0	0.0%	\$300	Will use Zoom for media @ \$68
CLERGY CONFERENCES	\$0	0.0%	\$200	Were Cancelled in 2020
MUSIC MINISTRY	\$0	0.0%	\$750	On-line services
SANCTUARY SUPPLIES	\$0	0.0%	\$225	GIK?
ADVERTISING	\$0	0.0%	\$200	less than normal planned (no Easter)
INSURANCE	\$0	0.0%	\$4,510	"20% & \$165 - Zena McCreary
PHOTOCOPY	\$489	16.3%	\$3,000	COVID impact
POSTAGE	\$0	0.0%	\$200	COVID impact
STATIONERY	\$105	30.0%	\$350	
COMPUTER EXPENSES	\$0	0.0%	\$1,500	Upgrade Leslie's computer
MAINTENANCE - GENERAL	\$1,671	83.6%	\$2,000	Drainage repairs were \$1,700
MAINTENANCE - CLEANING CONTRACT	\$0	0.0%	\$3,000	No extras like stripping the floor
MAINTENANCE - CLEANING SUPPLIES	\$0	0.0%	\$250	Savings due to facilities closed
MAINTENANCE - GARDENING	\$0	0.0%	\$1,000	Tree removal (arbourist = \$700)
GARBAGE	\$0	0.0%	\$460	Can manage if facility still closed
HYDRO	\$1,038	19.8%	\$5,250	Maintain savings due to COVID
WEBSITE SUPPORT (Ascend & Tithe.ly)	\$91	91.0%	\$100	Reduced subsidy from Diocese in 2021
INTERNET	\$420	16.8%	\$2,500	
TELEPHONE	\$108	9.0%	\$1,200	
WATER/SEWER	\$237	33.9%	\$700	
MISCELLANEOUS	\$14	5.6%	\$250	
BANK CHARGES & RECONCILIATIONS	\$0	0.0%	\$100	
GST Paid (2.5%) non-Refundable	\$0	0.0%	\$500	
TRANSFER TO MEMORIAL ACCOUNT	\$0	0.0%	\$0	
DEFICIT ELIMINATION RESERVE	\$0	0.0%	\$0	
TOTAL EXPENDITURES	\$25,402	18.1%	\$140,050	
OPERATING SURPLUS/DEFICIT	-\$10,203	48.5%	-\$21,050	



St. Stephen Financial Report

Just a few notes on P&L

Under facilities income

You may notice that there was no income from preschool in January, in February there were two cheques deposited, just slow to get us the cheques for 2021.

Also you will see the church received money transferred from the cemetery for both January and February. It has been corrected in March. Bob explained that he did not know what the plans were for this prior.

I asked about our telephone bill and why it does not reflect our share of Lon's cell phone, apparently it comes later in the year and was not budgeted for.

Notes on Balance sheet

We had a GIC come due last fall and it was not reinvested but we will be increasing the Diocese CTF in April by \$30k, as this is the beginning of the next quarter. Letter and cheque must be sent.

And, there will be a GIC taken out in March for in the amount of \$20K for 1 year. There is a GIC maturing in May for 50K. The interest can come to the operating account, the 50K will be reinvested, though this amount may change, by then we will have a better idea, of the need for money regarding the church painting ie whether or not we receive the grant we hope to apply for.

Good news, since the reports at the end of 2020 which we saw at the AGM. Another \$400 was earned from the Thrifty Smile Card, which has reduced the furnace/deficit.

Submitted by
Lynda

10:03 AM

St. Stephen Church -Anglican ParishCS

03/05/21

Balance Sheet

Accrual Basis

As of February 28, 2021

	Feb 28, 21	Feb 29, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1005 · Petty Cash	124.07	101.70	22.0%
1010 · Coast Captial Operating Acco...	135,258.96	72,052.39	87.7%
Total 1000 · CASH	135,383.03	72,154.09	87.6%
Total Chequing/Savings	135,383.03	72,154.09	87.6%
Accounts Receivable			
1410 · ACCOUNTS RECEIVABLE			
1420 · Receivable -General	1,175.00	0.00	100.0%
1440 · Receivable -Internal	1,361.92	1,000.00	36.2%
1410 · ACCOUNTS RECEIVABLE - Ot...	0.00	2,956.50	-100.0%
Total 1410 · ACCOUNTS RECEIVABLE	2,536.92	3,956.50	-35.9%
Total Accounts Receivable	2,536.92	3,956.50	-35.9%
Other Current Assets			
1400 · GST -(2.5%) Recoverable	798.17	2,119.36	-62.3%
1500 · INVESTMENTS			
1505 · Diocesan Investment (CTF)	104,682.00	100,000.00	4.7%
1510 · GIC #3 (Coast Capital 05/21)	50,977.67	50,000.00	2.0%
1515 · GIC #4 -Coast Capital	0.00	50,000.00	-100.0%
Total 1500 · INVESTMENTS	155,659.67	200,000.00	-22.2%
Total Other Current Assets	156,457.84	202,119.36	-22.6%
Total Current Assets	294,377.79	278,229.95	5.8%
TOTAL ASSETS	294,377.79	278,229.95	5.8%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE			
2010 · Diocese Payable	0.00	3,787.50	-100.0%
2020 · Individuals Payable	0.00	1,420.21	-100.0%
2040 · Suppliers Payable	1,477.52	14,385.75	-89.7%
2000 · ACCOUNTS PAYABLE - Other	0.00	-14,189.37	100.0%
Total 2000 · ACCOUNTS PAYABLE	1,477.52	5,404.09	-72.7%
Total Accounts Payable	1,477.52	5,404.09	-72.7%
Other Current Liabilities			
3100 · CURRENT SPECIAL MINISTRI...			
3110 · Altar Flowers /Guild	92.51	82.51	12.1%
3160 · Soup's On Community Lunch	3,215.56	2,967.05	8.4%
3175 · Sunday School / Christian Ed.	20.00	20.00	0.0%
Total 3100 · CURRENT SPECIAL MINI...	3,328.07	3,069.56	8.4%
3400 · OUTREACH PROJECTS			
3417 · Gendemi Mission	447.81	0.40	111,852.5%
3420 · General Outreach (Fairway)	110.75	715.44	-84.5%
3430 · Precious Jewels	0.00	50.00	-100.0%
3492 · Saanich Peninsula Food Bank	80.00	70.00	14.3%
3493 · Prayer Shawls	5.22	291.33	-98.2%
3495 · St. Matthew's Theo Library	0.00	1,090.00	-100.0%
Total 3400 · OUTREACH PROJECTS	643.78	2,217.17	-71.0%
Total Other Current Liabilities	3,971.85	5,286.73	-24.9%
Total Current Liabilities	5,449.37	10,690.82	-49.0%
Long Term Liabilities			

	Feb 28, 21	Feb 29, 20	% Change
3500 · DEFERRED SPECIAL PROJECTS			
3505 · Church Restoration	100,556.23	100,556.23	0.0%
3510 · Contingency Reserve Fund	25,895.90	15,430.90	67.8%
3520 · Garden Project Fund	215.47	215.47	0.0%
3525 · Grounds Maintenance Fund	28,298.20	28,298.20	0.0%
3532 · King Project Fund	5,738.31	5,738.31	0.0%
3535 · Lych-gate Fund	2,844.37	2,844.37	0.0%
3540 · Memorial Hall Fund			
3541 · Chairs	0.00	944.39	-100.0%
3542 · Furnace (Smile Cards)	-1,391.69	-4,167.48	66.6%
3543 · General Memorial Funds	45,894.92	45,894.92	0.0%
Total 3540 · Memorial Hall Fund	44,503.23	42,671.83	4.3%
3545 · Pet Memorial Project	2,384.22	384.22	520.5%
3550 · Sound Equipment	0.00	-30.84	100.0%
3555 · Summer Camp Fund	0.00	1,628.69	-100.0%
3560 · Teaching & Education Fund	5,988.91	5,988.91	0.0%
3575 · Transforming Futures Fund	650.00	300.00	116.7%
Total 3500 · DEFERRED SPECIAL PRO...	217,074.84	204,026.29	6.4%
Total Long Term Liabilities	217,074.84	204,026.29	6.4%
Total Liabilities	222,524.21	214,717.11	3.6%
Equity			
30000 · Opening Bal Equity	40,712.67	40,712.67	0.0%
32000 · Retained Earnings	36,640.01	37,018.81	-1.0%
32150 · Unrealized Gain/Loss	4,682.00	0.00	100.0%
Net Income	-10,181.10	-14,218.64	28.4%
Total Equity	71,853.58	63,512.84	13.1%
TOTAL LIABILITIES & EQUITY	294,377.79	278,229.95	5.8%

St. Stephen Church -Anglican ParishCS

Profit & Loss

January 2021

Accrual Basis

	Jan 21	Jan 20	% Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4050 · Donations	0.00	1,000.00	-100.0%
4100 · Offering Income			
4110 · Open Offerings	4,014.38	70.00	5,634.8%
4120 · Weekly Offering (Envelopes)	3,400.00	6,467.40	-47.4%
Total 4100 · Offering Income	7,414.38	6,537.40	13.4%
4330 · Facilities Income			
4332 · Cemetery Office Space	500.00	500.00	0.0%
4337 · Pre-School	0.00	900.00	-100.0%
Total 4330 · Facilities Income	500.00	1,400.00	-64.3%
4340 · Interest	0.00	3.69	-100.0%
Total 4000 · OPERATING INCOME	7,914.38	8,941.09	-11.5%
Total Income	7,914.38	8,941.09	-11.5%
Expense			
Reconciliation Discrepancies	0.00	1,339.01	-100.0%
5000 · General Expenditure			
5100 · Wages & Benefits			
5110 · Priest Salary/Benefits	4,238.36	4,217.84	0.5%
5130 · Administrator -Salary/Benefits	1,443.36	1,443.36	0.0%
5150 · Musicians -Contract	300.00	500.00	-40.0%
5170 · Curate -Salary/Benefits	1,745.30	1,584.24	10.2%
5172 · Curate -Diocese Support	-333.50	0.00	-100.0%
Total 5100 · Wages & Benefits	7,393.52	7,745.44	-4.5%
Total 5000 · General Expenditure	7,393.52	7,745.44	-4.5%
5300 · General Administration			
5315 · Accounting Consultations	0.00	71.50	-100.0%
5330 · Office Supplies	184.96	271.65	-31.9%
5340 · Photocopier	629.38	686.25	-8.3%
5360 · Diocesan Assessment	1,835.67	1,893.75	-3.1%
Total 5300 · General Administration	2,650.01	2,923.15	-9.3%
5400 · Ministry Expense			
5420 · Church & Sanctuary Supplies	0.00	243.03	-100.0%
Total 5400 · Ministry Expense	0.00	243.03	-100.0%
5500 · Maintenance Expenses			
5510 · General Maintenance	14.21	14.41	-1.4%
5520 · Cleaning Expense			
5521 · Janitorial Contract	281.87	1,325.00	-78.7%
Total 5520 · Cleaning Expense	281.87	1,325.00	-78.7%
5530 · Grounds Keeping			
5533 · Grounds Labour	90.00	0.00	100.0%
Total 5530 · Grounds Keeping	90.00	0.00	100.0%
5550 · Security	116.52	116.52	0.0%
Total 5500 · Maintenance Expenses	502.60	1,455.93	-65.5%
5600 · Utilities Expenses			
5620 · Hydro			
5621 · Electricity - Church	423.17	398.88	6.1%
5622 · Electricity - Hall	506.81	639.08	-20.7%
Total 5620 · Hydro	929.98	1,037.96	-10.4%
5630 · Heating Oil - Hall	0.00	1,124.87	-100.0%

	Jan 21	Jan 20	% Change
5640 · Telephone	21.84	21.42	2.0%
5650 · Internet Service	113.83	105.88	7.5%
5660 · Garbage & Recycling	69.36	67.67	2.5%
Total 5600 · Utilities Expenses	1,135.01	2,357.80	-51.9%
5900 · GST (2.5%) -Non Recovered	0.00	104.60	-100.0%
7955x · Transfers (Profit to Deficit)	0.00	5,682.23	-100.0%
Total Expense	11,681.14	21,851.19	-46.5%
Net Ordinary Income	-3,766.76	-12,910.10	70.8%
Other Income/Expense			
Other Expense			
80000 · Ask My Book-keeper	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	-3,766.76	-12,910.10	70.8%

St. Stephen Church -Anglican ParishCS

Profit & Loss Budget vs. Actual

January through February 2021

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · OPERATING INCOME				
4050 · Donations	0.00	0.00	0.00	0.0%
4100 · Offering Income				
4110 · Open Offerings	4,019.38	166.67	3,852.71	2,411.6%
4120 · Weekly Offering (Envelopes)	9,822.62	19,933.34	(10,110.72)	49.3%
4130 · Festival Donations				
4131 · Easter Envelopes	0.00	166.68	(166.68)	0.0%
4132 · Thanksgiving / Harvest	0.00	166.68	(166.68)	0.0%
4133 · Christmas Season	0.00	166.68	(166.68)	0.0%
4130 · Festival Donations - Other	0.00	0.00	0.00	0.0%
Total 4130 · Festival Donations	0.00	500.04	(500.04)	0.0%
Total 4100 · Offering Income	13,842.00	20,600.05	(6,758.05)	67.2%
4330 · Facilities Income				
4332 · Cemetery Office Space	1,000.00			
4334 · Community Facilities Use	0.00	66.68	(66.68)	0.0%
4335 · Community Grounds User	0.00	0.00	0.00	0.0%
4337 · Pre-School	1,496.00	1,300.00	196.00	115.1%
Total 4330 · Facilities Income	2,496.00	1,366.68	1,129.32	182.6%
4340 · Interest	0.00	500.00	(500.00)	0.0%
Total 4000 · OPERATING INCOME	16,338.00	22,466.73	(6,128.73)	72.7%
Total Income	16,338.00	22,466.73	(6,128.73)	72.7%
Expense				
5000 · General Expenditure				
5100 · Wages & Benefits				
5110 · Priest Salary/Benefits	8,476.72	8,094.50	382.22	104.7%
5130 · Administrator -Salary/Benefits	2,886.72	2,500.00	386.72	115.5%
5140 · Relief Clergy	0.00	0.00	0.00	0.0%
5150 · Musicians -Contract	300.00	833.34	(533.34)	36.0%
5170 · Curate -Salary/Benefits	3,497.79	2,951.00	546.79	118.5%
5172 · Curate -Diocese Support	(667.00)			
Total 5100 · Wages & Benefits	14,494.23	14,378.84	115.39	100.8%
Total 5000 · General Expenditure	14,494.23	14,378.84	115.39	100.8%
5300 · General Administration				
5320 · Postage	0.00	210.00	(210.00)	0.0%
5330 · Office Supplies	184.96	200.00	(15.04)	92.5%
5332 · Office Computers / Software	0.00	84.00	(84.00)	0.0%
5340 · Photocopier	629.38	500.00	129.38	125.9%
5350 · Insurance	0.00	841.18	(841.18)	0.0%
5360 · Diocesan Assessment	3,671.34	3,833.34	(162.00)	95.8%
5370 · Advertising	0.00	33.34	(33.34)	0.0%
Total 5300 · General Administration	4,485.68	5,701.86	(1,216.18)	78.7%
5400 · Ministry Expense				
5410 · Music Supplies	0.00	50.00	(50.00)	0.0%
5420 · Church & Sanctuary Supplies	37.12	83.34	(46.22)	44.5%
5430 · Christian Education (VBS/SS)	0.00	50.00	(50.00)	0.0%
5440 · Conferences	0.00	0.00	0.00	0.0%
5450 · Social Events	0.00	33.34	(33.34)	0.0%
5460 · Sunday School	0.00	33.36	(33.36)	0.0%
5470 · Youth Ministry	0.00	16.50	(16.50)	0.0%
Total 5400 · Ministry Expense	37.12	266.54	(229.42)	13.9%
5500 · Maintenance Expenses				
5510 · General Maintenance	1,829.10	834.00	995.10	219.3%
5520 · Cleaning Expense				
5521 · Janitorial Contract	666.24	550.00	116.24	121.1%
5522 · Cleaning Supplies	0.00	116.00	(116.00)	0.0%
5520 · Cleaning Expense - Other	0.00	0.00	0.00	0.0%
Total 5520 · Cleaning Expense	666.24	666.00	0.24	100.0%
5530 · Grounds Keeping				
5531 · Grounds Keeping Supplies	0.00	80.00	(80.00)	0.0%
5532 · Grounds Equipment	190.82	88.00	102.82	216.8%
5533 · Grounds Labour	90.00	600.00	(510.00)	15.0%

10:20 AM

03/05/21

Accrual Basis

St. Stephen Church -Anglican ParishCS

Profit & Loss Budget vs. Actual

January through February 2021

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
5530 · Grounds Keeping - Other	0.00	0.00	0.00	0.0%
Total 5530 · Grounds Keeping	280.82	768.00	(487.18)	36.6%
5550 · Security	116.52	83.60	32.92	139.4%
Total 5500 · Maintenance Expenses	2,892.68	2,351.60	541.08	123.0%
5600 · Utilities Expenses				
5620 · Hydro				
5621 · Electricity - Church	423.17	320.00	103.17	132.2%
5622 · Electricity - Hall	506.81	600.00	(93.19)	84.5%
5620 · Hydro - Other	0.00	0.00	0.00	0.0%
Total 5620 · Hydro	929.98	920.00	9.98	101.1%
5630 · Heating Oil - Hall	1,487.85	510.00	977.85	291.7%
5640 · Telephone	43.68	136.00	(92.32)	32.1%
5650 · Internet Service	227.66	82.00	145.66	277.6%
5660 · Garbage & Recycling	138.72	166.00	(27.28)	83.6%
Total 5600 · Utilities Expenses	2,827.89	1,814.00	1,013.89	155.9%
5900 · GST (2.5%) -Non Recovered	1,781.50	168.00	1,613.50	1,060.4%
7800x · General Expenses				
6705 · Christian Education				
6713 · Youth Expense	0.00	0.00	0.00	0.0%
Total 6705 · Christian Education	0.00	0.00	0.00	0.0%
Total 7800x · General Expenses	0.00	0.00	0.00	0.0%
Total Expense	26,519.10	24,680.84	1,838.26	107.4%
Net Ordinary Income	(10,181.10)	(2,214.11)	(7,966.99)	459.8%
Other Income/Expense				
Other Expense				
80000 · Ask My Book-keeper	0.00			
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	(10,181.10)	(2,214.11)	(7,966.99)	459.8%



March 9, 2021

Yesterday, March 8, 2021 provincial health officer, Dr Bonnie Henry announced that the government is working with faith leaders to develop a plan which would see an easing of restrictions around onsite public worship in the coming weeks, and in time for Easter. Representatives from the diocese have not been part of these discussions. "It may not be what Easter celebrations have been in the past, but they will be celebrations. Unless things go off the rails, we are planning for them to be in person," said Henry.

This announcement has led to questions about what this gradual easing will look like, how soon we will know, and whether we will be worshipping together in our church buildings on Easter Day. This uncertainty unfortunately puts undue pressure on parish leadership and particularly our clergy at an already busy liturgical time of year, during an unprecedentedly stressful period of our lives together.

Although we have made our decisions over this past year based on the science and the guidance of the public health authorities, Bishop Anna believes that the best path forward at this time, given the uncertainty, is for parishes to continue with online Holy Week and Easter services as planned. Please expect that current diocesan restrictions around onsite worship will remain in place through April 12. As more information is released from the provincial government, the diocesan leadership will consider it alongside our own commitments and priorities.

This news will come as a disappointment for some for whom yesterday's announcement provided hope for a limited return to our church buildings in time for Easter Day. However, Dr Henry provided no definitive direction and was only prepared to say that it would not look like Easter as we are used to. We cannot reasonably make definitive plans to return to onsite worship based on this limited information.

But, Easter is a season, and we will look with hope and expectation that we will be able to gather again in our church buildings later this spring/early summer.

Catherine Pate
Communications

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(Parish Council)

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