

Parish of Central Saanich Council Minutes – May 15, 2018

7:00 p.m. at St. Stephen's

ACTION ITEMS

Name	Action Item	Page Reference	Target Date
Peter & Wardens	Meet to firm up stewardship strategies	1	
Derek	Continue to work with Diocese on 2019 Assessment	3	
David	Financial Concern Messaging back to Diocesan Council	3	
Peter	Announce Cemetery Board Proposal to St. Stephen's	4	
David	Clarify "Annual Giving"	5	

Attendees: Canon Peter Parker, Chair
Lynda Clifford Derek Osman Greg Robinson
Allan Carlson Nancy Choat Karen McColm
Ken Pedlow David Stewart
Leslie Pedlow (Recording Secretary)

Regrets: Ian Stuart, Dave Shields, Don Wilson

I. Open meeting with Prayer

Peter called the meeting to order at 7:03pm and opened with a prayer.

II. Changes or Additions to the Agenda

Peter asked if there were any changes or additions to the Agenda. None being noted the meeting proceeded.

III. Minutes:

1. The Minutes of the April 17, 2018 Council Meeting were approved by Electronic Vote. Electronic Voting Results – 10/10 members who voted, voted in favour. The approved minutes were posted to the website April 25/18.

IV. Review of Action Items from Minutes:

- a. Outreach Monies on St. Stephen's Financial Statement: As noted in Lynda's Financial report, the Outreach Income noted reflected \$14,806 carried forward from 2017 and \$21,413 new money from January to March 2018. It was suggested that the carry forward from 2017 could be reflected as a footnote or on a separate line. David Stewart asked if outreach was assessable and was informed that it was not.
- b. Summer Camp: In Dave's absence Allan reported that things were continuing along and that posters are now out. Derek showed Council a copy of the poster and registration form. Leslie confirmed that the poster had been received in the Diocesan mailout. Greg and Peter asked Derek if the Camp could somehow be more front and centre on the website.
- c. Lead Stewardship Strategies: While Peter and the Wardens had not had an opportunity to meet, Peter was pleased that Derek took the opportunity to mention Planned Giving on the occasion of two gifts recently received. He felt

Parish of Central Saanich Council Minutes – May 15, 2018

7:00 p.m. at St. Stephen's

that it was a good precursor to any announcements that may be planned in the future.

V. Business Arising/Discussion from Minutes:

1. Order of the Diocese of B.C.: Peter reported that he had been advised by the Secretary of the Order that there was an expectation that a candidate from every parish should be put forward at each cycle. Peter has made a nomination from our parish and mentioned the name which will be held in confidence until the Investiture. David Stewart suggested that there should be a celebration at the time of the Investiture
2. Home-School Group Use of St. Mary's: As noted in St. Mary's Wardens' report, the group has decided that they do not have a consensus to continue to use the facilities at this time.

VI. Reports:

1. Priest in Charge: Peter's report was circulated at the meeting. He emphasized that he would liaise with the people who have been attending Wednesday Eucharists to determine whether they wish to continue throughout July and August. He reported that he was able to do two pastoral visits and one visit in Sidney with a new worshipper at St. Stephen's. He is hoping to have a meeting with all of our lesson readers to discuss the way lessons are introduced and ended as well as the use of the microphone. Peter emphasized that all of our readers are truly excellent. He also hoped to meet with the Liturgical Assistants at both churches. By having these sessions he hopes to smooth the way for transitioning to the new incumbent. He hoped that the Parish Weekend gave parishioners permission to "come to terms with the past". He proposed that a second, shorter event, on a Saturday morning entitled "Let's Talk" might be a useful follow up event, especially for those who were unable to attend the Parish Weekend. Peter also reminded Council that the last task under "Interim Tasks" in the covenant is bidding farewell to the Priest-in-Charge two or three weeks before a new incumbent begins (assume 2 weeks for Peter). It is a good excuse for a "party". Peter will be away for two Sundays, June 24 and August 5 and he will need to meet with the wardens to arrange coverage for those dates (Brett is not back until August 5).
2. Wardens:
 - a. St. Mary's Wardens: The report was circulated electronically. Ken asked if there had been any decision on the distribution of the final proceeds of the Sunday Serenade. Derek indicated that he would prefer to hold the funds until closer to year-end to see where they might be needed the most, perhaps consulting with the Outreach Committee. There was a consensus that it was wise to wind down the Sunday Serenade program as it seems to have come to a natural conclusion.
Derek reported that the Spring Fling was very successful, raising \$2,129. In addition, items valued at \$288 (at our prices) were donated to other local charities who welcomed the donations. He was delighted to see 50 people waiting in line and another 20 emerge from their cars when the doors opened. This reflects a strong relationship with the community.

Parish of Central Saanich Council Minutes – May 15, 2018

7:00 p.m. at St. Stephen's

Derek was pleased to have David Stewart indicate that there was support from two other Anglican Churches in the area for the Peninsula Wine Fest. There were offers of assistance opening up the opportunity to make it a Haro Region event.

Derek reported that he had completed and submitted the Parish Financial Returns for both St. Mary's and St. Stephen's. The 2019 Assessment for St. Stephen's is consistent with previous years. However, the 2019 Assessment for St. Mary's is \$23,924. This is up by \$5,668 (31%) over 2018, but only 11.3% over 2017. Derek has been, and will continue to, work with Gail Gauthier, Financial Officer of the Diocese to see where improvements may be made. The increased Assessment, combined with costs of a new incumbent, the invitation to generate revenue for the Diocesan Vision seems like a recipe that will lead to a deficit, which will then lead to a reduction in Assessment. Derek asked David Stewart to please take our concerns back to Diocesan Council.

Allan inquired about the Healing Power of Music Workshop mentioned in the report. He was concerned that this was a Parish event but was more comfortable when told it was actually a rental arrangement.

Derek thanked Leslie for her hard work and diligence in updating the financial system. The switch to the new chart of accounts is expected to lead to several more efficiencies as more progress is made. David asked if the format of the financial reports provided by both churches will ever be the same, or at least similar. Directionally, that is the objective of the Parish, and of the Diocese.

Derek also expressed his concern that the posting of sermons to the website were six weeks behind. He has been advised that Don has been travelling and will get on top of things and correct the matter. Derek wondered, in all fairness to Don, if he needs help. Does there need to be someone who can back up Don in preparing the electronic files while he is away?

- b. St. Stephen's Wardens: The report was circulated with the electronic package. Bob advised Lynda that it is currently taking more than the one hour of allotted time to complete the bookkeeping work that has been assigned to him. He has been advised that there is no additional allocation in the budget for increasing the hours. Lynda indicated there has been a commitment for a three-month trial period after which time it would be reevaluated.
- c. Parish Treasurer's Report: The report was submitted as written. Derek asked if there were any questions. David asked who would be making the decision about the St. Mary's investments, suggesting that we look at the Diocesan Consolidated Fund. Council was advised that the Operations Committee had passed a motion authorizing Derek and Leslie to make the necessary investments for the maturing GIC and the \$10,000 bequest. David Stewart indicated that he didn't understand the question of the "legality" of the church bank accounts. Derek explained that the only legal

Parish of Central Saanich Council Minutes – May 15, 2018

7:00 p.m. at St. Stephen's

entity now was the Parish of Central Saanich. We are reporting to the CRA as a Parish and both churches are using the same charitable number. The Credit Union is continuing to operate as usual based on the history of how we were doing business. In instances where Derek has had to provide a "Void" cheque for identity purposes, it has become complicated, especially with Government agencies. Both St. Mary's and St. Stephen's have had instances where they were issued cheques in the name of the Diocese of British Columbia which then involved having the cheques cashed by the Diocese and monies reissued to the churches.

Derek will proceed to establish a bank account in the name of the Parish of Central Saanich, as proposed in the Parish Treasurer's report. He will also lead the discussions with the credit union to make the appropriate changes for the banking accounts used by the churches (also as outlined in the Parish Treasurer's report).

Greg announced that he was about to become a Great-Grandfather for the second time! Congratulations all around!!

Derek, in response to Peter's comment at a previous meeting, suggested that it was necessary, under the Cemeteries Act, for the Parish to have a Cemetery Board. Canon 6.5 (a) provides that "The incumbent and churchwardens shall have the responsibility for the management and control of the cemetery, subject to provincial legislation and regulation. This cemetery committee may add to its number not more than two parishioners for the purpose of administration."

Given the existing workload of the two churchwardens for St. Stephen's, it is proposed that the Cemetery Committee be comprised of

- the 4 churchwardens,
- the Incumbent, and
- two parishioners.

Initially, it is proposed that the two parishioners be Don Wilson and David Stewart, both of whom have knowledge and experience with the operation of the Cemetery but they have not been consulted. The Incumbent or Priest-in-Charge would chair this committee.

Greg expressed concern about the optics of taking action of broadening the administration of the Cemetery from St. Stephen's to the Parish level without liaising with the congregation of St. Stephen's. Allan agreed. Following a brief discussion Peter agreed to raise the subject in a five minute overview following a church service, reporting his findings back to Council at the June meeting.

It was **Moved** by Allan Carlson, **Seconded** by Ken Pedlow that the non-financial reports be received. **CARRIED.**

Parish of Central Saanich Council Minutes – May 15, 2018

7:00 p.m. at St. Stephen's

3. Financials:

- a) St. Mary's: St. Mary's Report was circulated electronically. Derek asked members to compare page 6 (Income & Expenses comparative 2017/2018) and page 11 (comparing actual to budget). The numbers in and of themselves look okay but if you look at the total package, it is evident that we still need to be vigilant. David asked if we should be reporting to the congregation on a quarterly basis on our offerings. Leslie and Derek gave some anecdotal evidence that parishioners responded at the time of our Deficit Elimination campaign by increasing their envelope offering or their electronic collection plate giving. Derek indicated his preferred method to increase giving is with balanced Stewardship messaging.

It was **Moved** by Derek Osman, **Seconded** by David Stewart that St. Mary's Statements to April 30, 2018 be adopted. **CARRIED.**

- b) St. Stephen's: St. Stephen's financial statements to April 30, 2018 were circulated electronically. Lynda indicated she had two questions, one – had the CanadaHelps donation received a thank you yet? And she had received an email from Myra and Bob indicating that the CRA report was due on March 31st. Derek assured her that it was not due until June 30th. This is the T3010, Registered Charity Information Return for Canada Revenue Agency. Each church completes their return, and then St. Stephen's has submitted it on behalf of the Parish by the June 30th deadline. If the date is missed, the Parish is at risk of losing its charitable status.

Lynda reported that income was up slightly due to the unexpected donation. Things are looking okay but there is still work to do. She indicated that the Insurance had been paid in full but was being reported on a monthly basis. There was another brief discussion about Outreach carry over reporting. Derek indicated that there was another report that showed the Designated and Outreach funds more clearly.

In light of information provided that removed the subject to notation from the last meeting, it was **Moved** by Lynda Clifford, **Seconded** by Ken Pedlow that St. Stephen's Statements to April 30, 2018 be adopted. **CARRIED.**

VII. Correspondence: None

VIII. New Business:

1. Transforming Futures: A synopsis of the proposed Diocesan program was provided by David Stewart. There was much discussion regarding financial impacts. Council asked for clarification of the phrase "an amount equal to 115% of its "annual giving". What is the definition of annual giving? David agreed to take our questions to the next Diocesan Council meeting. For example: What is the definition of annual giving? How will this increased giving be treated within the Assessment calculations? What will the Diocese use these new contributions for (what is their budget)?
2. Peter offered an aside. In a walk about at St. Mary's, he found an invasive plant that he wanted to draw to their attention

Parish of Central Saanich Council Minutes – May 15, 2018

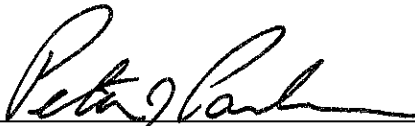
7:00 p.m. at St. Stephen's

3. David offered a story from the Spring Fling book sale. A woman picked up an old book. It turned out to be an old library book with the card still inside. The book had been signed out by her brother some 50 years ago!

IX **Next Meeting:** June 19, 2018, 7:00 p.m. at St. Mary's

XI **Closing with the Grace**

Ken Pedlow moved adjournment at 9:16 p.m. The Grace was said together.



The Rev. Canon Peter Parker, Chair

Parish of Central Saanich Council Agenda – May 15, 2018
7:00 p.m. at St. Stephen's

Regrets: Ian

- I Open meeting with Prayer** - Peter
- II Changes or Additions to the Agenda?**
- III Minutes:**
 - 1. Council Meeting – April 17, 2018 approved electronically 10/10 who voted approved. Posted to website April 25/18
- IV Review Action Items from Minutes** – status, date adjustment, explanations?
 - a. Advise whether Outreach Money showing on statement is “new” in 2018 – Lynda
 - b. Summer Camp - Dave
 - c. Lead Stewardship Strategy with Warden's - Peter
- V Business Arising/Discussion from Minutes**
 - 1. Order of the Diocese of BC - Peter
 - 2. Home-Schooled assoc. use of St. Mary's – Derek
- VI Reports**
 - 1. Priest-in-charge – Peter
 - 2. Wardens' – Derek/Ian (*attached*)
 – Lynda/Greg (*attached*)
 - 3. Parish Treasurer's - Derek (*attached*)
 - Lynda (*attached*)
 - ✓ *Motion to receive non-financial reports*
 - 4. Financials.
 - a) St. Mary's Statements to April 30, 2018 (*attached*) – Derek
 - ✓ *Motion to adopt*
 - b) St. Stephen's Statements to April 30, 2018 (*attached*)
 - ✓ *Motion to adopt*
- VII Correspondence**

Parish of Central Saanich Council Agenda – May 15, 2018

7:00 p.m. at St. Stephen's

VIII New Business

1. Transforming Futures – David Stewart (attached)

IX Next Meeting – June 19, 2018, 7:00 p.m. at St. Mary's

X Closing with Prayer and Grace - Peter

PARISH OF CENTRAL SAANICH

Interim Priest In Charge Report to Parish Council May 15th 2018

One of the new pleasures in life for the Interim Priest in Charge has turned out to be the Wednesday Eucharist and Bible Study. After Brett left on his journey during Easter week, I agreed to adjust my time to be able to continue with the service, and it seemed natural to add a simple Bible study; I chose to focus mainly on the gospels for each coming Sunday. Given that I am generally done by noon hour, my wife graciously allowed me the car! This eliminates the energy drain of riding 36 km two days in a row. I look forward to continuing that service as long as I am in the parish. The Bible study group may or may not continue through summer; that will be up to them. The adjustment of time is that I try to shorten my Tuesdays and Fridays by a bit.

Thanks to geography and fortunate timing of other commitments, I have been able to make a couple of timely visits, one at Jubilee hospital, and one to perform the bedside committal for Leslie Pedlow's mother in her care home. Both those facilities are less than 6 km from my house. However, the demands of extra services and events has kept me from any significant parish visiting – I have managed one visit in Sidney since our last meeting, of a new worshipper at St. Stephen's.

Of course the exciting news of a pending announcement of appointment of a new rector prompts me to consider what things I might want to accomplish before the end of my time as Interim Priest In Charge. I hope to hold a workshop for readers, not so much to address the quality of reading, which at both Churches is truly excellent; but to address issues of the way readings are introduced and ended, and how the microphones are involved. I also would like to have a session with Liturgical Assistants, one at each church, to help with consistency and to help prepare for assisting a new rector with as smooth a transition as possible. I intend as well to do some teaching and generate some conversation around the practice of intinction.

The parish weekend we held recently was I hope the permission giving event to allow parishioners to "come to terms with the past" in some new ways. I would be open to a second event, probably shorter, on a Saturday morning. Now that there is some permission to talk, let's talk; it is the process of naming the difficult stories that can take the lingering power out of them. "Let's Talk" might well be the title of this follow-up event, and could be a valuable opportunity for people who were unable to attend the weekend. Interestingly, since the weekend, I have heard from a handful of attendees, of other stories and side-stories that were part of the past and still hanging around. I have also been told by some that it is a relief to be allowed to talk about them.

The final task that is listed under "Interim Tasks" in our covenant, is "saying farewell to the Interim Priest In Charge." The motivation of this part of our covenant is to help the congregation to be free of one relationship in order to be available to enter into the next. There is grieving and celebration that must be done; there is a liturgy for the ending of the pastoral relationship. The Interim Priest needs to be "laid to rest" so that the new incumbent is not "haunted" by previous pastoral relationships. Saying farewell is also a great excuse for a party; and as one parish, it would probably be good to think of that party being a single joint event. I have always said that I will be here until three weeks before the next minister starts. That break time is an important time for

talking amongst yourselves about the Interim Priest and what worked and didn't work and what you look forward to in a new incumbent.

In terms of scheduling, I am aware at this time of two Sundays when I will not be available to lead worship. One is June 24, when I will be attending wedding celebrations for a very dear niece in Vernon. The other is August 5, when my family has scheduled celebrations of our 50th wedding anniversary (which we had hoped to avoid by going to Britain on our actual anniversary!). I am aware that Brett will be back by August 5, though only just.

I am constantly grateful for the support I receive from wardens and council members. I continue to be impressed by the energy of so many parishioners who contribute hours of their time to see to the efficient running of our two churches, and the pastoral care of both parishioners and non-parishioners. This is a strong parish, and has many opportunities ahead of it for growing in strength, not least of which is moving positively towards thinking of us as we who form the parish of Central Saanich in our two churches, and away from using the language of "them" at the other Church. It takes time to change a culture, but together we can do it.

Respectfully and gratefully submitted,

- Peter Parker



Anglican Parish of Central Saanich

St. Mary's Church

St. Stephen's Church

Faith - Family - Friendship

St. Mary's Wardens' Report

I. Outreach:

1. **Sunday Serenade Concert Series:** The fourth and final concert of the Sunday Serenade series was held. The two concerts held this year did not make a profit. The balance carried forward from last year was slightly more than the current balance of \$1,955.85. The decision to discontinue this series for this year was prudent.
2. **Home-Schooled Families:** The group of families who were using the facilities at St. Mary's on Friday afternoons have decided that they do not have a consensus to continue to use the facilities at this time. While that is not the arrangement that we had hoped we could have achieved, we respect their right to make that choice.
3. **PRF Refugee Fund:** The PRF Refugee Fund is being wound down without the opportunity to support that family in Canada. According to an agreement with the Diocesan Refugee Committee, \$10,000 of the balance of \$28,235 will be disbursed to the RAPID 2 Refugee group, and the remainder will be disbursed to the Diocesan Refugee Committee.

Video conference calls have been arranged with the RAPID2 refugee family in Turkey, with the help of an interpreter. For the last call the daughter from the first Syrian refugee family was our interpreter for the call!

4. **Summer Camp:** Assistance was provided to Dave Shields to establish a presence of the Summer Camp (Crosstalk Ministries) on our website. The poster and Registration form were enhanced to project a parish image, beyond a St. Stephen's perspective.
5. **Indigenous Language Revitalization:** The invitation to the parish to attend a talk on Indigenous Language Revitalization was well attended. It was held on May 9 at the ŁÁU, WELNEW Tribal School, 7449 West Saanich Road, Brentwood Bay.
6. **Spring Fling (May 12):** The spring Fling was again a significant community event. Before the doors opened at 9:30, there were over 50 people lined up waiting to get in, with another 20 sitting in their cars waiting for the doors to

open. Financially, the event was also a success, generating proceeds of \$2,129 towards the operating expenses for St. St. Mary's. At the end of the sale, items valued at \$288 were donated to other local charities who welcomed the donations.

7. **First Nations Scholarship:** Nancy Choat is working with Fern Perkins to validate last year's candidate for the First Nations Scholarship, and to identify a potential candidate for this year. They hope to do the presentation on Indigenous Sunday in June. If the scholarship is awarded this year, new funding will have to be secured to continue the program.
8. **Healing Power of Music (Aug. 20):** Peter has reached agreement with a local coordinator (Christine) for Dr. Tuttle - a Buddhist (now a Zen dharma Master) - for St. Mary's to host the workshop featuring Dr. Tuttle. Peter was successful in getting them to agree to some stipulations in St. Mary's favour. Leslie is to complete the necessary paperwork.
9. **Wine Fest:** David Stewart has reported that when other churches in the Diocese, on the Peninsula, learned that we decided to take a break to rejuvenate the volunteers this year for the Wine Fest Event, and thus are not holding the Event this year, other churches agreed to help with volunteers in future years. This is welcome news!

II. **St. Mary's Water Main Flooding Incident:**

The incident report was filed with the insurance broker for Crawford (Valerie Anderson). In summary, the costs already paid by the Parish of Central Saanich (for which invoices were provided) are:

Food & water	\$25.00
Plumbing services	\$414.30
Public Washroom (porta potty)	\$544.81
Printing the Annual Report by Staples	\$2,167.20
<u>Total "out-of-pocket" costs</u>	<u>\$3,151.31</u>

Additionally, there was approximately 57 hours of labour contributed by parishioners that Belfor (the restoration company) would normally have performed.

Please note that the work, associated with the drywall where the new carpet was installed, is planned to be completed in conjunction with the replacement of the flooring in the women's washroom.

The lino flooring in the women's washroom is scheduled to be replaced May 16 – 18.

When the file with Crawford is completed, then the separate file with the Diocese will be finalized.

III. Parish Information Report (PIR) & Parish Financial Report (PFR):

The PFR's for both St. Mary's and for St. Stephen's for 2019 were completed by Derek (as Parish Treasurer). They were dropped off at the Diocesan office 2 days after the deadline of April 30.

The 2019 Assessment for St. Stephen's is consistent with previous years. However, the 2019 Assessment for St. Mary's is \$23,924. This is \$5,668 (31%) more than 2018, but only \$2,421 (11.3%) more than 2017.

Ironically, this suggests that if a parish declares a surplus, they also benefit from an increase in the calculated Assessment – two years hence. In 2019, St. Mary's will be weighted down by an increase in Assessment, an increase in clergy costs, the invitation to participate in revenue generation events to support the Diocesan Vision, to name a few. This is bound to generate a deficit – which may well cause a reduction in the calculated Assessment. Is there not a better way to generate a more consistent financial healthy diocese of parishes and incent good stewardship?

IV. Financial Systems:

The increase of Leslie's days/week from 3 to 4 (with the office still open only 3 days), has enabled her to focus on implanting the new Chart of Accounts in the accounting system. She entered the same data into both systems for the first 3 months, and then Karen McColm and Derek independently reviewed the results.

For the April financial reporting package, the reports from both systems were used. There is reason for optimism that the reporting from the new system will significantly reduce the work effort and time required to prepare the financial package.

The next step is to make some changes at the Coast Capital credit union.

With the improved reporting, and with the Memorial Account now on the QuickBooks system (it is no longer on Excel), we should:

1. view statements on-line,
2. make routine (e.g. utility bills) payments online,
3. consolidate the 3 accounts into one account, and
4. update the signatories to the account(s).

This will also save some costs because only one set of cheques and deposit book will be required, and there will be only one bank reconciliation need each month.

V. **Miscellaneous**

1. **Lighting – Men’s Washroom:** The motion sensing switch for the lighting in the men’s washroom was replaced with one that will also work with LED lights. Two bulbs were changed for LED bulbs to demonstrate that the LED bulbs would in fact work!

2. **Sermons on the Website:** The delay in posting the sermons on the website is again falling in the range of unacceptable. After the sermons are recorded, they must be edited and cleaned up, to post it on the website.
About 6 months ago, a review of the process was done, and it was recommended that we remain with the existing recording device and the process to get it on the website.

Currently, the most recent sermon is from March 25 – we have not added one for the past 6 weeks. So, we need to adjust the process or increase the priority with which it gets done on a weekly basis.

3. **Joint Wardens’ Meetings:** The Joint Warden’s meetings will now be scheduled to be at St. Mary’s on Tuesday, or Wednesday after lunch, or on Friday at St. Stephen’s.

Respectfully,

Ian Stuart & Derek Osman

Wardens report St Stephen's

April has been fairly quiet for the parish as a whole, the BCT has of course been very busy. Of course there has been activity around the property with spring garden clean up. Soups on has been held as usual with good crowds. Our Youth have been instructed as usual on Sunday mornings. There is progress on the planning for summer camp, though I am not sure if the advertising for this has begun. There was application made to the visioning fund and I believe that it has been approved. There will of course be a need for volunteers from the parish to complement the team who will arrive from the east!! I am unsure as yet what they will be needed for, but anticipate some communication soon from Dave Shields. Blaine has done an amazing job cleaning and sealing the kitchen floor and the cost, which was very reasonable was well worth it. He wants us to be sure to use only the cleaner he left behind for the floor. The new blinds in the hall are installed and work well, and I know everyone who deals with food is extremely happy to see them in place. There has been some concern about the use of the kitchen by preschool folks and this has been dealt with through the office and I believe there has been an improvement. There have been changes within the preschool, which many of you are aware of, a new ECE has been hired. So far, we have had good communication with them over this unfortunate upset. I have just recently been approached by the preschool to say they are considering a Monday program through the summer, so not really sure how that is going to work out, we have not sat down to discuss this as yet.

Probably the highlight in the life of the parish, was our Parish weekend. I was, at the start, somewhat disappointed at the turnout, but quickly realized that the people who were there, were the ones called to be there. We were gently encouraged to share our story, to heal from some of the past painful experiences and to look forward with hope. Speaking from my own personal experience, I found the time spent together informative, as I heard the stories from others as how they came to the parish. Also, the healing for me was giving me the freedom to talk about what had caused me pain, and within a week the opportunity arose, at which time I realized that having been heard and the validation of my pain, freed me to discuss it with someone else. I say this with tongue in cheek, but "if we got nothing else from the interim priest, the way Peter led this weekend was worth the wait". I thank him for his sensitivity, and perseverance and how he himself allowed vulnerability as he shared. It was good to share this time together as a parish family.

St Stephen's is preparing g for a fund raiser June 16th in the way of a Historical Fashion Show and tea. Posters are ready to be put out and tickets are available from Church offices and the Emporium in Brentwood Bay.

Respectfully submitted
Lynda



Anglican Parish of Central Saanich

St. Mary's Church St. Stephen's Church

Faith - Family - Friendship

Parish Treasurer's Report – May, 2018

I. Financial systems:

1. St. Mary's:

- a. Leslie has been loading 2018 data into the new system that has the revised Chart of Accounts (COA). She entered the same data into both systems for the first 3 months of this year, and then Karen McColm and Derek independently reviewed the results. Derek has signed off on the comparison of the results between the two systems.
- b. St. Mary's received a gift from the family of Joe and Rita Lott.
- c. St. Mary's received a bequest from the Estate of Shirley Rainey for \$10,000.
- d. It is noted that St. Mary's has again agreed to become the "banker" for the Peninsula RAPID 2 Refugee group. With the demise of the PRF Refugee Fund, \$10,000 will be directed to the RAPID 2 Refugee fund, and the remainder to the Diocesan Refugee support fund.

2. St. Stephen's:

- a. Refer to comments from Lynda Clifford.

II. The Parish Financial Reports (PFR): The PFR's for both St. Mary's and for St. Stephen's for 2019 were completed by Derek (as Parish Treasurer). They were dropped off at the Diocesan office 2 days after the deadline of April 30.

The 2019 Assessment for St. Stephen's is \$22,038 and is consistent with previous years. For 2017, the Budget was \$22,444, and for 2018 it was Budgeted at \$22,000. So, the calculated 2019 Assessment is an increase of \$38 or 0.2%.

However, the 2019 Assessment for St. Mary's is \$23,924. This is \$5,668 (31%) more than 2018, but only \$2,421 (11.3%) more than 2017. For 2019, it is \$1,886 or 8.6% more than St. Stephen's.

III. Investments:

- 1. St. Mary's:** There is a 1-Year Redeemable GIC that matures on May 20 that has a value of \$10,000. It will be re-invested, along with the bequest of \$10,000 recently received from the Shirley Rainey Estate.

2. **St. Stephen's Cemetery:** has a GIC investment at Coast Capital valued at \$10,931.49 that will mature in September. A strategy for re-investing it is needed so that it can be arranged prior to the maturity date.

IV. Parish Banking Account:¹ The Parish of Central Saanich is the only legal entity within the Parish. However, there is no bank account associated with the Parish of Central Saanich. Each Church has bank accounts, but neither is a legal entity.

A search performed on the Canada Revenue Agency (CRA) website for legal entities within the Parish will yield only the Parish of Central Saanich. This creates a problem when either of the churches wishes to begin doing business with a new company, but its search of the CRA database does not identify either church to be a legal entity.

Proposal:

1. To enhance the banking arrangements between the church(s) and the parish, it is recommended that an account be opened at the credit union in the name of the Parish of Central Saanich.
2. Each church will provide initial start-up funding for miscellaneous expenses like cheques and deposit books. A limited supply of cheques will be ordered, but they will be useful for void cheques to identify the Parish account for the banks.
3. The account will be reported on to Council by the Parish Treasurer.
4. The account will act as a clearing house for transactions that need to involve the Parish of Central Saanich. Money will get transferred into the account when it is necessary to clear a transaction.
5. The signing authorities will be the 4 wardens, the Incumbent (Priest-In-Charge), and the Parish Treasurer.

V. Follow-up for Church Banking: The accounts for the churches must be reviewed with the Coast Capital credit union, with the intent of correcting the name of the account so that it reflects the name of the legal entity. For example, the name of the account, and as it appears on the cheques may become the "St. Mary's Church operating in the Parish of Central Saanich", or the "St. Stephen's Church operating in the Parish of Central Saanich". It will be important to have the cheques clearly identify the church, and thus the associated signatories for that church so that the cheques get applied to the correct account and are signed only by the approved signatories for that bank account. Because St. Stephen's has recently purchased a significant quantity of cheques, they will use them up before correcting the name on the cheques. The Parish Treasurer will lead the discussions with the Credit Union to facilitate these changes.

¹ By prior arrangement approved by Council, 2 Wardens can sign documents on behalf of the Parish of Central Saanich.

VI. Cemetery Committee: At the March 20, 2018 meeting of Council, Peter reminded Council that:
Incumbent and the Wardens. Peter reminded the Council that a Cemetery Board is a necessity under the Cemeteries Act and we should ensure that we are in compliance.

Canon 6.5 (a) provides that "The incumbent and churchwardens shall have the responsibility for the management and control of the cemetery, subject to provincial legislation and regulation. This cemetery committee may add to its number not more than two parishioners for the purpose of administration."

Given the existing workload of the two churchwardens for St. Stephen's, it is proposed that the Cemetery Committee be comprised of

- the 4 churchwardens,
- the Incumbent, and
- two parishioners.

Initially, it is proposed that the two parishioners be Don Wilson and David Stewart, both of whom have a knowledge and experience with the operation of the Cemetery.

The Incumbent (or Priest-In-Charge) will chair this committee.

Financials St Stephen's

Apparently there was an unanswered question from the April meeting, regarding the outreach totals. I checked with Myra who is our bookkeeper and overseer of all.

The breakdown of the \$36,220 is as follows:

\$14,806 carry forward from 2017

\$21,413 Jan-Mar donations

I must admit that overall the budget comparison looks favourable, certainly we are keeping ahead in the income section. The expenses are of course showing the lower costs in clergy, but you notice that our office expenses are showing considerably more. Myra is working with Bob to get him working well with bill payments etc. She still has some problem areas to help us out with, we need to sort out the transfer of funds, most especially between outreach and operating, but also to work on cemetery to operating too. I know there is concern for the later in particular, it is easy to say that is the way it has been done for years, but things do change over the years and it is on the agenda to work on. We seem to have held our expenses fairly well, those I notice some utilities are higher than budget, hoping the sunny summer days will help that to balance. You may notice that our insurance is showing a much smaller amount and that is because it has been planned to show monthly rather than a lump sum payment.

Derek was instrumental in getting the PAR ready and took it in to the Diocese. Our assessment has increased slightly, though I apologize, not having the totals with me at this time, filed them in the office.

Apparently, there is a charity report which is due, and I am going to work on this prior to the meeting, I do not know what is entailed, but sure it will get sorted out when I start to inquire!!

Lynda



Anglican Parish of Central Saanich

St. Mary's Church St. Stephen's Church

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

Faith - Family - Friendship

May 8, 2018

By Email

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

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to April 30, 2018 –

St. Mary's, Saanichton

Attached are the financial statements as of April 30, 2018 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:

1. **Balance Sheet:** Our Assets, Liabilities, & Equity is less this year than compared to the same reporting period for last year. One significant reason for more assets last year was the fund accumulated for the RAPID refugee program. However, the combined bank balances for the General and Parish Events is more substantive this year.
2. **Statement of Income and Expenses:** Illustrates a 3.7% decrease in the surplus year over year, for the same period.
3. **Statement of Changes in Equity:** also notes the transfers between funds. The General Operating fund showed good improvement.
4. **Memorial Account:** documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 2 "in-trust" funds. There has been a transfer of \$18,500 for working capital from the Memorial account to the General Operating Account.
5. **Church (Parish) Events:** Shows the financial contribution of each of the Events. There was a transfer of \$1,650 from the Parish Events to the General Account.
6. **Budget Review:** documents the Operating Account income and disbursements, as measured against the Budget.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the month of April.

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

Respectfully

Derek Osman
Church Warden

Attachments

Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.
2. St. Mary's has **three banking Accounts**, being:
 - 1) General Operating, to support the daily operating revenues and expenses.
 - 2) Memorial to hold designated and undesignated trust funds together with the investment portfolio. It is used to track:
 - i. the investment portfolio (GIC's),
 - ii. "uncommitted" funds that are made available for temporary use by the cash-flow needs of the General Operating account, and for capital expenditures, and
 - iii. funds held "in trust" for the refugee programs, and to facilitate the issue of tax receipts for donors, mostly beyond the parish.
 - 3) Church Events, to track the revenues and to fund the expenses for the numerous special Events sponsored by St. Mary's for either Outreach initiatives or to assist in meeting the annual operating costs. It is the repository for the Altar, Flower, Social Events, Holly Fair, Parish Sales, Music Festival, Youth Funds, sales initiatives such as church calendars and the purchase of retirement gifts and cards. It may also be used to track the revenues and expenses for Parish Events, like the Wine Festivals.

3. Balance Sheet – April 30, 2018

At the end of April, the Balance Sheet was less favorable in 2018 than in 2017. In 2017, the Assets were bolstered with the balance of over \$10,000 in the RAPID Refugee program, but that program was closed in the fall of 2017 and all funds were disbursed. However, the combined bank balances (General Operating Account and Parish Events Account) were greater in April 2018 than in April 2017 by over \$1,900 (7.5%).

4. **Statement of Income and Expenses:** The Income to April 30 was \$56,522 – \$5,945 less than the same period in 2017. In 2017, \$3,006 had already been donated towards the Deficit elimination fund.

The operating Expenses to April 30 were \$5,403 (11.3%) less than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge.

This resulted in a surplus of \$14,232 (aided by the transfer of \$18,500 from the Memorial Account and the transfer of \$1,650 from the Parish Events account).

5. **Statement of Changes in Equity:** This report reveals the income receipts and expense disbursements from the three Accounts – General Operating, Memorial, and Parish Events – and the resulting overall net income of \$20,323. Thus, Equity improved by a similar amount.

The only transfer that occurred in January was the transfer of \$18,500 from the Memorial to the Operating Account for working capital throughout the year. This amount is expected to be repaid by year-end. In March, there was a transfer of \$1,650 from the Parish Events fund to the General operating Account.

6. **Memorial Account:** The following transactions were the only activity of this account to the end of April 30:

- 1) As previously reported, in January, \$18,500 was transferred to the Operating Account from the Memorial Account. It will be transferred back in December.
- 2) Thanks to the Thrifty's Foods and Fairway's programs, there was \$876 received. It will be applied to the balance of the carpet replacement program of \$1,250. The application for a new grant from Thrifty's for the 2018 year was approved. The new grant will fund the remainder of the carpeting, and then begin to fund some kitchen renovations.
- 3) **There are now 3 In-Trust Accounts that have a balance of \$33,818.:**
 - i. **Ron Smith Legacy:** Has a balance of \$5,483. It is primarily for use as Rector's Discretionary, in support of those in the community who are challenged like Ron was.
 - ii. **PRF (Refugees)** The balance at the end of February remained at \$28,235. IT is expected that this fund will be wound-up next month, with \$10,000 being disbursed to the new RAPID 2 Refugee group, and the remainder going to the Diocesan refugee support fund.
 - iii. **RAPID 2 Refugee Group:** This initiative will support a family of nine from Syria. Most of the financial commitment has been met by an anonymous donor. St. Mary's will again be acting as the "banker" and has received \$100 so far.
- 4) **Investments:** There are four GIC investments for a total of \$119,500; being:
 - i. 10,000 in a 1-year Redeemable GIC; **matures May 20, 2018**
 - ii. \$74,500 in a 3-year Rising Rate GIC; matures June 12, 2019
 - iii. \$20,000 in a 3-year Rising Rate GIC; matures May 17, 2020.
 - iv. \$15,000 in a 5-year GIC; matures May 17, 2022.
- 5) A donation (gift) of \$4,000 was received from the family of Joe and Rita Lott.

7. **Church (Parish) Events:** The fourth and final concert of the Sunday Serenade series was held. The two concerts held this year contributed \$1,112, generating a balance of \$3,113 for this year. The costs for the Silent Auction Gourmet Dinner were paid, but then were donated back to the church.

8. **Budget Review:**

This report is like the Statement of Income and Expenses, except that it also includes a comparison to the Budget.

Including a) the transfer of \$18,500 from the Memorial Account b) the transfer of \$1,650 from the Thrift Sales, and c) the carry-forward of the \$1,500 for Deficit Reduction, the revenue was \$58,022. The expenses were \$42,290, yielding a surplus of \$15,731.

The cost of the Porta-Potty for the public immediately following the water main flooding of the office areas was \$544. It will be included in the insurance claim. It has been

charged against the “Maintenance – General” account.

The target percentage of the Budget for the end of April is 33.3%. Therefore, Regular Offerings are tracking close to Budget at 32.9%. Overall, Revenue is at 40.7% and expenses are at 30.4%, Expenses are thus comfortably under Budget.

9. Concerns & Considerations:

- 1) Good progress has been achieved with the implementation of the new financial system (QuickBooks). The software is installed and being used. The new Code of Accounts (COA) has been implemented alongside of the old system. Leslie has entered data into both systems for the first 3 months of the year. Both Derek Osman and Karen McColm have independently verified the printed results from both systems. The information reports still need some re-work to report as desired, but the results are very optimistic. They are expected to save a considerable amount of time and effort at month-end to generate the financial reporting package. Leslie is deserving of many accolades!
- 2) The report that itemized our costs associated with the damages from the water main break was submitted to the insurance broker. It will be followed up with them, and then with the Diocese.

			<u>St. Mary's</u>		
			<u>Balance Sheet - April 30, 2018</u>		
<u>Assets</u>			<u>Liabilities & Equity</u>		
	<u>2018</u>	<u>2017</u>		<u>2018</u>	<u>2017</u>
Bank	\$27,763	\$25,831	Accounts Payable	\$0	\$926
Investments	\$119,500	\$119,700	Memorial Acct Funds	<u>\$42,723</u>	<u>\$44,089</u>
Accounts Receivable	\$331	\$0	Deficit Elim. C.Forw'd	\$1,500	\$1,500
			General Outreach	\$1,170	\$2,243
Def. Elim. C. Fwd.	\$1,500	\$1,500	Church Events Equity	<u>\$7,584</u>	<u>\$9,495</u>
Memorial Not Committed	\$3,645	\$6,352	<u>Equity</u>		
In-Trust Funds	\$39,082	\$49,992			
			General Fund Equity	\$4,755	\$10,104
			Memorial GIC's	\$113,037	\$119,700
			Church Events Equity	\$6,516	\$7,645
			Net Income	\$14,536	\$14,774
				<u>\$138,844</u>	<u>\$152,223</u>
<u>Total</u>	<u>\$191,821</u>	<u>\$203,375</u>	<u>Total</u>	<u>\$191,821</u>	<u>\$210,477</u>

St. Mary's		
Statement of Income and Expenses -April 30, 2018		
<u>Income</u>	<u>2018</u>	<u>2017</u>
Regular Offerings	\$29,616	\$30,109
Open Offerings	\$367	\$761
Festival	\$1,478	\$1,087
<u>Total Offerings</u>	<u>\$31,461</u>	<u>\$31,957</u>
Rent	\$4,818	\$5,085
Interest	\$2	\$2
Specific Donations / Outreach	\$91	\$422
Miscellaneous	\$0	\$500
Guild/Parish Events	\$0	\$0
GST Rebate	\$0	\$1,332
Deficit/ Capital Appeal	\$0	\$3,006
<u>Total Operating Fund</u>	<u>\$36,372</u>	<u>\$42,302</u>
Memorial Account	\$18,500	\$18,500
Holly Fair	\$0	\$0
From Parish Events	\$1,650	\$1,665
<u>Total Income</u>	<u>\$56,522</u>	<u>\$62,467</u>
<u>Expenses:</u>		
<u>Operating Fund:</u>		
Stipend/Benefits	\$0	\$16,802
Interim Priest-In-Charge	\$7,875	\$0
Youth Worker	\$0	\$0
Relief Clergy	\$113	\$113
Relief Organist	\$125	\$999
Music Services	\$3,703	\$3,217
Admin. Support	\$8,795	\$6,508
Parish Financial Mgt. Consult.	\$457	\$0
<u>Total Salaries</u>	<u>\$21,067</u>	<u>\$27,638</u>
Diocesan Assessment	\$6,085	\$7,168
Christian Education	\$254	\$430
Outreach		
Music Services	\$343	\$307
Insurance	\$3,409	\$3,265
Office General	\$2,563	\$2,422
Maintenance - General	\$3,407	\$1,581
Maintenance - Cleaning	\$1,791	\$1,739
Utilities	\$3,082	\$2,944
Miscellaneous	\$289	\$200
Major Capital	\$0	\$0
<u>Total Operating Fund</u>	<u>\$42,290</u>	<u>\$47,693</u>
Memorial Fund		
Parish Events		
<u>Total Expenses</u>	<u>\$42,290</u>	<u>\$47,693</u>
<u>Surplus (Deficit)</u>	<u>\$14,232</u>	<u>\$14,774</u>

St Mary's
Statement of Changes in Equity - April 30, 2018

	<u>General</u>	<u>Memorial</u>	<u>Events</u>	<u>Total 2018</u>
Equity, Beginning of Year	\$4,495	\$176,129	\$6,496	\$187,120
Income	\$56,458	\$4,878	\$8,282	\$69,617
Expenses	\$42,290	\$372	\$6,632	\$49,294
Net Income	<u>\$14,168</u>	<u>\$4,506</u>	<u>\$1,649</u>	<u>\$20,323</u>
<u>Equity, End of Month</u>	<u>\$18,663</u>	<u>\$180,635</u>	<u>\$8,145</u>	<u>\$207,443</u>

Transfers:

From Memorial (Jan.)	\$18,500	<u>-\$18,500</u>	
From Parish Events	<u>\$1,650</u>		<u>-\$1,650</u>
Total:	<u>\$20,150</u>	<u>-\$18,500</u>	<u>-\$1,650</u>

	<u>St. Mary's</u>				
	<u>Other Funds' Activity - April 30, 2018</u>				
	<u>Memorial Account</u>				
	<u>Balance</u> <u>Jan 1,</u> <u>2018</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Transfers</u> <u>IN (OUT)</u>	<u>Balance</u> <u>Mar. 31,</u> <u>2018</u>
General	\$19,038				
Transfer to Operating Fund (Jan 18)				-\$18,500	
Gift from Lott		\$4,000			
Total General:	<u>\$19,038</u>	<u>\$4,000</u>	<u>\$0</u>	<u>-\$18,500</u>	<u>\$4,538</u>
Interest	\$13				
Rec'd (Jan 31)		\$1			
Rec'd (Feb 28)		\$1			
Rec'd (Mar 31)		\$1			
Rec'd (Apr 30)		\$1			
Total Interest:	<u>\$13</u>	<u>\$2</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15</u>
Thrifty Foods & Fairway's	\$0				
Receipts from Thrifty's (Jan 15)		\$306			
Receipts from Fairway's (Jan 29)		\$32			
Receipts from Thrifty's (Feb 8)		\$122			
Receipts from Thrifty's (Mar 8)		\$191			
Receipts from Thrifty's (Apr 5)		\$200			
Receipts from Fairway's (Apr 24)		\$25			
Total Thrifty & Fairway:	<u>\$0</u>	<u>\$876</u>	<u>\$0</u>	<u>\$0</u>	<u>\$876</u>
Bequests & Donations	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
First Nations Bursary	\$1,476				
Total Bursary:	<u>\$1,476</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,476</u>
Guild	\$3,633				
Purchase of chairs			-\$372		
Total Guild	<u>\$3,633</u>	<u>\$0</u>	<u>-\$372</u>	<u>\$0</u>	<u>\$3,261</u>
Carpet (fund by Smile Card)	-\$1,250				
Total Carpet:	<u>-\$1,250</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>-\$1,250</u>
Sub-Total:	<u>\$22,911</u>	<u>\$4,878</u>	<u>-\$372</u>	<u>-\$18,500</u>	<u>\$8,917</u>
In-Trust Funds:					
Ron Smith Legacy	\$5,483				
	<u>\$5,483</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,483</u>
PRF (Refugees)	\$28,235				
	<u>\$28,235</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$28,235</u>
RAPID 2	<u>\$0</u>	<u>\$100</u>	<u>\$0</u>	<u>\$0</u>	<u>\$100</u>
Total In-Trust:	<u>\$33,718</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$33,818</u>
TOTALS	<u>\$56,628</u>	<u>\$4,878</u>	<u>-\$372</u>	<u>-\$18,500</u>	<u>\$42,734</u>

...

<u>In-Trust Funds:</u>					
Ron Smith Legacy	\$5,483				
	<u>\$5,483</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,483</u>
PRF (Refugees)	\$28,235				
	<u>\$28,235</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$28,235</u>
RAPID 2	<u>\$0</u>	<u>\$100</u>	<u>\$0</u>	<u>\$0</u>	<u>\$100</u>
Total In-Trust:	<u>\$33,718</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$33,818</u>
<u>TOTALS</u>	<u>\$56,628</u>	<u>\$4,878</u>	<u>-\$372</u>	<u>-\$18,500</u>	<u>\$42,734</u>
<u>INVESTMENTS:</u>					
1Yr Redeemable GIC;Matures May 20, 2018	\$10,000				\$10,000
3 yr Rising Rate GIC; Matures Jun 12, 2019	\$74,500				\$74,500
3 Yr Rising Rate GIC; Matures May 17, 2020	\$20,000				\$20,000
1-5 GIC ANN; Matures May 17, 2022	\$15,000				\$15,000
Total Investments:	<u>\$119,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$119,500</u>
<u>GRAND TOTALS MEMORIAL ACCOUNT</u>	<u>\$176,128</u>	<u>\$4,878</u>	<u>-\$372</u>	<u>-\$18,500</u>	<u>\$162,234</u>

	<u>St. Mary's</u>				
	<u>Other Funds' Activity - April 30, 2018</u>				
	<u>Parish Events Fund</u>				
	<u>Balance</u>			<u>Transfers</u>	<u>Balance</u>
	<u>Jan 1, 2017</u>	<u>Revenue</u>	<u>Expenses</u>	<u>IN (OUT)</u>	<u>Apr 30, 2018</u>
Altar	\$1,458				\$1,458
Flower	\$1,354	\$457	-\$100		\$1,711
Holly Fair ^{1,3}	\$478	\$330	-\$330		\$478
Sunday Serenade:		\$2,160			\$2,160
Performers			-\$500		-\$500
Advertising			-\$548		-\$548
Other	\$2,001				\$2,001
Total Sunday Serenade:	<u>\$2,001</u>	<u>\$2,160</u>	<u>-\$1,048</u>	<u>\$0</u>	<u>\$3,113</u>
General:	\$597				\$597
Calendars		\$5			\$5
Books		\$0			\$0
Gifts		\$0			\$0
Bank		\$0			\$0
Other ^{2,4}		\$2,346	-\$2,592		-\$247
Total General	<u>\$597</u>	<u>\$2,351</u>	<u>-\$2,592</u>	<u>\$0</u>	<u>\$355</u>
Parish Sale	\$58	\$2,338	-\$1,716		\$681
Wine Fest		\$0			\$0
Wine Fest to Outreach	\$168				\$168
Youth					\$0
Floats		\$570			\$570
Float Recoveries			-\$570		-\$570
Other & Misc.					\$0
Social:	\$399				\$399
Comfort		\$0	-\$100		-\$100
Sunday Coffee		\$77	-\$178		-\$101
Social Total	<u>\$399</u>	<u>\$77</u>	<u>-\$278</u>	<u>\$0</u>	<u>\$198</u>
<i>Transfer to General Acct. ⁵</i>				-\$1,650	-\$1,650
	<u>\$6,513</u>	<u>\$8,282</u>	<u>-\$6,633</u>	<u>-\$1,650</u>	<u>\$6,512</u>
Net Income		<u>\$1,649</u>			
<u>Transfer Notes:</u>					
1. Auction Gourmet Dinner Expenses recovered.					
2. Smth Farewell Proceeds. Did not put through Social Fund in order to track it separately.					
3. Holly Fair Gourmet Dinner Expenses					
4. \$600 Gift for Smith's. Balance is fee/gratuties for caterer.					
5. \$1,650 from proceeds of Parish Sales transferred to General Account.					

ST MARY'S BUDGET REVIEW - April 30, 2018

ITEM	2018 BUDGET	TO 2018-Apr 30	% AGE 33.3%	RMKS
INCOME				
REGULAR OFFERINGS	\$90,000	\$29,616	32.9	
OPEN OFFERING	\$2,500	\$367	14.7	
FESTIVAL	\$4,000	\$1,478	37.0	
HALL /FACILITIES USE DONATIONS	\$17,000	\$4,818	28.3	
INTEREST	\$0	\$2	0.0	
SPECIFIC DONATIONS	\$300	\$91	30.3	
ENVELOPES	\$0	\$0	0.0	
H/M/D	\$500	\$0	0.0	
GST REBATE	\$800	\$0	0.0	
MISCELLANEOUS	\$200	\$0	0.0	
TX FROM HOLLY FAIR	\$9,000	\$0	0.0	
PARISH THRIFT SALES	\$5,600	\$1,650	29.5	
DEFICIT ELIMINATION APPEAL - 2018	\$8,500	\$0	0.0	
DEFICIT ELIMINATION APPEAL - 2015 CF	\$1,500	\$1,500	100.0	
TX from Sunday Serenade	\$2,500	\$0	0.0	
TX FROM MEMORIAL		\$18,500	0.0	
TOTAL REVENUE	\$142,400	\$58,022	40.7	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	\$35,396	\$0	0.0	
RELIEF CLERGY	\$750	\$113	15.1	
STIPEND/BENEFITS - Interim Priest-In-Charge	\$11,700	\$7,875	67.3	
Mileage - all clergy	\$0	\$0	0.0	
MUSIC DIRECTOR	\$11,100	\$3,703	33.4	
RELIEF ORGANIST	\$600	\$125	20.8	
ADMIN. ASST/BOOKKEEPER	\$24,700	\$8,795	35.6	
PARISH FINANCIAL MGMT. CONSULT.	\$750	\$457	60.9	
DIOCESAN ASSESSMENT	\$18,256	\$6,085	33.3	
CHRISTIAN EDUCATION	\$350	\$0	0.0	
CLERGY CONFERENCES	\$600	\$0	0.0	
MUSIC	\$915	\$343	37.4	
SANCTUARY SUPPLIES	\$400	\$254	63.5	
ADVERTISING	\$300	\$322	107.5	
INSURANCE	\$3,500	\$3,409	97.4	
OFFERING ENVELOPES	\$0	\$0	0.0	
PHOTOCOPY	\$3,700	\$770	20.8	
POSTAGE	\$350	\$9	2.6	
STATIONERY	\$1,400	\$338	24.2	
MAINTENANCE - GENERAL	\$4,500	\$3,381	75.1	Includes \$544 for Porta-Potty
MAINTENANCE - CLEANING CONTRACT	\$4,850	\$1,365	28.1	
MAINTENANCE - CLEANING SUPPLIES	\$670	\$426	63.7	
MAINTENANCE - GARDENING	\$350	\$27	7.6	
GARBAGE	\$450	\$219	48.7	
HYDRO	\$9,650	\$2,661	27.6	
WEBSITE SUPPORT (Church OS)	\$447	\$0	0.0	
INTERNET	\$1,324	\$725	54.8	
TELEPHONE	\$693	\$397	57.3	
WATER/SEWER	\$600	\$202	33.6	
MISCELLANEOUS	\$750	\$289	38.5	
BANK CHARGES & RECONCILIATIONS	\$200	\$0	0.0	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT			0.0	
TOTAL EXPENDITURES	\$139,251	\$42,290	30.4	
OPERATING SURPLUS/DEFICIT	\$3,149	\$15,731	499.6	

ST. STEPHEN'S ANGLICAN CHURCH
STATEMENT OF INCOME AND EXPENSES
FOR THE YEAR TO DATE APRIL 30, 2018

	Operating	Designated		Total	Total
	Fund	Funds	Outreach	2018	2017
Income					
Regular Offerings	26,976			26,976	29,328
Open Offerings	3,946			3,946	861
	30,922			30,922	30,189
Rentals	3,600			3,600	3,300
Interest	1,290			1,290	225
Weddings/Funerals	825			825	300
Miscellaneous	226			226	306
Dedicated Funds		480		480	1,800
Outreach			38,517	38,517	40,794
	36,863	480	38,517	75,860	76,913
Expenses					
Stipend/Benefits	7,875			7,875	16,802
Youth Worker	45			45	180
Secretary	4,024			4,024	2,164
Relief Clergy	113			113	200
Music Services	1,875			1,875	2,000
	13,931	-	-	13,931	21,346
Diocesan Assessment	7,234			7,234	7,148
Christian Education	-			-	468
Outreach			28,264	28,264	9,247
Dedicated Funds		315		315	-
Insurance	684			684	3,923
Music	-			-	154
Maintenance - General	1,212			1,212	2,943
Maintenance - Cleaning	1,317			1,317	1,332
Office - General	5,588			5,588	2,463
Utilities	5,691			5,691	4,632
Miscellaneous	-	-		-	-
Major Capital	-			-	490
Transfer to Liabilities (Unpaid Amounts)	-			-	
Total	35,658	315	28,264	64,236	54,146
Surplus (Deficit) Before Transfer	1,205	165	10,253	11,623	22,767

ST. STEPHEN'S ANGLICAN CHURCH
INCOME AND EXPENES WITH BUDGET COMPARISON

GENERAL ACCOUNT ONLY
April 2018

	Budget	Monthly Budget	Monthly Actual	Year to Date Budget	Year to Date Actual	Year to Date 2017
INCOME						
Envelopes	99,000	8,250	8,013.00	33,000	26,976.00	29,328.05
Open Offerings	2,000	167	1,677.00	667	3,945.51	860.85
Hall Rentals - Preschool	9,000	750	900.00	3,000	3,600.00	3,200.00
Other Rentals	3,000	250		1,000	-	100.00
Interest Income	1,500	125	844.57	500	1,290.09	224.83
Weddings & Funerals	4,500	375	425.00	1,500	825.00	300.00
Social Events	1,000	83	39.70	333	226.15	306.13
TOTAL INCOME	\$120,000	10,000	11,899.27	40,000	36,862.75	34,319.86
GENERAL EXPENSES						
Advertising	500	42	161.95	167	314.68	
Assessment	22,000	1,833	1,808.58	7,333	7,234.32	7,148.00
Bookkeeper	4,000	333	130.16	1,333	4,170.69	748.00
Capital Expenses	5,000	417		1,667		490.00
Church Supplies	1,500	125	(82.11)	500	18.19	83.28
Cleaning - Hall & Church	4,500	375	486.87	1,500	1,317.11	1,332.48
Clergy Conferences & Retreats	600	50		200		
Electricity - Church	1,500	125		500	1,082.97	1,035.37
Electricity - Hall	2,800	233	(25.00)	933	1,541.91	1,313.36
Garbage & Re-Cycling	2,000	167	68.72	667	1,026.11	624.20
Heating Oil - Hall	3,000	250	(25.00)	1,000	1,877.94	1,331.21
Insurance	4,250	354	342.00	1,417	684.00	3,923.00
Music & Audio Supplies	200	17		67		154.35
Musicians	7,000	583		2,333	1,875.00	2,000.00
Newsletter	450	38	375.00	150	86.34	207.46
Office Supplies	1,000	83		333	162.62	216.20
Photocopier	3,700	308	318.64	1,233	637.28	928.86
Relief Clergy	750	63		250	112.50	200.00
Repairs & Maintenance	10,000	833	123.02	3,333	1,002.12	2,741.14
Security	434	36	108.32	145	209.75	201.72
Social Events	1,000	83		333	198.48	279.07
Spiritual Growth	1,000	83		333		467.57
Sunday School	1,500	125		500		
Telephone & Internet	1,200	100	(50.00)	400	161.98	327.42
Total Clergy Payroll	48,000	4,000	1,975.93	16,000	7,874.87	16,801.84
Total Secretary Payroll	10,000	833	596.76	3,333	4,023.65	2,164.11
Youth/Family Ministry	500	42		167	45.00	180.00
TOTAL EXPENSES	138,384	11,532	6,313.84	46,128	35,657.51	44,898.64
NET PROFIT/LOSS	(18,384)	(1,532)	5,585.43	(6,128)	1,205.24	(10,578.78)

ST. STEPHEN'S - INCOME, EXPENSES & BUDGET COMPARISON
GENERAL ACCOUNT ONLY
July, 2017

	Budget	Monthly Budget	Monthly Actual	Year to Date Budget	Year to Date Actual	2016 Year to Date
<u>INCOME</u>						
Envelopes	99,000	8,250.00	6,097.95	57,750.00	52,562.57	53,744.09
Open Offerings	2,000	167.00	150.02	1,169.00	1,189.62	1,458.65
Hall Rentals - Preschool	8,000	667.00	-	4,667.00	4,800.00	4,800.00
Other Rentals	3,000	250.00	-	1,750.00	450.00	-
Interest Income	1,500	125.00	64.42	875.00	390.22	407.24
Weddings & Funerals	4,500	375.00	250.00	2,625.00	1,400.00	1,150.00
Social Events	1,000	83.00	58.45	583.00	401.43	496.19
GST Rebate	4,000	333.00	-	2,333.00	-	-
Trans. from Designated Funds	42,500	3,542.00	800.00	24,792.00	10,197.78	2,068.82
TOTAL INCOME	165,500	13,792.00	7,420.84	96,544.00	71,391.62	64,124.99
<u>GENERAL EXPENSES</u>						
Advertising	1,500	125.00	-	875.00	227.25	372.15
Assessment	21,444	1,787.00	1,787.00	12,509.00	12,509.00	12,955.81
Cleaning - Hall & Church	5,500	458.33	333.12	3,213.00	2,331.84	2,331.54
Electricity - Church	2,000	166.67	128.81	875.00	1,164.18	886.68
Electricity - Hall	2,700	225.00	421.39	1,575.00	1,684.75	1,771.24
Garbage & Re-Cycling	2,000	166.67	275.22	1,169.00	1,051.11	818.00
Heating Oil - Hall	3,000	250.00	519.36	1,750.00	1,800.57	1,389.55
Insurance	3,293	274.42	-	1,918.00	3,923.00	3,813.00
Newsletter	450	37.50	-	266.00	303.46	159.00
Security	425	35.42	-	245.00	201.72	292.20
Social Events	1,600	133.33	38.96	931.00	410.03	891.83
Repairs & Maintenance	18,888	1,574.00	116.99	11,018.00	3,546.01	4,712.21
Capital Expenses	-	-	800.00	-	8,075.56	-
Telephone & Internet	2,400	200.00	69.18	1,400.00	602.46	912.46
Total Clergy Payroll	53,000	4,416.67	3,147.85	30,919.00	28,561.13	29,500.38
Bookkeeper	2,600	216.67	119.00	1,519.00	1,156.00	1,428.00
Consultant/Treasurer	4,000	333.33	-	2,331.00	-	-
Total Family/Youth Worker	-	-	-	-	-	3,144.98
Total Secretary Payroll	15,000	1,250.00	848.96	8,750.00	4,710.99	3,703.63
Church Supplies	1,800	150.00	259.07	1,050.00	342.35	239.89
Musicians	9,000	750.00	250.00	5,250.00	3,625.00	3,650.00
Music & Audio Supplies	1,000	83.33	-	581.00	154.35	99.65
Office Supplies	2,800	233.33	(125.00)	1,631.00	352.96	1,110.06
Photocopier	3,000	250.00	-	1,750.00	1,119.66	1,851.57
Relief Clergy	900	75.00	412.50	525.00	687.50	74.00
Clergy Conferences & Retreats	1,500	125.00	-	875.00	212.10	391.08
Spiritual Education	1,500	125.00	-	875.00	467.57	345.50
Sunday School	1,500	125.00	-	875.00	-	125.77
Youth/Family Ministry	2,700	225.00	60.00	1,575.00	315.00	375.80
		-				
TOTAL EXPENSES	165,500	13,792.00	9,423.45	96,544.00	79,539.28	77,346.28
TOTAL INCOME	165,500	13,792.00	7,420.84	96,544.00	71,391.62	64,124.99
NET PROFIT/LOSS	-	-	(2,002.61)	-	(8,147.66)	(13,221.29)

Transforming Futures

At the next Synod (September 28/29/30, 2018 at the Songhees Wellness Centre, Victoria) we will be asked to approve a “Transforming Futures” financial campaign. At present this proposed campaign consists of the following:

- The target for each parish will be to raise an amount equal to 115% of its annual giving.
- The fund raising for each parish will be over a three year period.
- The overall diocesan campaign will be over a period of five years, with the “more ready” parishes being targeted first, and thus providing an example for the remaining parishes.
- It is anticipated that this campaign could repeat on an ongoing basis, with each parish embarking on three years of fundraising followed by two-years off.
- 60% of the funds raised will be kept in the parish, with the remaining 40% invested in the diocese to support work that benefits all parishes.

Why is this financial campaign being proposed? This campaign is in response to the question: How will we ensure a thriving church for our grandchildren? Budgets in parishes and the diocese face significant financial challenges. This impacts our ability to support local, national and international projects. Clearly, the need for action is urgent as the status quo will not lead to a healthy and vibrant church in the future. Now is the time to take the next bold step—the next leap of faith—on this journey together.

Transforming Futures sets out a financial plan for a tomorrow that lays a permanent foundation for success. Our vision of a renewed, outreaching church, as laid out in the three areas Faith in Formation, Faith in Action, and Faith in Foundation, can only be achieved with the appropriate financial resources.

Since the last diocesan synod, parishes have received \$361,400 from the vision fund for 54 vision-based initiatives. These projects are typical of what it is anticipated will be continued through the funding from the Transforming Futures financial campaign. 60% of the funds raised will be directed by each parish and used locally for outreach and to strengthen the parish; while the remaining 40% (the “diocesan share”) will be directed by the parishes together with diocesan leadership to support diocesan-wide initiatives. This diocesan share will not be used in and for the diocesan office, but in the parishes and regions of our diocese.

All our 45 parishes will have diocesan office fundraising assistance, but the key to success will be in having strong support for a number of initiatives that we want to fund as part of building our church community for tomorrow. Together with our new priest, we need to agree over the next year on our vision and specific initiatives for renewal, so that we are then ready and enthusiastic about our Transforming Futures fund raising.