St. Mary's Operation Committee Minutes
January 10, 2020

Follow-up Action Items arising from the meeting: Not done at this meeting but must be brought forward at the March meeting.

MINUTES

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

Regrets: Len Fallan

I. **Opening:** The meeting was called to order at 1:05 pm. Lon opened the meeting with a prayer.

II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. There being no changes, the meeting proceeded.

III. **Minutes of November 8, 2019:** Unanimously Approved by electronic vote.

IV. **Thanks:** Leslie thanked Lynn and Len for their support of the Christmas in Wales event by delivering posters and working the sound system. Vox Humana made an extra donation of $150 above their donation for facilities use, for this extra volunteer effort! Leslie also thanked Ian for taking the lead site- management role for the last two events, which were more complicated than expected. Ian suggested that perhaps doing a Post-Assessment would be useful and Derek indicated he would welcome the input and would send Ian the new template. Lon also thanked Ian for the fix to the aumbry light. Ian has asked Anne Wing if she can find some red cellophane to assist in dimming the light. It was noted that there had been positive comments all around.
There was a thank you to Ken Stock for his commitment to assist with the sound on Sundays, while working with aging and difficult equipment challenges.
Derek thanked Nancy Choat for being willing to train on the Sermon Posting system. She has indicated that the training instructions have been fairly easy to follow and is almost ready to try a session on her own. Once that is accomplished, Derek will actively seek out more volunteers so that eventually, there is a roster of people available.

V. **Financial Reports:**
Financial Statements to December 31, 2019 and the Variance Comments: Derek opened by explaining that this package should be treated as the end of month report. The Year-End report will be fleshed out considerably. He advised that Gail Gauthier of the Diocese has also asked for a consolidated Parish report.
Derek drew attention to the Balance Sheet and indicated that the interpretation actually shows a positive performance. Ian asked if the commentary could reflect and highlight those comments as what is currently written seems contradictory to the position. Derek indicated that there was a summary Profit and Loss and a full Profit and Loss included in the package. The P & L and the Budget Review statement that shows 2019 actual versus 2019 budget, are showing a surplus in

operating income over expenses. There was a consensus that it needed to be made clear to the congregation that the "surplus" was only achieved by using Deficit Reserve funds, that it was not achieved based on offering donations alone. Derek indicated that it will be made clear in the Year-End commentary.

It was **Moved** by Ian Stuart, **Seconded** by John Beresford, that the Financial Reports to December 31, 2019, be received and recommended for adoption by Council. **CARRIED**.

The subject of transferring $18,500 from the Memorial Fund to the General Operating Account for a cashflow loan was raised. In the brief but spirited discussion a Motion was not made before the discussion moved forward to the next agenda item and will have to be undertaken by Electronic Vote.

VI. <u>2020 Draft Budget:</u>

1) <u>General Operating</u> - Derek led a line by line review of the projected figures indicating where he and Leslie had made suggestions from the written document. There was good discussion on where decreases in expenditures may be achieved and where growth in income might be achieved. Derek will incorporate the suggestions into a new document and will send it to the committee for review. Derek asked Ian if he had any more information regarding the information received from the CRD via the Diocese on catch basin certification requirements. Ian has looked into the situation and felt that the scope of doing any work would be overwhelmingly costly and that, in reading the by-laws, it is not deemed to be a requirement. Derek asked Ian to put his explanation in writing for our files. It was clear that there would be a substantial shortfall between income vs expenditures and there was discussion of how this should be messaged/presented to the congregation. Lon expressed concern about the statement in the commentary regarding retaining revenue streams for Operating and Transforming Futures. There was a suggestion to soften the "competitive" nature of the comment. There was agreement there needs to continue to be a strong Stewardship Message and that communication with the congregation must be done on an early basis and not necessarily wait for coordinated "Parish" messaging. We lost valuable time last year. There was some discussion regarding the reporting of the Curacy grant income, which is currently being handled per instructions from Gail Gauthier. It was agreed that there needs to be clear and consistent messaging from both churches pertaining to the partnership with the Diocese regarding this Curacy.
2) <u>Capital Items</u> - Derek asked if there were any capital projects that should be brought to the congregation's attention.
   Irene wondered about the status of the Thrifty Smile Card funds and their application toward the kitchen project. Derek was able to report that there was $2,431 from previous year plus $1,852 from the current program, with an additional $400 in room for the current granting period. Derek asked for permission to proceed with the kitchen project once he had received the file

from Ian and the estimates were refreshed. Members asked to see the refreshed estimates. Irene expressed concern that Thrifty's could ask for documentation on the expenditure of the monies at any time.

Ian reported that the hot water tank was at its life expectancy and we should consider replacing it. Given the cost estimate of $600, it was felt it did not meet the criteria of "Capital" and would have to come from the Maintenance budget

Derek discussed the need for upgrading the office computer system. There was consensus that with a deficit likely, this should be deferred until 2021. Derek reported that there was grant money available from the Diocese of $500 per parish for computer upgrades. He has asked for clarification on how that might work for a two-point parish. Lon was asked about his work PC and laptop and if they were being backed up on a regular basis. Do we need to get a hard drive for it? Lon also suggested that the laptop is becoming aged and should be looked at for replacement at some point.

The replacement of the Cooper hall lighting still has not been done despite the work being approved. Derek asked Ian about the status. Ian explained that the base of the new fixtures is smaller than the current lighting so painting would need to be done. Derek asked Ian to move forward with replacing one of the lights as a test as was previously requested. Leslie is concerned that we are not considering the needs of our current clientele in delaying the replacement of the noisy fixtures. Ian estimated the cost to complete this project was $3,000.

Ian reported on the Sound System. Lon thanked Ian and Jill for their kindness in donating for the upgrading of this important tool. The new sound board has arrived. Ian will work with Ken Stock and liaise with Daniel Pedlow to review the installation and requirements for new speakers and a more effective configuration. Derek asked about the costs for consultations and installations and Ian indicated that he would be asked to be billed directly by Ken and Daniel and then submit receipts for the entire Sound System package as a Gift in Kind.

3) Summary Narrative Budget

4) Detailed Narrative Budget – Derek will prepare items 3 and 4 once members have approved the 2020 budget. He will send the drafts to the Committee members for input and we will have a short meeting on Monday, January 20th at 1:00 p.m. to finalize. Derek also indicated that the messaging had to be coordinated with St. Stephen in order to present consistent messaging.

3) **Other Reports:**

1. Irene commented that she did not proceed with a Children's Craft Afternoon as she felt it would over-burden the volunteers and due to its limited success in the past. She may consider it for this year though.
2. John Nothing to report
3. Ian circulated a written report. He highlighted two items that need priority: the Sound System as discussed under Capital Budgeting and the annual inspection of the backflow system installed last year. This must be done before February 28th and Ian is contacting plumbers for estimates so that the

work may be done in the first week of February.

4. Derek – nothing further at this time.

It was **Moved** by Irene Feir, **Seconded** by John Beresford, that the Non-Financial Reports be received. **CARRIED.**

IX. New Business

a) Nominations Committee recommendations: Derek reported on the Succession Planning Process. Ian showed the binder of information that the Succession Planning Committee will work through, focusing first on the jobs that need to be filled at the AGM. Derek also reported that, in discussion with Lon, that he has agreed to stand for Peoples' Warden for another year so that adequate succession planning can be put into place.
b) Funding for kitchen renovations – discussed earlier.
c) Approval of 2020 Events – Derek outlined the process for 2020 indicating that he has been in contact with all leaders of events asking them to confirm their leadership, the event details and if enough volunteers are available. He has already had feedback that the Wine Fest will not proceed in 2020. There was some surprise and Derek agreed to circulate the emails regarding the decision. The 2020 Events are being tracked on an Event Planning Calendar associated with the Parish Calendar.

X. Next Meeting:

Monday, January 20, 2020 to focus on 2020 Year-end Operating and Capital Budget & AGM reports.
Future meetings will be on March 13, May 8, Sept. 11 and Nov. 13. There may be another special meeting on July 10, details to follow via Ian.

XI. Adjournment: Leslie moved the meeting adjourned at 4:10pm. We said the Grace together.

D Osman

Derek Osman, Chair

Post meeting the following motion was circulated electronically and was passed

*It was **Moved** by Leslie, **Seconded** by Derek, that $18,500 be transferred from the Memorial Fund to the General Operating Account as a cash-flow loan. **CARRIED.***

St. Mary's Operation Committee Agenda – January 10, 2020

Regrets: Len

I. **Open meeting with Prayer** - Leslie

II. **Adoption of Agenda**

III. **Minutes of the November 8, 2019 Meeting** – 4/4 approved

IV. **Thanks ?**

V. **Financial Reports**
1. Financial Statement to December 31, 2019 & Variance Comments – Derek
- ✓ Motion to receive Financial Report, and recommend for adoption by Council
- ✓ Motion to transfer funds ($18,500) from Memorial Account to General Account as a cash flow loan for 2020

VI. **2020 Draft Budget**
1. General Operating
2. Capital ??
3. Summary Budget Narrative per Diocese template - Derek
4. Detailed narrative budget - Derek

VII. **Other Reports**
1. John – nothing to report
2. Derek
3. Ian
4. Irene
- ✓ Discussion & Motion to receive non-financial reports

VIII. **New Business**
   a. Nominations Committee recommendations – Derek
   b. Funding approval for kitchen renovations
   c. Approval of Events in 2020

IX. **Next Meeting** (at 1:00 p.m.)
- Before AGM – February ???
- Schedule:
  - March 13
  - May 8
  - July 10??
  - Sept. 11
  - Nov. 13

X. **Closing with Prayer and Grace**

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

Faith - Family - Friendship

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

December 9, 2019

By Email

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

Members of Operations Committee and Council: **December 9, 2019 – St. Mary, Saanichton**

Attached are the financial statements as of December 31, 2019 for the St. Mary Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

1. **Balance Sheet:** This financial package includes the following financial statements as of December 31, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively about $44,310 less than for the same month last year. The bank deposits balance was about the same as at December 31, 2018 and the Memorial Operating funds are $42,882 less than at December 31, 2018.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. After paying back the loan of $18,500 from the Memorial Account at the beginning of the year, and transferring $8,000 (contributed in previous year's) from Deficit Reserves at the end of December there is a year-to-date surplus or $4,824. (Note that there was $2,864 donated to the Deficit Elimination fund in 2019, that is treated as revenue.) Of the $4,824 balance at year-end, $4,500 was transferred to the Deficit Reserve for use against future deficits, yielding a surplus of $324. At year-end last year, there was a reported surplus of $8,087.

3. **Budget Review**: This report provides a better insight for the surplus of $324 to the end of December. Revenues are slightly more than Budget. The expenses are $3,915 less than budget.

This abbreviated format for reporting the financial status of St. Mary has been changed with the understanding of Gail Gauthier, Finance Director at the Diocesan Office. The year-end report will be more robust.

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

Attachments

Respectfully,

Derek Osman
Church Warden

Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.

2. In 2018, St. Mary **consolidated their banking at Coast Capital Credit Union** for the three separate bank interests (General, Memorial, and Church Events) into one (General) bank account. January 2019 is the first month that the year-to-year comparative reports could be generated directly off the QuickBooks system. This has been a long-awaited achievement in productivity! The Balance Sheet and the Profit & Loss reports are two reports that were done in this fashion.

3. **Balance Sheet – December 31, 2019**, (refer to page 5)

   At the end of December, the Balance Sheet was less favorable in 2019 than it reports the status for at the end of December in 2018, by $44,310 or 18.6%. This trend began in August and is attributable to the fact that we are no longer providing the banking services for the RAPID2 Refugee sponsorship group.

   In 2019, there was $726 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate. It is not recognized as revenue, but just carried on the Balance Sheet. At the end of 2018, the Accounts Receivable was $1,345.

   Under the Liabilities section, the Memorial account is $44,633 less than in 2018 mainly due to the balance held in trust for the RAPID2 Refugee family has been reduced to $0.

   The Deficit Elimination of $1,500 from 2015 and the Deficit Elimination of $6,500 from 2018 have been combined into the "Memorial – Deficit Elimination" of $8,000. This has been used in 2019 to help reduce the projected deficit. However, $4,500 from the proceeds of 2019 was transferred back into the Deficit Reserve Account.

   Given that the decrease in Liabilities is greater than the reduction in Assets, and the Equity is greater in 2019, the Balance Sheet is viewed to be stronger in 2019 than in 2018.

4. **Statement of Profit & Loss:** For quick reference, a Summary of the Profit & Loss Statement is presented on page 6. A full detailed listing of the Profit & Loss appears on page 9 & 10. The Total Income to December 31, 2019 was $165,318 (inclusive of the loan of $18,500 for cashflow from the Memorial Fund, and the $8,000 transferred from previous years' Deficit Reserves). This is $19,239 more than at year-end last year.

   The operating Expenses to December 31 were $27,002 or 19.6% more than the previous year. Contributing factors to this variance were:

a) the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2019 costs were $15,561 or 49.1% more than of the YTD costs for 2018.
b) The Diocesan Assessment was $2,790 or 15.3% more in 2019.
c) General Maintenance costs have been $4,957 (or 5 times more) more in 2019, attributable to the mandated installation and testing of water back-flow valves.
d) The transfer of $4,500 to Deficit Reserves for future deficits.

5. **<u>Budget Review</u>: (on page 7, with graphs on page 8)**

This report is more detailed than the Summary of Profit & Loss on page 5, and it also includes a comparison to the 2019 Budget.

The revenue was $165,318 after including:

a) the transfer of $18,500 from the Memorial Account (paid back by year-end),
b) the transfer from the Parish Thrift sales of $6,625 (more than budget),
c) the transfer from the Holly Fair of $9,000, and
d) the transfers from the Deficit Reserves from previous years (a total of $8,000 from 2015 and from 2018).

The 2019 expenses as of December 31 were $164,994, yielding a surplus of $324 after $4,500 was transferred to the Deficit Reserves account for deficits in future years.

Regular Offerings to the end of December were $97,678 ($878 over Budget). Total Revenue was $138,814 (without the operating loan of $18,500 and deficit reserve transfers from previous years), being less than Budget by $25,883 (or 19.3%). Fortunately, the proceeds from the thrift sales were $6,625, being 9.1% more than budget.

Total Expenses were $160,495. This is $3,914 (or 2.4%) less than the Budget. This positive statement was achieved despite the unbudgeted cost of the installation of the back-flow valves (about $3,700).

6. **<u>2020 Budget Projections:</u>** The table on page 11 compares the 2019 Budget with the performance results for 2019, and with the proposed Budget for 2020.

7. Concerns & Considerations:

1. Need to sustain and enhance recent growth of donations thought to be attributable to Stewardship.
2. Need to sustain revenue growth from Church Sales and Holly Fair.
3. Need to re-establish revenue streams from the use of the Cooper Hall.
4. Need to sustain these revenue streams, despite the competing demands for Transforming Futures.

St. Mary's

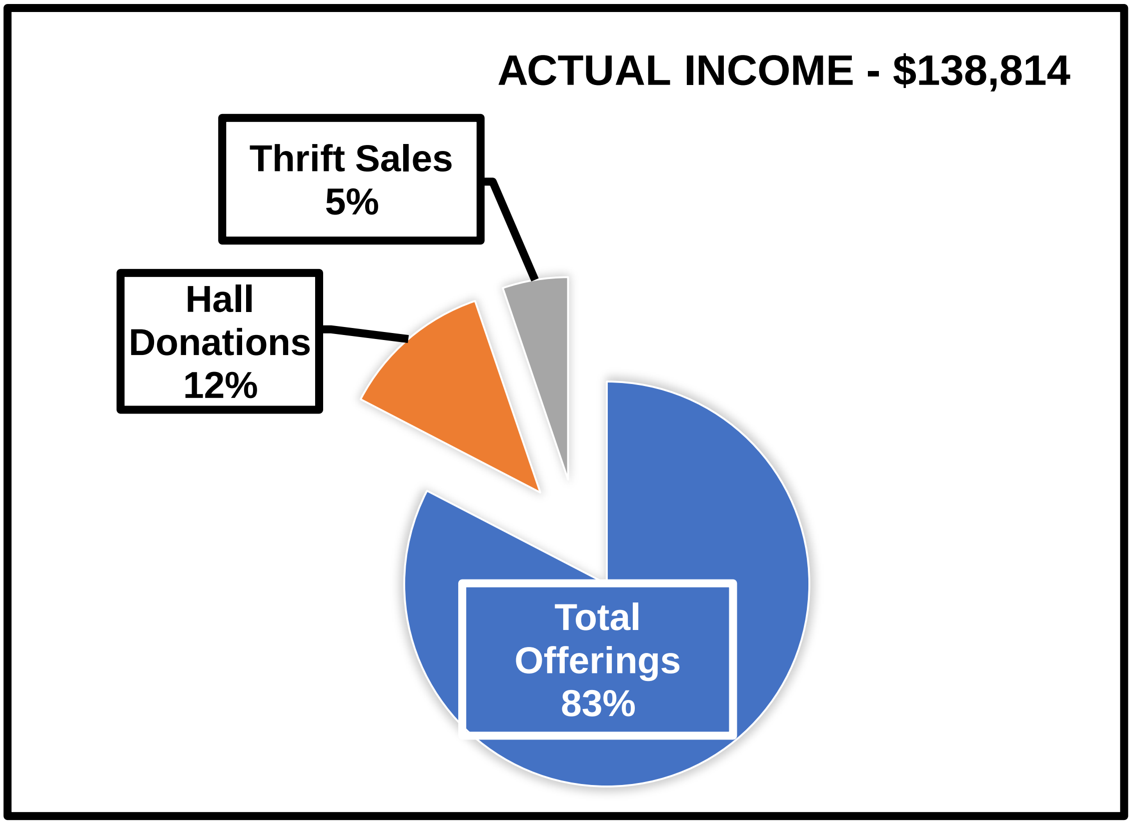
Balance Sheet - December 31, 2019

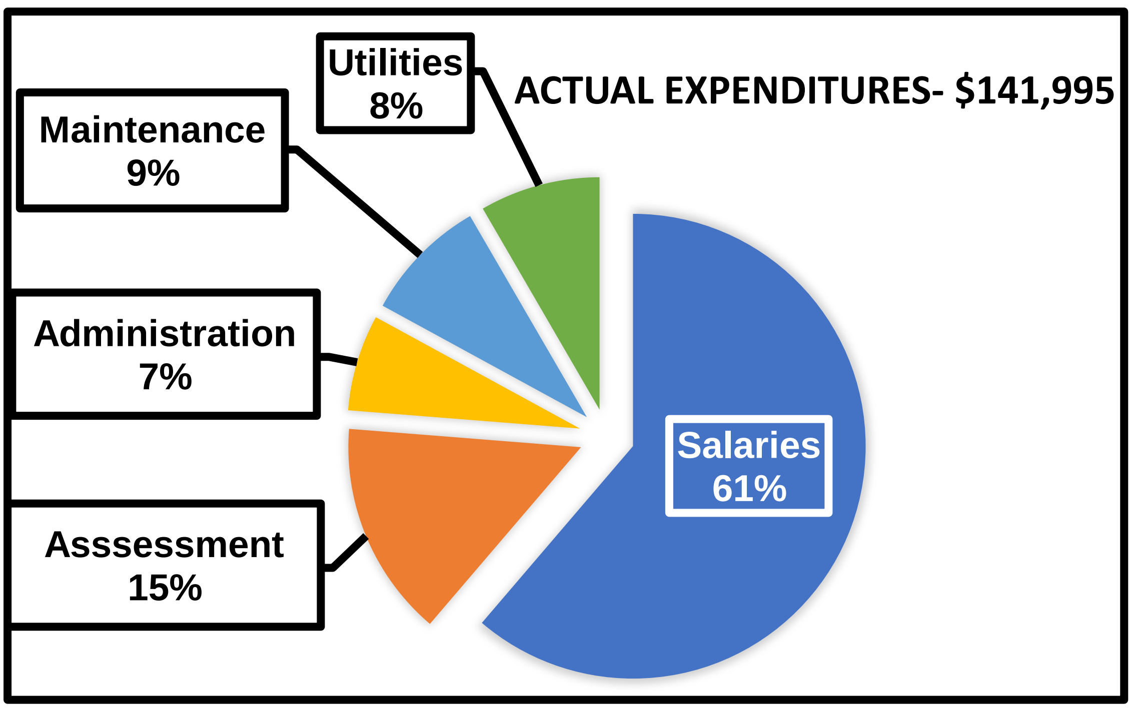
Assets				**Liabilities & Equity**		
	2019	**2018**			**2019**	**2018**
Bank	$17,881	$17,788		Accounts Payable	$0	$0
Memorial Account Invest	$130,704	$131,604		Church Events	$5,061	$6,123
Memorial Operating	$44,756	$87,638		Outreach	$429	$3,847
				Memorial	$56,554	$96,707
				Total Liabilities	**$62,044**	**$106,677**
Accounts Receivable (GST)	$726	$1,345				
				Equity		
				Retained Earnings	$8,087	$0
				Opening Balance Equity -General	$246	$246
				Retained Earnings - General	$3,812	$3,812
				Retained Earninges-Church Events	$6,516	$6,516
				Retained Earnings - Memorial Acct	$113,037	$113,037
				Net Income	$324	$8,087
				Total Equity	**$132,022**	**$131,698**
Total Assets	**$194,066**	**$238,376**		**Total Liabilities & Equity**	**$194,066**	**$238,376**

Summary Profit & Loss to Dec. 31, 2019	Jan - Dec 19	Jan - Dec 18
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,753	$1,502
4120 · Offering-Weekly	$97,678	$90,428
Total 4130 · Offering - Festivals	$3,931	$4,669
Total 4100 · Offering Income	$103,362	$96,599
4200 - Income-Deficit-Reserves	$2,864	$0
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	$1,400	$775
4330 · General Income-Facilities Use	$15,411	$15,763
Total 4300 · General Income	$16,967	$16,910
4410 - Transfer IN-CE-Holly Fair	$9,000	$8,000
4420 · Transfer IN-CE-Church Sales	$6,625	$6,070
4440 · Transfers IN-Memorial Account	$18,500	$18,500
4460 - Transfers In- Deficit Reserves	$8,000	$0
Total 4400 · Transfers IN-General	$42,125	$32,570
Total 4000 · INCOME - General	$165,318	$146,079
Total Income	**$165,318**	**$146,079**
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$47,257	$15,673
5120 · Salary/Benefits-Music Director	$11,101	$11,518
5130 · Salary/Benefits-Admin./Bookeep.	$26,227	$25,197
5140 · Relief Clergy	$725	$563
5150 · Relief Musician	$600	$525
Total 5100 · Wages & Benefits - General	$85,909	$70,478
5300 · Expenditures - Admin - General		
5340 · Photocopier - General	$4,087	$3,039
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$21,046	$18,256
Total 5300 · Expenditures - Admin - General	$30,353	$26,520
Total 5400 · Expenditures-Ministries-General	$2,111	$2,801
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	$5,908	$951
Total 5520 · Cleaning-General	$4,368	$5,233
Total 5500 · Expenditures-Maintenance-Gene	$10,421	$6,884
Total 5600 · Expenditures-Utilities-General	$11,448	$11,710
Total 5700 - Memorial Account	$18,500	$18,500
5725 - Trans to Memorial - Deficit Res	$4,500	$0
5800 · Miscellaneous Expenses-General	$1,025	$800
5900 · GST Paid (2.5%) Non-Refundable	$726	$0
Total 5000 · EXPENDITURES - General	$164,994	$137,693
Total Expense	**$164,994**	**$137,992**
Net Income	**$324**	**$8,087**

St. MARY'S BUDGET REVIEW

ITEM	2019 BUDGET	To Dec 31,2019	%AGE 100.0%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	$96,800	$97,678	100.9%	
OPEN OFFERING	$1,500	$1,753	116.9%	
FESTIVAL	$4,400	$3,931	89.3%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,411	93.4%	
SPECIFIC DONATIONS	$180	$0	0.0%	
H/M/D	$775	$1,400	180.6%	
GST REBATE	$1,345	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$156	69.3%	
TX FROM HOLLY FAIR	$9,000	$9,000	100.0%	
PARISH THRIFT SALES	$6,070	$6,625	109.1%	
DEFICIT ELIMINATION APPEAL - 2019	$1,200	$2,864	238.7%	
DEFICIT ELIMINATION RESERVE - 2018	$6,500	$6,500	100.0%	Not to be included in Revenue
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	100.0%	Not to be included in Revenue
TX from Sunday Serenade	$0	$0	0.0%	
TX FROM MEMORIAL	$18,500	$18,500	0.0%	A Transfer of Funds; Repaid by Y/E
TOTAL REVENUE	**$164,495**	**$165,318**	100.5%	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	$48,240	$47,257	98.0%	
RELIEF CLERGY	$766	$725	94.7%	
ASSIST. CURATE	$0	$0	0.0%	
MUSIC DIRECTOR	$11,760	$11,101	94.4%	
RELIEF ORGANIST	$613	$600	97.9%	
ADMIN. ASST/BOOKKEEPER	$26,189	$26,227	100.1%	
DIOCESAN ASSESSMENT	$21,046	$21,046	100.0%	
CHRISTIAN EDUCATION	$300	$65	21.7%	
CLERGY CONFERENCES	$325	$255	78.6%	
MUSIC	$2,200	$1,417	64.4%	
SANCTUARY SUPPLIES	$400	$373	93.3%	
ADVERTISING	$350	$279	79.7%	
INSURANCE	$3,850	$3,462	89.9%	
PHOTOCOPY	$3,457	$4,087	118.2%	
POSTAGE	$350	$277	79.1%	
STATIONERY	$1,037	$917	88.4%	
MAINTENANCE - GENERAL	$4,000	$5,908	147.7%	Water Back-Flow Mandated Install & Test.
MAINTENANCE - CLEANING CONTRACT	$4,850	$3,997	82.4%	
MAINTENANCE - CLEANING SUPPLIES	$711	$371	52.2%	
MAINTENANCE - GARDENING	$350	$145	41.4%	
GARBAGE	$470	$445	94.7%	
HYDRO	$8,000	$7,096	88.7%	
WEBSITE SUPPORT (Church OS)	$260	$285	109.6%	
INTERNET	$2,860	$2,591	90.6%	
TELEPHONE	$800	$575	71.9%	
WATER/SEWER	$725	$742	102.4%	
MISCELLANEOUS	$800	$1,025	128.1%	
BANK CHARGES & RECONCILIATIONS	$200	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$726	72.6%	
CCOUNT TRANSFER TO MEMORIAL ACCOU	$18,500	$18,500	0.0%	
DEFICIT ELIMINATION RESERVE		$4,500		
TOTAL EXPENDITURES	**$164,409**	**$164,994**	**100.4%**	
OPERATING SURPLUS/DEFICIT	**$86**	**$324**		


ACTUAL INCOME - $138,814
Thrift Sales
5%
Hall
Donations
12%
Total
Offerings
83%


Utilities
8%
ACTUAL EXPENDITURES- $141,995
Maintenance
9%
Administration
7%
Asssessment
15%
Salaries
61%

Detailed Profit & Loss to Dec. 31, 2019	Jan - Dec 19	Jan - Dec 18
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,753	$1,502
4120 · Offering-Weekly	$97,678	$90,428
4130 · Offering - Festivals		
4131 · Offering-Festival-Easter	$1,231	$1,058
4132 - Offering-Festival-Thanksgiving	$1,275	$1,186
4133 · Offeirng-Festival-Christmas	$1,425	$2,425
Total 4130 · Offering - Festivals	$3,931	$4,669
Total 4100 · Offering Income	$103,362	$96,599
4200 - Income-Deficit-Reserves	$2,864	$0
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	$1,400	$775
4320 · General Income-Specific Don.	$0	$145
4330 · General Income-Facilities Use	$15,411	$15,763
4340 · General Income-GST Rebate	$0	$0
4360 · General Income-Miscellaneous	$156	$227
Total 4300 · General Income	$16,967	$16,910
4400 · Transfers IN-General		
4410 - Transfer IN-CE-Holly Fair	$9,000	$8,000
4420 · Transfer IN-CE-Church Sales	$6,625	$6,070
4440 · Transfers IN-Memorial Account	$18,500	$18,500
4460 - Transfers In- Deficit Reserves	$8,000	$0
Total 4400 · Transfers IN-General	$42,125	$32,570
Total 4000 · INCOME - General	$165,318	$146,079
Total Income	**$165,318**	**$146,079**
Expense		
Reconciliation Discrepancies	$0	$299
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$47,257	$15,673
5115 · Salary/Benefits-Priest in Charg	$0	$16,023
5120 · Salary/Benefits-Music Director	$11,101	$11,518
5130 · Salary/Benefits-Admin./Bookeep.	$26,227	$25,197
5140 · Relief Clergy	$725	$563
5150 · Relief Musician	$600	$525
5160 · Bookkeeping Consultant	$0	$979
5170 - Salary/Benefits - Ass't. Curate	$0	$0
Total 5100 · Wages & Benefits - General	$85,909	$70,478
5300 · Expenditures - Admin - General		
5310 - Website Maintenance	$285	$238
5320 · Postage	$277	$208
5330 · Stationery	$917	$895
5340 · Photocopier - General	$4,087	$3,039
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$21,046	$18,256
5370 · Advertising	$279	$315
5390 - Bank Charges/Errors - General	$0	$160
Total 5300 · Expenditures - Admin - General	$30,353	$26,520
5400 · Expenditures-Ministries-General		
5410 · Music	$1,417	$2,468
5420 · Sanctuary	$373	$288
5430 · Christian Education	$65	$45

5320 · Postage	$277	$208
5330 · Stationery	$917	$895
5340 · Photocopier - General	$4,087	$3,039
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$21,046	$18,256
5370 · Advertising	$279	$315
5390 - Bank Charges/Errors - General	$0	$160
Total 5300 · Expenditures - Admin - General	$30,353	$26,520
5400 · Expenditures-Ministries-General		
5410 · Music	$1,417	$2,468
5420 · Sanctuary	$373	$288
5430 · Christian Education	$65	$45
5440 · Conferences	$255	$0
Total 5400 · Expenditures-Ministries-General	$2,111	$2,801
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	$5,908	$951
5520 · Cleaning-General		
5521 · Cleaning-Contract	$3,997	$4,587
5522 · Cleaning-Supplies	$371	$646
Total 5520 · Cleaning-General	$4,368	$5,233
5530 · Grounds and Equipment	$145	$141
5540 · Flood Expenses-Net of Recovery	$0	$558
Total 5500 · Expenditures-Maintenance-Gene	$10,421	$6,884
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	$742	$687
5620 · Hydro	$7,096	$7,189
5640 · Telephone	$575	$795
5650 · Internet	$2,591	$2,600
5660 · Garbage Disposal	$445	$439
Total 5600 · Expenditures-Utilities-General	$11,448	$11,710
Total 5700 - Memorial Account	$18,500	$18,500
5725 - Trans to Memorial - Deficit Res	$4,500	$0
5800 - Miscellaneous - General	$0	$0
5800 · Miscellaneous Expenses-General	$1,025	$800
5900 · GST Paid (2.5%) Non-Refundable	$726	$0
Total 5000 · EXPENDITURES - General	$164,994	$137,693
Total Expense	**$164,994**	**$137,992**
Net Income	**$324**	**$8,087**

St. MARY'S 2020 BUDGET PROPOSAL

ITEM	2019 BUDGET	2019 ACTUALS	2020 Budget	% AGE To Actual	RMKS 2019 Budget to 2018 Actuals
INCOME					
REGULAR OFFERINGS	$96,800	$97,678	$106,480	9.0%	
OPEN OFFERING	$1,500	$1,753	$1,750	-0.2%	
FESTIVAL	$4,400	$3,931	$4,300	9.4%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,411	$16,500	7.1%	
SPECIFIC DONATIONS	$180	$0	$0	0.0%	
H/M/D	$775	$1,400	$1,400	0.0%	
GST REBATE	$1,345	$0	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$156	$225	44.2%	
TX FROM HOLLY FAIR	$9,000	$9,000	$9,500	5.6%	
PARISH THRIFT SALES	$6,070	$6,625	$7,000	5.7%	
DEFICIT ELIMINATION APPEAL - 2020	$1,200	$2,864	$2,000	-30.2%	
DEFICIT ELIMINATION RESERVE - 2018	$6,500	$6,500	$0	-100.0%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	$0	-100.0%	
TX from Sunday Serenade	$0	$0	$0	0.0%	
TX FROM MEMORIAL	$18,500	$18,500	$18,500	0.0%	A Transfer of Funds; Repaid by Y/E
TOTAL REVENUE	**$164,495**	**$165,318**	**$167,655**	1.4%	
DISBURSEMENTS					
STIPEND/BENEFITS - Rector	$48,240	$47,257	$48,675	3.0%	
RELIEF CLERGY	$766	$725	$800	10.3%	
ASSIST. CURATE	$0	$0		0.0%	
MUSIC DIRECTOR	$11,760	$11,101	$11,995	8.1%	
RELIEF ORGANIST	$613	$600	$615	2.5%	
ADMIN. ASST/BOOKKEEPER	$26,189	$26,227	$26,752	2.0%	
DIOCESAN ASSESSMENT	$21,046	$21,046	$21,046	0.0%	
CHRISTIAN EDUCATION	$300	$65	$300	361.5%	
CLERGY CONFERENCES	$325	$255	$561	119.7%	
MUSIC	$2,200	$1,417	$2,200	55.3%	
SANCTUARY SUPPLIES	$400	$373	$400	7.2%	
ADVERTISING	$350	$279	$350	25.4%	
INSURANCE	$3,850	$3,462	$3,850	11.2%	
PHOTOCOPY	$3,457	$4,087	$3,630	-11.2%	
POSTAGE	$350	$277	$350	26.4%	
STATIONERY	$1,037	$917	$1,037	13.1%	
MAINTENANCE - GENERAL	$4,000	$5,908	$4,000	-32.3%	Drainage ??
MAINTENANCE - CLEANING CONTRACT	$4,850	$3,997	$4,820	20.6%	Increase of $25/mo.; plus stripping of floors
MAINTENANCE - CLEANING SUPPLIES	$711	$371	$408	10.0%	
MAINTENANCE - GARDENING	$350	$145	$350	141.4%	
GARBAGE	$470	$445	$470	5.6%	
HYDRO	$8,000	$7,096	$7,500	5.7%	
WEBSITE SUPPORT (Church OS)	$260	$285	$300	5.3%	
INTERNET	$2,860	$2,591	$2,700	4.2%	
TELEPHONE	$800	$575	$600	4.3%	
WATER/SEWER	$725	$742	$725	-2.3%	
MISCELLANEOUS	$800	$1,025	$1,000	-2.4%	
BANK CHARGES & RECONCILIATIONS	$200	$0	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$726	$1,000	37.7%	
CCOUNT TRANSFER TO MEMORIAL ACCOU	$18,500	$18,500	$18,500	0.0%	
DEFICIT ELIMINATION RESERVE		$4,500	$0	-100.0%	
TOTAL EXPENDITURES	**$164,409**	**$164,994**	**$164,934**	0.0%	
OPERATING SURPLUS/DEFICIT	**$86**	**$324**	**$2,721**		

	St. Mary's				
Other Funds' Activity - December 31, 2019					
Parish Events Fund					
	Balance Jan 1. 2019	**Revenue**	**Expenses**	**Transfers IN (OUT)**	**Balance Nov.30, 2018**
Altar	$1,495				
Funds Transfer				-$50	
Deposit		$50			
	$1,495	**$50**	**$0**	**-$50**	**$1,495**
Flower	$1.819	$1.750	-$1.852	$50	**$1.768**
Holly Fair 1	$1,789	$10,728	-$2,000	-$9,000	**$1,517**
General:	$366				$366
To APCS 2				-$332	-$332
Calendars		$128	-$156		-$28
Total General	**$366**	**$128**	**-$156**	**-$332**	**$6**
Church Sale 3	$147	$8,963	-$6,976	-$2,000	$134
Wine Fest		$0			$0
Wine Fest to Outreach	$168			-$168	**-$0**
Social:	$338				$338
Comfort		$0			$0
Sunday Coffee		$477	-$673		-$196
Social Total	**$338**	**$477**	**-$673**	**$0**	**$142**
	$7,617	**$22,146**	**-$11,658**	**-$11,550**	**$5,060**
Net Income		**$10,488**			
Transfer Notes:					
1. Holly Fair transfer to General Expenses					
2. General to Parish Account					
3. Church Sales to General Operating Expenses.					
4. Wine Fest to Parish Account.					

WARDEN REPORT - IAN STUART

Activities of Nov 2019/Dec.2019, Future planning and Updates on some carryover items.

JOIN PARISH COUNCIL AND TRANSFORMING FUTURES TEAM MEETING, NOV. 19TH, 2019

The Parish council had a brief meeting , mainly to receive financial reports and discuss a few important matters before breaking for a pizza dinner where they were joined by members of the Transforming Futures Team for a discussion and update on work on the project planning and to clarify future open house meetings with the members of the Vestry of both churches. A set of discussion questions circulated. Brendon Neilson joined us to assist in our project planning. Another TF Team meeting was held to finalize and plan the dates for the open house on Dec. 17th.

HOLLY FAIR, NOV. 23RD, 2019

Many others will write in detail on this event, so I'll keep comments brief. The Holly Fair was again a success due to the hard work of a large group of volunteers, led by even harder working coordinators Leslie Pedlow and Terri Parent. Big thanks to everyone involved! This, well support outreach into the community reinforces our relevance within the Saanichton Community each year. On a personal note, I enjoyed helping with the Silent Auction and learned a lot how to improve it for future years if asked to help again.

REGIONAL WARDENS MEETING, NOV. 30TH, 2019

About 26 wardens attended the meeting and heard both Lon speak on the continuing work in various forms on Reconciliation and how this work is shaping changes within the region. Gail Gauthier, the Diocesan Financial Officer spoke on a wide range of topics related to church finances and governance related to annual reporting, financial Stewardship. The Wardens had lot of questions for her and her provided insightful answers. Thanks to my fellow warden, Lynda Clifford for helping.

ADVENT AND CHRISTMAS SERVICES, DEC 2019

The seasonal services were well attended overall, the best problem of all to have was running out of service bulletins for the Christmas Day service, led by our Bishop. Al in all the birth of Our Savior was well celebrated, with Cathy Quicke and the choir demonstrating their hard work on a large selection of songs and hymns throughout the season, especially at the Lessons and Carols service on Dec. 15th.

CHILD’S CHRISTMAS IN WALES, DEC 23RD, 2019

A Vox Humana Chamber Choir tradition. Dylan Thomas’ quintessential Christmastime story read by Welshman Melville Jones and accompanied by carols. The performance was by donation and large donation boxes were located in such manner that you couldn’t missed them both coming in and leaving. Unfortunately, it was necessary to turn away 35-40 people as the church had reached its seating capacity. Many thanks to Len Fallen for coming out and helping me with the sound and set-up.

WORK PROJECTS ONGOING, 2019

The Aubrey light got installed and other than changing the light defusing material slightly it seems to be okay. I did get asked about the cost of operating the light, it is a 2.7-watt LED as the light is to be run continuously the cost of electricity over 12 months would be approx. $2.84, the former candles used cost $5/each.

I was reminded by the CRD that we need to schedule our annual test of the new back-flow valves no later then the end of February 2020. I have added this to my to do list for the first week of Feb. I have asked for 2 quotes from plumbers.

The Church sound system has failed a little faster than was anticipated with a microphone channel stopped at the beginning or Matt Humphrey’s sermon on a Sunday two weeks ago. As previously discussed with the Ops. Committee, Jillian and I will be purchasing new equipment as a gift in kind. As of writing this I have received some of the equipment and will be installing it after the Sunday service. The balance of the equipment ordered will be added later. Daniel Pedlow and I need to get together still and arrive at a solution for the speakers both type to buy and placement.

The Capital planning work has been in deferment and will be brought forward into the new year.

I recently gave Derek the kitchen samples and I’m looking for my file on this to provide him as well.