

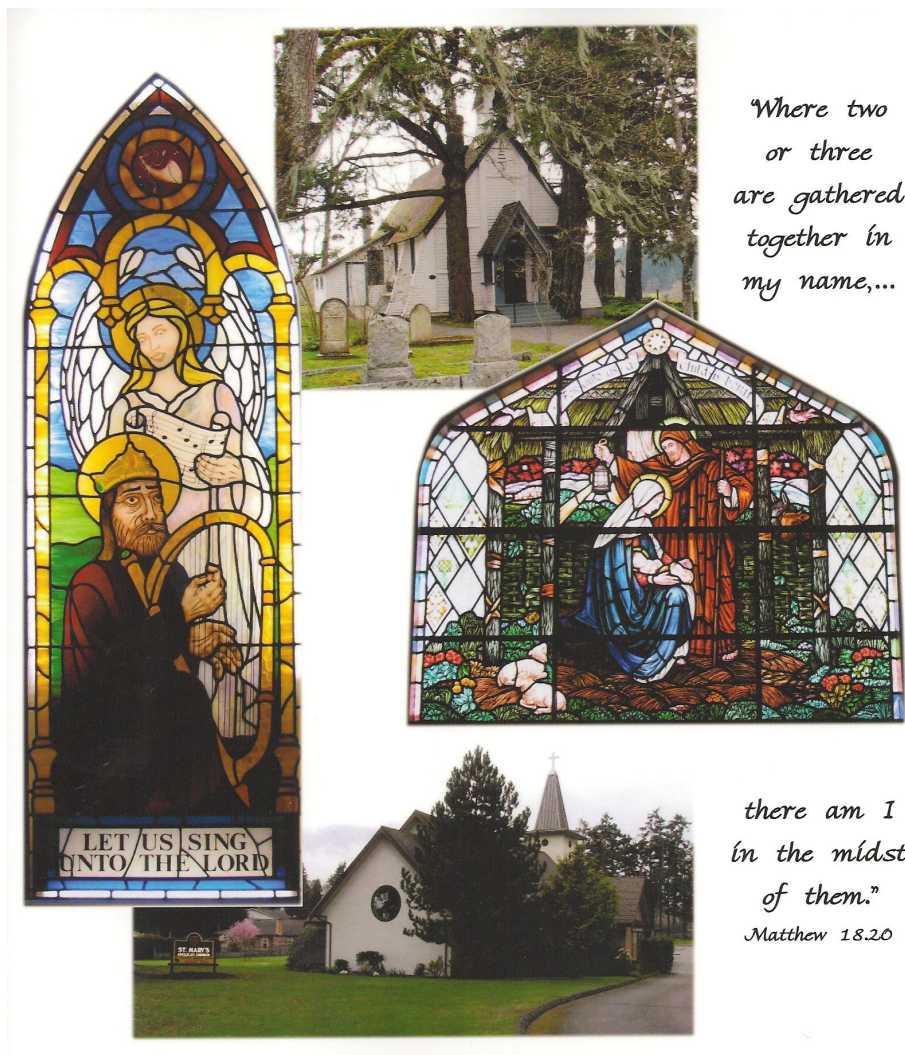


Anglican Parish of Central Saanich

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

Faith - Family - Friendship

Annual General Meeting – February 27, 2022 1:00 p.m. – 2:30 p.m. via Zoom



2021 ANNUAL REPORTS

ParishCS.ca

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A G E N D A

February 27, 2022 – 1:00 p.m. – 2:30 p.m. Via Zoom

This meeting will be recorded for the purpose of developing Minutes and will be deleted within 30 days

Opening Prayer and Land Acknowledgment

Memorial List – Jenny Jenner, Patricia MacDonald, Marion Noble, Tony Pollard, Neville Tate, Patricia Tate

Appointment of Recording Secretary – Leslie Pedlow

Report of the Registrar – Call for names of people not pre-signed up followed by declaration of Quorum by Chair

Adoption of Minutes – Saturday, February 27, 2021

✓Motion to adopt

Appointments:

- a) Rector's Wardens: St. Mary & St. Stephen
- b) Envelope Secretaries: St. Mary & St. Stephen
- c) 2022 Financial Reviewers: St. Mary & St. Stephen
- d) Parish Treasurer - vacant

Nominating Committee Report & Election of Officers

Alison & David Stewart will act as scrutineers should they be required

Please note that the Parish Leadership Team (Council) meets on the 3rd Tuesday of the month

Acknowledgement of those who have served

- a) People's Wardens: St. Mary & St. Stephen
- b) Synod Delegates: St. Mary (2) & St. Stephen (1)
- c) Council Members-at-Large: St. Mary (2) & St. Stephen (2)

Reception of Team/Committee Reports

- ✓Motion to receive: All Team/Committee Reports excluding Financial/Financial Review
- ✓Motion to adopt: Special St. Mary Outreach Envelope designations for 2022

Financial Reports:

St. Stephen Cemetery Report & Budget:

- ✓Motion to adopt 2021 Financial Statements
- ✓Motion to adopt 2022 Budget

Parish of Central Saanich Account Report:

- ✓Motion to adopt 2021 Financial Statements

St. Mary 2021 Report & 2022 Budget:

- ✓Motion to adopt 2021 Financial Statements
- ✓Motion to adopt 2022 Budget

St. Stephen 2021 Report & 2022 Budget:

- ✓Motion to adopt 2021 Financial Statements
- ✓Motion to adopt 2022 Budget

Other Business

- a) Installation of Officers – March 6th at 9:00 a.m. & 11:15 a.m. Services
- b) Announcements
- c) Adjournment – by motion & vote
- d) Closing Prayer

**We acknowledge that we gather to worship on the traditional lands of the
WSÁNEĆ and Coast Salish peoples**

THANK YOU, THANK YOU, THANK YOU 2021!

Thank-you to various people who will rotate out of positions this year.

Thank-you to David Cooper for your service by returning to Parish Council in 2021. We thank Margaret Sherwood for her long and steadfast service as Envelope Secretary at St. Mary. We thank Tracy Stubbs and Joan DeBaerdemaeker for their service to the Leadership Team in 2021.

Lon+

Parish Gratitude!!!

During 2021 we have navigated very carefully through the muddy and unknown waters of COVID-19 and associated concerns related to our services and to our parish family. Ian Stuart continues as our Risk Assessment person and his help has been invaluable! Thank-you Ian.

We have been so fortunate to have been able to return to in-person worship with live music and singing, all be it with masks on! Only seeing eyes but seeing the smile in the eyes has been another way to protect each other. Singing with masks is less than ideal and yet many of us find joy in this.

You also found ways when the doors were shut, to send or bring in your offertory envelopes, for which we are very thankful!!

We give thanks for all those who have had their vaccinations and helped us remain free of illness when we worshipped together. We can continue to do as we are asked, to Be Kind, Be Calm and Be Safe. And for the days to come in 2022, I am hopeful that we will see a gradual relaxing of the protocols as the province and the diocese roll out changes.

Thank you all. Lon+

THANK-YOU TO GROUPS AND TEAMS – from the Leadership Team: *(in no particular order):*

Leslie Pedlow and Bob Quicke for their tremendous work in the two parish offices and the week in/week out bulletin preparation.

Wardens: St. Stephen: Lynda Clifford, Deb Butler; St. Mary: Ken Pedlow, Ian Stuart. A special thanks to Derek Osman who retired as Warden and Treasurer at the last AGM after many years of faithful service.

Parish Council: All the wardens, Karen McColm, Terry Hartley, David Stewart, Sandra Scarth, Don Wilson, Tracy Stubbs, Joan DeBaerdemaeker, John Beresford, David Cooper, Leslie Flynn, and volunteer recording secretary, Leslie Pedlow.

Envelope Secretaries: St. Stephen: Lynda Clifford; St. Mary: Margaret Sherwood.

Our Counters: All of whom wish to remain anonymous

Financial Reviewers: St. Mary: Karen McColm, St. Stephen: Don Wilson

Cemetery Committee Members, David Stewart, Lynda Clifford, Don Wilson, Logan McMenamie, Peter Simpson, Lon Towstego

Retired and associated Clergy: Logan McMenamie, Bob Baillie, Brett Cane, Lorry Harrison, Gil Shoesmith

Parish Advisor and Educator regarding relations with First Nation, Metis, and Inuit People: Fern Perkins and our **In-Parish Reconciliation and Beyond Team**

Altar Guilds: This group has had added learning as they have responded to and adapted to COVID-19 protocols. Thank you for loving care for God's House. Thank-you Susan Pullan, Shirley Schwazer, Carol Watkins, Terry Parent, Judi Clark, Lynda Clifford, Debra Butler, Jackie Kolson

Flower Guilds: St. Mary's: Heather Geddes, Carol Watkins, Nancy Choat, Sue Rumball, Anne Wing, Judi Clark, and Susan Pullan. St. Stephen's: Deb Butler and Lynda Clifford.

Safe Church Representatives: St. Mary: Lynn Fallan; St. Stephen: Sandra Scarth.

Music Leaders: Cathy Quicke, Rachel Moss and Bev Rippon

Praise Band: Rachel Moss, Greg Robinson, Gary Moss, Garry Stubbs, Lindsay Pedlow.

Singers for ensembles: Jill Stuart, David Stewart, Diana Abbott, Bob Quicke, Diana Gordon, Garth Van Der Kamp, Lindsay Pedlow

Christmas Outreach Teams: Fern and Mark Perkins, Lynda Clifford and many who helped in various ways and all the Outreach Teams

Hands to Heart Craft Group & Prayer Shawl Knitters

Lay Assistants: St. Mary: Ken Pedlow and David Stewart. St. Stephen: Greg Robinson and Jackie Kolson.

Greeters, Sides people: Carl and Shirley Schwazer, Carol Watkins, John Beresford, David Cooper, Irene Feir, Terry Hartley, Deb Butler and Lynda Clifford

Pastoral Care Team Members

Emergency Prayer Team Coordinators: Jackie Kolson and Lynn Fallan

The Video and Sound Technology Teams at St. Mary and St. Stephen

Building and Grounds & Operations Teams: Irene Feir, Leslie Pedlow, Ian Stuart, John Beresford, Ken Pedlow, Carl Schwazer, Peter Simpson, Howie Kolson, Garry and Tracy Stubbs, Bob and Charlotte Nichol, Don Wilson, and others. Newly formed St. Stephen Operation Team.

Poster Producer & Sign Creator Extraordinaire: John Beresford, Peter Simpson

Website work by Ian Stuart, Leslie Pedlow and Lon Towstego. Parish Facebook site (Lon and Lindsay) www.parishcs.ca and Facebook: <https://www.facebook.com/The-Anglican-Parish-of-Central-Saanich-284694818806928/> or search as Anglican Parish of Central Saanich.

Wow! Look how many people are involved as God's Ministers in this place.

**The Parish of Central Saanich gratefully acknowledges the financial assistance
provided by the Government of Canada by way of its
Canadian Emergency Wage Subsidy and coordinated via Gail Gauthier, Synod Office**

**he Parish of Central Saanich gratefully acknowledges the financial assistance
provided by the District of Central Saanich by way of its
Permissive Property Tax Exemption Program**

**THE PARISH OF CENTRAL SAANICH
ANNUAL VESTRY MEETING HELD VIA ZOOM PLATFORM**

Saturday, February 27, 2021

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

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

Lon had a few housekeeping notes:

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

Leslie Pedlow accepted the appointment as Recording Secretary.

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

MINUTES:

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

APPOINTMENTS:

The appointments for 2021 are as follows:

Rector's Wardens – Ian Stuart & Lynda Clifford

Envelope Secretaries – Margaret Sherwood & Lynda Clifford

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

Parish Treasurer – Vacant

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

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

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

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

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

Lon also reiterated that the Parish Treasurer's position was now vacant and that the new 2021 Parish Leadership Team will consider an appointment at their meeting. If you have a talent in this area and are interested, please speak with Lon outside of the meeting.

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

THE NOMINATING COMMITTEE REPORT:

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

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

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

St. Mary's:

People's Warden – Ken Pedlow

Member-at-large - Karen McColm

Member-at-large – John Beresford

St. Stephen's:

People's Warden – Deb Butler

Member-at-large – Joan DeBaerdemaeker

Member-at-large – Terry Hartley

Synod Reps:

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

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

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

RECEPTION OF TEAM/COMMITTEE REPORTS:

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

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

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

OUTREACH: ST. MARY'S:

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

FINANCIAL REPORTS:

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

Parish Treasurer's Report:

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

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

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

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

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

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

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

St. Stephen Cemetery Report:

Derek reminded everyone of the Committee structure:

Incumbent (Lon)

Two Wardens (Lynda Clifford and Ian Stuart)

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

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

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

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

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

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

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

St. Stephen Cemetery Budget:

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

Noted challenges for 2021 are

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

St. Mary 2020 Financial Statements:

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

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

St. Mary 2021 Budget:

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

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

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

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

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

St. Stephen Financial Statements:

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

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

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

St. Stephen 2021 Budget:

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

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

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

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

OTHER BUSINESS

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

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

The Rev. Lon Towstego, Chair

ADDENDUM TO AGM MINUTES – February 27, 2021

February 23, 2021

To: Whomever Was Concerned Enough To Submit The Following Questions

Subject: Questions for the AGM regarding the Financial Reports

Please ask the Parish Treasurer to clarify these points:

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

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

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

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

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

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

4. **Page 24:** Both Congregations made Deficit Elimination Appeals in the Fall, yet both congregations ended with both modest surpluses and both have carried over Deficit Reserve Funds. Why did this happen?

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

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

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

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

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

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

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

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

Respectfully,

Derek Osman

Here endeth the 2021 Minutes

2022

INCUMBENT’S CHARGE TO THE PARISH OF CENTRAL SAANICH

*(The content will be distributed just prior to the AGM and appear as
Appendix A in the final copy of the report)*

INCUMBENT'S REPORT TO ANNUAL GENERAL MEETING

February 27, 2022

“Rejoice in the Lord always; again, I will say, Rejoice. Let your gentleness be known to everyone. The Lord is near.” Philippians 4:4-5.

This scripture speaks to us about maintaining joy in our relationship with God and others despite of, or perhaps even because of, what may be going on around us and in our lives. I encourage you and all of us to stay grounded in this as we look forward to and plan for 2022.

This does not mean simply that we are happy, happy all the time but that we dig deep into our faith to a well of joy that God gifts us each with and that we bring that up and into who we are. We enjoy God, we expect God, and we entreat or dwell in God.

As we look to challenging and difficult subjects like budgeting, I encourage you to first and foremost bring your Christian selves and Christian hope to the discussion. We share similarities with businesses and other entities and do well to draw on skills from these fields. We remember though that we are first a church, a group of gathered believers, disciples of Christ.

I chair Regional Clergy gatherings. I was struck in the recent Zoom gathering that all the parishes including ours were involved in some sort of Food Sustainability effort over Christmas and beyond. People are feeling called to help the larger community. Our Reverse Advent Program was a success, and I am sure can be expanded upon for the year coming.

We also continue to partner with Holy Trinity, North Saanich in “Walking Together with Neighbors” / “Building Bridges. The Rev. Paul Schumacher has been appointed as Interim Priest in charge there. He and I go back to the beginning of his ordination journey. I look forward to having Paul active in the Haro Region.

Our Christmas services went well considering COVID-19 and unfortunate weather. I feel that the outdoor service that we had at St. Stephen has potential. The next time we do it I would shorten the actual service part, a few less pieces of music, acoustic guitar etc.

As we contemplate 2022, with the Omicron Variant of COVID-19 in our lives I offer you a few thoughts and a resource.

- We all tend to look back and lament things given up. We all seem to need to do this from time to time. Let's not get stuck there.
- We look to be spiritually resilient especially as leaders in the church. We are called to be a calming presence in anxious times.
- We look with hope to the future. We cannot pretend that all will be normal soon. Rather we are called as Church to walk forward with creativity and with trust in God in our current reality.
- We look for exciting activities that we can do. For example, as it warms up, I foresee a once per month coffee hour outdoors. I don't have all the details in my mind yet and would look to others for that. Keeping it simple is the key.
- I want to thank all of you and many others for your leadership and support in 2021 and early 2022.
- The Archdeacons and Bishop met on February 2. As of this writing there are no changes to COVID-19 protocol. We are encouraged to continue with our parish plans and to be cautious. It is really up to us how we proceed week to week.

- **The congregation that God is preparing us to meet:** Keep in prayer the group of people that we have not met yet but will, as they find their way to our services and or meet our people. God bless them.

A Resource for you. Please pass on to others.

How to build resilience when there's 'no end in sight' to the pandemic. From CBC.

https://apple.news/AL0Z_rJvAS-WvhaH4BggzCQ

“So come to this table,
you who have much faith
and you who would like to have more.
you who have tried to follow Jesus,
And you who have struggled.
Come.

It is Christ who invites us to meet him here.” From our Wednesday Celtic Liturgy

ST. FRANCIS PET MEMORIAL PATHWAY & GARDEN

Work Completed:

1	Concept overview presented to Parish Council	Sept. 18, 2018*
2	Approval by Parish Council (and Diocese)	Jan. 15, 2019*
3	Contact contractor to finalize excavation area (Tony's Bobcat/MCM Excavating)	May 25, 2021*
4	Pathway excavation and gravel base installed (Tony's Bobcat/MCM Excavating)	June 30, 2021*
5	First Memorial Plaque installed in pathway	August 29, 2021*

How it works:

The St. Francis Pet Memorial Pathway & Garden is now complete. To date several (4) engraved plaques (bricks) have been installed and there are 4 more on order.

The procedure we are following is as follows:

1. Orders with payment/donations are received by St. Stephen office & recorded.
2. Copies of orders are sent to Marcia McMenamie for recording & Peter Simpson
3. Peter takes requests and bricks to Mortimers (Bricks stored in the garden shed)
4. Once the bricks are engraved, Mortimer's emails invoices to St. Stephen office
5. Mortimer's, or St. Stephen office, notifies Peter.
6. Peter picks up and installs engraved bricks & notifies person requesting brick.

Suggestion:

In the New Year, advertising cards should be sent out to appropriate persons and businesses (listed in business plan). In the New Year, an 'OFFICIAL OPENING' should be planned. Maybe in Spring, before Blessing of the Animals.

ST. MARY'S REPORTS

St. Mary's Wardens/Operations

As we look back on 2021, it is clear that it has been another year which has challenged us all and the continuation of the Covid19 pandemic has prevented us from returning to a more normal level of worship and activity. Despite this the operation of St Mary, within the context of our Parish of Central Saanich family, has been in many ways positive. We give grateful thanks for the continued support of our parishioners with their time, talents and financial contributions.

Over the course of the year, we have continued to worship with both in-person and on-line services according to the requirements of the Diocese and the provincial health authorities. The restrictions imposed on us have been frustrating for the most part but recognized as necessary to deal with the ever-changing fight against the virus. Providing regular worship opportunities has been maintained and even expanded with the addition of the 7:45 a.m. Book of Common Prayer traditional service. Bible study opportunities have also continued during this time. We are very thankful for the leadership and hard work of our Pastor, Lon, and the support given to him by our Assistant Clergy, Curate and VST Intern over this past year. It is much easier dealing with the challenges of the day when we have such positive and energetic leaders. There has also been significant support from parishioners in many aspects of worship preparation and recording.

We also want to acknowledge the hard work and positive attitude exhibited by our Administrative Assistant, Leslie, and the efforts of our Music Director, Cathy, during this period. The administrative and operational activities which support our worship program and our, all be it limited activity schedule, continue as required. All those parishioners who undertake tasks of many different types from Parish Council members to the Flower and Altar Guilds are an essential component in the successful operation of our church and parish. The Wardens also wish to acknowledge the work of Derek Osman over the previous many years as a Warden and our Treasurer and his assistance with the transition process last year.

Reflecting on our 2021 year-end financial reporting, the Wardens are pleased to report that we have ended 2021 on a positive note as you will see in the financial statements. This is despite the continuing loss of virtually all of our fundraising opportunities (Holly Fair, Thrift Shops) and facilities donations which pre-pandemic were significant contributors to our finances. We wish to gratefully acknowledge the financial support of our parishioners through their offerings and a bequest, and the assistance of the Federal Government wage subsidy program in contributing to our positive financial results in 2021. 2022 may continue to be a challenging year if pandemic related restrictions are not relaxed.

Operational activities by your Wardens over the past year have continued as normal. These activities range from all the operational and financial reports which must be provided to Parish Council, the Diocese and various levels of government. Additional financial responsibilities have been taken on by the Wardens in the absence of a Parish Treasurer. Many day-to-day operational and maintenance activities are undertaken by your Wardens despite the diminished use of the facilities. Ones of particular note include lighting upgrades to Cooper Hall, electrical repairs to various parts of the church, the replacement of the hot water tank, the removal of trees adjacent to the church and drainage repairs caused by the roots and the successful application for property tax exemption from Central Saanich.

Your Wardens remain positive about the prospects for 2022, and with the continued participation and cooperation of all our parishioners, staff, and clergy, we look forward to another year of success. As Wardens we will continue to bring the messages of Stewardship to the parishioners throughout the year. We thank God for all he is doing for us, and we trust that what we are doing for him, which is even more important, will allow St. Mary and the Parish of Central Saanich to be a positive contributor to the Christian community both locally and around the world.

With Blessings to you all,
Respectfully Submitted
Ian Stuart and Ken Pedlow

ST. STEPHEN'S REPORTS

St. Stephen's Wardens

As stated last year, we have had to put our trust in God to lead us through this second unusual year of Covid. We have been well led in this by the Diocese and by those in our Parish, as we have worked to keep our congregation safe and the doors open as much as possible, to those who feel able to worship inside. We have been able to get back into the church to worship since December. That felt like a milestone. There have been many, many hours spent in bringing online worship, and that continues. An additional mid-week service recently added, offers another opportunity to worship online. During the summer we continued from last year, the Wednesday "come together" group, which moved back and forth between both churches grounds. Thanks to Karen McColm for her assistance. These were enjoyable times to visit with our friends and we had some good conversations. Our opportunity to worship outside worked well for the Animal Blessing and the Blessing of the new Pet Memorial Pathway, all around a joint service. We had some time together outside on Christmas Eve when we presented the Christmas Story with readings and music. Though small in numbers and with very inclement weather it was nice to be able to celebrate together. Both these outdoor services have required extra hands to make it happen. Thank you to all those who have come along to help when asked.

There have been many of you who have helped in new ways throughout the weeks and we are thankful for each of you.

Probably the major event this past year was the painting of the church, which occurred after the roof was cleaned in the spring. We applied to the Anglican Foundation for a grant for painting and we received \$7,500. The company we used was very good to work with - good communication and the work was completed in the fall. During this job we were made aware of a few other things that will need attention in the spring. Considering the age of the building, these are things that need to be done to keep it in good repair. Peter Simpson was helpful throughout this process. He is someone we always seem to fall back on for information, advice and help when water pipes break!!!!

We hope to do some considerable work on the property this year, to handle the ever-increasing blackberry growth. We hope to keep burning to a minimum, considering the environment, but also to keep control over the always growing burn pile, which had to be removed last year because of the size. With a property as large as ours there is much work to be done on the grounds. Those of you who help regularly you are certainly appreciated. Of course, not everyone is able to do the physical work, but you can always send your gifts in and the dollars will help when it is necessary to hire help.

Throughout this year we are so very thankful, for those of you who have continued to send in your offertory envelopes. There are some areas where our budget reflects lower costs, but many stayed the same, so your constant donations have helped us get through the year successfully.

There are areas of the hall that could do with some painting. I wonder if there are people who would consider painting or supplying the paint to freshen up some of the spaces.

Also, other areas that need monetary support throughout the year are Altar flowers, Wool for Prayer Shawls (very active). You may donate to these causes through your envelopes, just note the amount on the outside.

We have continued to try to work as a Parish and this was clearly shown in the collection of food for the Saanich Peninsula Lions Food Bank during Advent, it was a different way to work through the advent season, and a way to provide for members of the Peninsula Community. Fund raising has not been something we felt ready to do, but outreach has certainly continued.

For the coming year I hope we can come together to benefit from an Operations Committee, which I think will help communication and have us working together, and I also hope that the members at large will be encouraged to have more active roles and it will help as a lead up to Parish Council meetings.

We continue to pray for those of you who we do not see on Sundays, and as vaccinations get into arms we hope that in weeks to come, we will be able to see our friends again. We continue to Hope!!

Trusting in God's direction and leading as we all walk this unknown journey together, that there will be better days ahead, days to celebrate together.

Praying for continued good health for you all!

Respectfully
Lynda Clifford

St. Stephen's Operations

The major event last year was the painting in the fall of the church. Earlier in the year moss was removed from the roof, and it was treated. We received a grant from the Anglican Foundation of \$7,500 towards the painting and the balance came from the Church Restoration. When this was done, we were made aware that the stained glass window needs some attention to the frame. Also, many of the windows need reglazing. The chimney is also in need of grout replacement. These things will be looked at in the spring.

The steps of the church are to be sand blasted and sealed, not painted, as the paint tends to be slippery.

We have had great cooperation from those farming the Tsartlip property next door. They arranged for the gate to be open for the lift when the painting was being done. They have been very accommodating, as we also use that gate when the holding tank at the church needs to be emptied.

We had a huge burn pile last year, due to multiple trees coming down and trimming back of the cedars in the preschool area. It was too much to burn and a summer that would not permit at all, so the pile was taken away at considerable cost. So burning of small amounts only should be done from now on - within the fire pit.

Howie has done a number of volunteer hours along with Tracy on burning, when it is allowable. Garry Stubbs has also done work around the property and Howie and Brian Wood have removed fallen branches and trees.

The preschool rates were returned to prior-Covid rates. They had somewhat changed their days last year to spend more time outside, and then in the summer resumed their regular program. We have been charging storage during the summer months. They seem to be happy in their space and are cooperative about necessary pushbacks.

Peter has been on hand for several issues from the ever-growing pond in the preschool area and also saved the day with water line fix when the lift damaged the waterline.

There are areas in need of attention. The soil in the garden beds needs replacing. Don can explain the reasons but it is not possible to grow garlic anymore until it is replaced.

Also, the blackberries are taking over, as are some weeds in one area in particular. It is hoped that if we can get these removed by machine, eventually the mower can help take care and keep weeds down. We would be open to a suggestion about what we could do with the area where the vineyard was. It would be good to see this land used in some way. We are happy to hear your ideas.

Because of the possibility of major projects we have not reinvested all the money that came due from the GIC. We will decide soon.

Submitted by
Lynda Clifford

Counting and Donation Receipting

Deb Butler, Terry Hartley, Sandra Scarth, Greg Robinson and Brett Cane have all helped out with this job over the year. Most of the time Deb and I do this job and try to do it after the Sunday service, donations brought to the office and placed in the collection plate are what is counted. ECP or Electronic Collection Plate donations are something that makes the counters job much easier. It is simple to set up, just ask myself or Bob in the office. Also, it is now possible to make donations to the church on our website through Tithely (a donation platform) this is done by credit card, and simple to do and the church is notified of these by email. There is always room for more to help out with counting. It is not difficult but helps to share with someone who is experienced. The forms we use are simplified and we only do collection counting and deposit.

Donations are recorded into a computer program so that tax receipts can be issued in time for Income Tax Filing. The donations that are made by Electronic Collection Plate are receipted in the same way, as we are notified monthly by the Diocesan Office. An effort is made to have these ready by the end of February. It is very important to have your correct mailing address for office business and also for the receipting program.

Respectfully submitted

Lynda Clifford

PARISH STATISTICS 2021

Special Services	2018	2018		2019	2019		2020	2020	2020		2021	2021	2021
	SS	SM		SS	SM		SS	SM	V		SS	SM	V
Easter Day	78	76		85	85		0	0	267		22 (zoom)	22 (zoom)	158
Pentecost*							0	0	191		0	0	123
2 nd Sunday in September*							44	38	108		28	25	80
Harvest Sunday	64	58		58	58		36	39	99		24	54	72
Christmas Eve	152	65		180	59		0	0	430		38	42	44
Christmas Day	0	36		0	42		0	0			0	17	45

*Not included in Parish Statistics reporting in previous years.

Sacramental Rites	2018	2018		2019	2019		2020	2020		2021	2021
	SS	SM		SS	SM		SS	SM		SS	SM
# Baptized	1	0		3	0		1	1		1	0
# of Confirmed	0	0		2	7**		0	0		0	0
# of Marriages	1	0		2	2		0	1		0	3
# of Memorials	10	2		13	5		7	2		10	4

** Combined SS and SM.

	2018	2018	2019	2019	2020	2020	2020	2021	2021	2021
	SS	SM	SS	SM	SS	SM	V	SS	SM	V
Population of Congregation over age 16	146	93	110	102	97	110	--	75	103	--
Identifiable Givers	110	84	135	90	91	85	--	73	74	--
Average Sunday Attendance	54	59	56	59	19	22	109	*32	*33	95
Average Weekly Attendance	69	73	73	83	21	30	122	34	40	105

*includes 7:45 a.m. service where appropriate

Note: SS is in person at St. Stephen, SM is in person at St. Mary, V is virtual or on-line views.

OUTREACH

St. Mary

LÁ,ETEN TTE ŠĆELESTENEN Building Bridges

(Formerly Christmas Hampers Project)

Pronounced:

(LA ETEN SE SQUAILISH TENEN)

In the SENĆOTEN font it is very important, to use CAPITAL letters and the accent marks.

This name was chosen by the children at the Learning House of the reserve school STÁUTW I, TOTELNEW, ÁUTW who have received hampers and gifts from St Mary's in previous years.

Truth and Reconciliation Commission (TRC) Calls to Action:

8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.

- Since that has not happened yet, although ordered by the Supreme Court, our year-round food donations would help to mitigate that discrepancy, caused by the Indian Act.

59. We call upon church parties to the settlement agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.

- We contributed this year to the Saanich Peninsula Lions Food Bank which delivers to WSANEC communities in place of a year-round pantry of donations to Mother Hubbard's Cupboard. This transition is necessary in pandemic times.

This year we served 10 families and 25 youth, with the assistance of the TSAWOUT First Nation.

The decreased offerings from St Mary's since January 2019 were supplemented by the Learning House at TSAWOUT, STÁUTW I, TOTELNEW, ÁUTW

Thank you to those who contributed to the gift cards from the Christmas Trees in the narthex or submitted donations to the office. Ten families received a gift card of \$50 from St Mary's and 20 youth received gift cards for \$25.

During this time of pandemic restrictions, instead of assembling hampers at St. Mary's, gift cards were delivered by the Ven. Dr. Towstego, Fern and Mark Perkins. This benefit has resulted in the transition from the colonial settler charity model of giving baskets, to the respectful contribution of gifts that maintain dignity, confidentiality, self-determination, and are the reasonable responsibility of a church benefitting from being built on unceded and un-surrendered WSÁNEĆ land.

Distribution of gift cards, supervised by the Learning House Coordinator, enabled cards to be given at the annual TSAWOUT Community Christmas dinner. This is the main point of the call to action for reconciliation.

Many thanks to Stephanie Adams, the Learning House Coordinator at TSAWOUT and her husband, Peter Adams. They also sent along thanks to us.

Hello Fern, Our Tsawout Community Christmas Dinner with Santa is Thursday, December 16th 3:00-6:30. If you please buy 20 Walmart Cards at \$25.00 these will be given as Christmas Gifts for 12-15 years old youth. And 10 Walmart Cards at \$50.00 each for families in need. Thank You again!

Stephanie H. Adams

The resulting relationship we are building with our W̱SÁNEĆ neighbours is the original intent of the Christmas Hampers Project. It has been our pleasure to see this model transition into what we had been doing to this respectful contemporary model in 2021. It has been my pleasure to coordinate this hopeful step in transition to a sustainable reconciliation ministry.

Respectfully submitted, Fern Perkins, Coordinator
LÁ,ETEN TTE ŠĆELESTENEN Building Bridges

P.S. from Lon+:

We walked together regionally with Holy Trinity, North Saanich and worked with them for a weekly distribution of food as requested to particular people. We reached out in a tremendous way when there was a fire that took a home at the Tsawout. Thank-you for giving to the Rector's Discretionary Fund for this and many other important life-giving touches in the community and parish.

I thank Thea Dickson from HT, Sybil Bagshaw and Lynda Clifford for help with the food.

St. Mary's Church 2021 Outreach Report

Client	Open. Bal. Jan. 1/21	Donations	Transfers In/Out of Gen. O/R	Disbursed/ Grant	Balance Dec. 31/21	Type
Rector's Discretionary Fund	0	3,140.00		3,140.00	0	Parish
ORRCA Dental Clinic	0	620.00		620.00	0	Parish
Saanich Peninsula Hospital & Health Foundation	0	410.00		410.00	0	Parish
S. Island Centre/Counsel/Train	0	660.00		660.00	0	Diocese
PWRDF	0	385.00		385.00	0	O'seas
Building Bridges (Christmas)	0	820.40	+179.60	1,000.00	0	Parish
Anglican Appeal	0	385.00		385.00	0	O'seas
Saanich Peninsula Lions Food Bank	0	500.00		500.00	0	Parish
Prayer Shawl Ministry	68.11				68.11	Parish
St. Matthew's Library ¹	3,577.02	669.06			4,246.08	O'seas
General Use:	0	1,179.60	-179.60	<i>as below</i>	0	
Legion #37 Poppy Fund				75.00		Parish
Cridge Centre for the Family				350.00		Diocese
Threshold Housing Society				450.00		Diocese
Anglican Foundation				125.00		National
TOTALS	3,645.13	8,769.06		8,100.00	4,314.19	
St. Mary's Bursary ²	2,182.43	250.00		2,000.00	432.43	Parish

1. The funds for St. Matthew's Library have not been distributed as there has been no Incumbent in place and due to the political strife in Ethiopia.
2. The Bursary awarded in 2020 has been paid out and the Bursary awarded in 2021 was also paid out due to the nature of the trades/apprenticeship program that was being pursued by the candidate. Going forward the bursary will be paid in the year it is awarded.

NOTICE OF MOTION – ST. MARY

Moved by Ken Pedlow, Seconded by Ian Stuart that the following be the 2022 Special Monthly Outreach Designations for St. Mary's Church:

MONTH	DESIGNATION	DESCRIPTION
January	Rector's Discretionary Fund	This is a dedicated fund under the Rector's control and discretion which provides (but is not limited to) financial assistance to members of the parish and the wider community.
February	St. Mathews Community Library in Addis Ababa, Ethiopia	This allocation supports the operation of a library serving up to 2,000 children from the surrounding community, one of the poorest in the city. It provides them with reference books and computers for study and homework. This parish was visited regularly by Dr. Brett Cane prior to Covid.
March	General Outreach	Monies donated for General Outreach are dedicated at the end of the year to be used for requests received during the year and to "top up" totals in monthly outreach designations.
April	Primates' World Relief and Development Fund	We support the Anglican Church of Canada's agency for sustainable development, relief, refugees, and global justice.
May	Saanich Peninsula Lions Food Bank	Donations in monetary form combined with an ongoing collection of staple foods and hygiene products allow us to help this non-profit, charitable organization support those in need on the Peninsula.
June	ORCCA Dental Clinic	ORCCA's purpose is to provide children and adolescents under 19 years of age from low-income families access to oral care in a not for profit setting.
July	General Outreach	See description for March.
August	Anglican Appeal	Donations support the mission work and ministry in Canada's North and our church partners overseas.
September	Saanich Peninsula Hospital	Donations provide funding toward the Spiritual Health Practitioner (formerly Chaplaincy) program at the hospital.
October	Rector's Discretionary Fund	This is a dedicated fund under the Rector's control and discretion which provides (but is not limited to) financial assistance to members of the parish and the wider community.
November	South Island Centre for Counselling & Training	Our donations help fund programs and staffing at this non-profit counselling and training agency which is funded solely through donations, fees, and grants.
December	General Outreach	See description for March

St. Stephen Church 2021 Outreach Report

ST. STEPHEN CHURCH 2021 OUTREACH REPORT prepared January 25, 2022						
AGENCY	BAL JAN 01	DONATIONS	TRANSFERS	SENT	BAL DEC 31	TYPE
Alter Flowers	\$92.51	\$190.00		\$226.74	\$55.77	parish
Community Lunch	\$3,215.56		-\$1,000.00		\$2,215.56	parish
Sunday School	\$20.00				\$20.00	
African Children'	\$0.00	\$780.00		\$280.00	\$500.00	Oversea
Rector's Fund	\$0.00	\$3,620.00		\$3,620.00	\$0.00	parish
Gendemi	\$447.81	\$22,650.00		\$12,927.81	\$10,170.00	Oversea
Christmas Hampers	\$0.00	\$1,010.00	\$435.75	\$1,390.00	\$55.75	parish
General Outreach	\$42.00	\$713.75	-\$435.75	\$300.00	\$20.00	parish
Precious Jewels	\$0.00	\$80.00		\$80.00	\$0.00	Oversea
Vic. Humane Society	\$0.00	\$1,330.00		\$1,330.00	\$0.00	Local
YFC – Blue Bus	\$0.00	\$70.00		\$70.00	\$0.00	parish
South Island Centre	\$0.00	\$20.00		\$20.00	\$0.00	Local
PWRDF	\$0.00	\$170.00		\$170.00	\$0.00	Oversea
Peninsula Food Bank	\$20.00	\$275.00	\$1,000.00	\$1,295.00	\$0.00	Local
Prayer Shawls	\$47.23	\$70.00		\$135.97	-\$18.74	parish
St. Matthew's Library	\$0.00	\$1,020.00			\$1,020.00	Oversea
Church Restoration	\$100,556.23	\$9,486.00	\$5,738.31	\$19,385.41	\$96,395.13	parish
Reserves Fund	\$25,045.90	\$850.00			\$25,895.90	parish
Garden Project	\$215.47				\$215.47	parish
Grounds Maintenance	\$28,298.20				\$28,298.20	parish
King Project	\$5,738.31		-\$5,738.31		\$0.00	parish
Lych Gate	\$2,844.37				\$2,844.37	parish
Memorial Hall (Furnace)	-\$1,756.04	\$1,756.04			\$0.00	parish
Memorial Hall General	\$45,894.92		-\$502.54	\$0.00	\$45,392.38	parish
Pet Memorial Garden	\$2,384.22	\$6,160.00	\$1,000.00	\$4,924.52	\$4,619.70	parish
Sound Equipment	\$0.00		\$502.54	\$502.54	\$0.00	parish
Education Fund	\$5,988.91		-\$1,000.00		\$4,988.91	parish
Transforming Futures	\$650.00	\$50.00			\$700.00	parish
SUMMARY						
3100 -Special Ministries F	\$3,328.07	\$190.00	-\$1,000.00	\$226.74	\$2,291.33	
3400 Outreach Projects	\$557.04	\$32,244.50	\$1,000.00	\$22,054.53	\$11,747.01	
3500 Deferred Projects	\$215,860.49	\$25,542.89		\$32,053.32	\$209,350.06	

Outreach Report St. Stephens 2021

Well, we as a church have worked our way through a difficult year and that has impacted what we could do and did do with our outreach programs. Several events such as “Wine Fest” had to be cancelled this year. Instead of having a stand-alone event for the “Animal Blessing” this year it was incorporated into our Sunday service and held outdoors, and funds were raised for the “Victoria Humane Society”.

In addition, Garry Stubbs did a great job of organizing “ShredFest” in which he had a trio of bands playing and with the Lions Club selling hamburgers, hot dogs and drinks raising in excess of \$2000.00 for the Peninsula Food Bank. Gary Moss, with the aid of his family, did a masterful job of running and setting up the sound board.

Also of course numerous members of our parish family have worked with Lon to provide various services and studies where we have been able to reach out to a much broader community than we would have been able to otherwise.

Hopefully we will start to return to a more normal situation in 2022. We can all pray for that.

As part of our Christmas Outreach we helped out Holy Trinity with Cookies and additional gifts for their bags that they donate to 4 First Nation communities. During Advent there was a considerable amount of food donated which was then passed on to the food bank. We also donated 45 gift grocery cards to Bayside and Tsartlip and other individuals within the community.

The amounts donated and the naming of the monthly outreach programs are included in the financial statements.

Respectfully yours,
Greg Robinson

THE ST. STEPHEN'S CEMETERY 2021 ANNUAL REPORT

2021 was a year of consolidation after the significant changes made in 2020.

- 1) With the elimination of all financial transfers to, and cost sharing with, St. Stephen's Church the long-term financial position of the Cemetery has improved. As shown in the 2021 financial reports, the revenue exceeded expenses by over \$14,000 for the year. Significant expenses included payment for our new Custodian, Howard Kolson, and for maintenance. It should be noted that revenue is largely dependent on the number of interments, and in future years it may require funding from both Churches to maintain this healthy position.
- 2) The statistics for 2021 are (with 2020 data shown in brackets):
 - Interments of human remains: 0 (1)
 - Interment of cremated remains: 10 (5)
 - Reservations sold for the interment of human remains: 1 (3)
 - Reservations for interment of cremated remains: 13 (5)

The trend to interment of cremated remains rather than human remains will extend the overall cemetery life considerably.

- 3) Howie Kolson has quickly picked up the intricacies associated with managing a cemetery and has dealt sensitively with interments, potential clients looking for information, and managing ongoing maintenance.
- 4) Our current maintenance contract is with Elite Lawn and Garden (Tina Delgado) for a two-year term. Maintenance requires a fair degree of flexibility—given the seasonal variability and the restrictions due to visiting and interment activity. We had a very successful work party in the spring with over 15 volunteers and will likely have the same again this year. A major snowfall at the end of 2020 resulted in significant damage to several of the larger trees. If you would like to assist with cemetery maintenance, please contact Howie at his office in the basement of St. Stephen's or by email at cemetery.st.stephen@outlook.com
- 5) Angela Dyck (Support & Maintenance contractor for the Cemetery Data Base) has continued entering information into the cemetery database. The new computer, purchased last year with Diocesan assistance, is working well with just some minor design changes occurring including adding a sign-in to access the database and adding a few new categories to the record forms. There remains enough storage to last a number of years in the database. The major achievement of 2021 was that we finally finished laying out plots in areas that needed them and the digital map has now been updated to reflect this. With Howie, two areas have been re-configured to add 19 plots to our inventory.

- 6) We intend printing and erecting an outdoor Cemetery Map in 2022 to assist visitors to find their plot location, once they have their plot number from the office.
- 7) The revised Board structure is working well with the Incumbent (Lon Towstego), two wardens (Ian Stuart and Lynda Clifford), the Custodian (Howie Kolson), and four parishioners (Logan McMenamie, Don Wilson, Peter Simpson and David Stewart). David and Lynda were elected Chair and Secretary respectively for 2021. The Cemetery Board meets on a Quarterly basis.
- 8) The Diocese has appointed Mark Oldnall as Diocesan Cemetery Manager, and we have made preliminary contact and scheduled a meeting for early March 2022.
- 9) A sub-committee (Logan, Peter and David) has been set up to review whether funds should be set aside to maintain existing graves. Several grave plots need repairs to the concrete surrounds and headstones. Mark Oldnall has been asked to provide input regarding current Diocesan practice.
- 10) Lynda Clifford's "Did You Know" with interesting facts about our Cemetery (see our website parishcs.ca St. Stephen's Cemetery | About | Parish of Central Saanich) continues to be well read, and any comments will be gratefully received by Lynda.

Financials:

- 1) See the attached December 31, 2021, Profit & Loss and Balance Sheet, and 2022 Budget for the St. Stephen Anglican Cemetery as approved by the Cemetery Board at their January 8, 2022 meeting.
- 2) At the end of 2021 there was a Net Income of \$14,615 compared to \$0 in 2020. This was due to substantial increases in Interment and Reservations for Interment of cremated remains.
- 3) The costs for our new paid Custodian, Howie Kolson, have largely been offset by the elimination in 2021 of the Parish Transfers associated with Reservations and Administration costs
- 4) 20% of the burial and cremation reservations have been allocated to a new (20%) Perpetual Fund Reserve--\$5,230 in 2021—in line with the requirement by the Consumer Protection BC to provide long-term Cemetery maintenance.
- 5) \$50,000 is held in three GIC's with Coast Capital, and as they mature the intention is to roll these over. Because of the low interest these GIC's earn, the original \$115,500 donated by Esther Galbraith in 2003 (shown as a Book value in 2019 at \$90,718), plus \$50,000 from our 2021 Coast Capital chequing account, were added to the Diocesan Consolidated Trust Fund (CTF). This professionally managed fund reported Fair Market Values (FMV) of \$129,800 and \$50,600 respectively for the two CTF funds as of 31 December 2021. Because these funds will vary on an annual basis due to market conditions, the annual FMV is shown separately on the Balance Sheet, and also as an Unrealized Gain of \$39,700 in 2021.
- 6) The total Equity is now \$292,450, an increase of over \$30,000 from one year ago.

Respectfully submitted
David Stewart

As requested, I have examined the 2021 St Stephen's Anglican Cemetery financial records and have found the records reasonably reflect the transactions for the year. I am confident that the Wardens and the Administrator/Bookkeeper have performed their duties and provided good financial control over the St. Stephen's Anglican Cemetery funds.



David Stewart

14 February, 2022

Cemetery Balance Sheet

St. Stephens Anglican Cemetery Balance Sheet

Balance Sheet

As at 31 December 2021

	31-Dec-21	31-Dec-20
Chequing/Savings 1000 - CASH		
1010 - Coast Capital Chequing Account	22,512	55,187
Total 1000 - CASH	22,512	55,187
Total Chequing/Savings	22,512	55,187
Accounts Receivable		
1410 - Accounts Receivable	250	995
Total Accounts Receivable	250	995
Other Current Assets		
1200 - INVESTMENTS		
1205 - General Funds Reserves		
1210 - GIC-702 (04-22) -Coast Capital	20,000	20,000
1220 - GIC-703 (08-22) -Coast Capital	20,000	20,000
1230 - GIC-704 (09-23) -Coast Capital	10,000	10,000
Total 1205 - General Funds Reserves	50,000	50,000
1250 - Perpetual Care Funds		
1251 - CTF -Eather Galbraith Fund		
1252 - CTF Market Value Variation	39,127	0
1251 - CTF -Eather Galbraith Fund	90,718	117,665
Total 1251 - CTF -Eather Galbraith Fund	129,845	117,665
1255 - CTF -Perpetual Care Fund		
1256 - Market Value Fluctuation of CTF	615	0
1255 - CTF -Perpetual Care Fund	50,000	0
Total 1255 - CTF -Perpetual Care Fund	50,615	0
Total 1250 - Perpetual Care Funds	180,460	117,665
Total 1200 - INVESTMENTS	230,460	167,665
1460 - GST -Refundable	122	25
1800 - Capital Assets		
1850 - Custodian Computer (2020)	468	968
1800 - Capital Assets - Other	40,000	40,000
Total 1800 - Capital Assets	40,468	40,968
Total Other Current Assets	271,050	208,658
Total Current Assets	293,812	264,839
TOTAL ASSETS	\$ 293,812	\$ 264,839
LIABILITIES & EQUITY		
Liabilities		
2100 - Internal Payables	1,362	2,043
2200 - Suppliers Payables	-800	513
2000 - Accounts Payable - Other	800	0
Total 2000 - Accounts Payable	1,362	2,555
Total Accounts Payable	1,362	2,555
Total Current Liabilities	1,362	2,555
Total Liabilities	1,362	2,555
Equity		
30000 - Opening Bal Equity	228,034	230,321
32000 - Retained Earnings	10,058	8,015
32150 - Unrealized Gain/Loss	39,742	23,947
Net Income	14,616	0
Total Equity	292,450	262,284
TOTAL LIABILITIES & EQUITY	\$ 293,812	\$ 264,839

Cemetery Profit & Loss Statement

St. Stephen's Anglican Cemetery

Profit & Loss

January through December 2021

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense Income		
4000 - OPERATING INCOME		
4100 - Gifts and Support		
4130 - Donations - General	250	3772
Total 4100 - Gifts and Support	250	3772
4200 - Interments		
4230 - Plot Opening/Closing Fees	6500	2000
Total 4200 - Interments	6500	2000
4300 - Reservations		
4310 - Burial Plot Reservations	4400	8500
4320 - Cremation Plot Reservations	16520	600
4330 - Ash Containers	0	500
4340 - (20%) Perpetual Funds Reserve	5230	0
Total 4300 - Reservations	26150	9600
4400 - Investment Income		
4410 - Funds Transfer	0	1849
4440 - Interest	4907	5399
Total 4400 - Investment Income	4907	7248
Total 4000 - OPERATING INCOME	37807	22620
TOTAL INCOME	\$ 37,807	\$ 22,620
Expense		
5000 - General Expenses		
5200 - Operations		
5210 - Office Space paid to Church	0	0
5240 - Heating - share	0	300
5245 - Maintenance	6788	6274
5250 - Plot Opening/Closing Costs	0	400
Total 5200 - Operations	6788	6974
5300 - Administration		
5310 - Data Base Project	0	520
5315 - Bookkeeping	0	1500
5320 - Consumer Protection Licence	59	0
5330 - Secretary	0	3300
5340 - Custodian Salary/Benefits	16344	4851
Total 5300 - Administration	16403	10171
5600 - Utilities		
5630 - Electricity - share	0	300
5640 - Internet - share	0	300
5650 - Telephone - share	0	300
Total 5600 - Utilities	0	900
Total 5000 - General Expenses	23191	18045
5700 - Parish Transfers		
5750 - Transfer #4340 to #1275	0	4550
5700 - Parish Transfers - Other	0	0
Total 5700 - Parish Transfers	0	4550
5820 - GST (2.5%) Non Recovered	0	25
TOTAL EXPENSE	\$ 23,191	\$ 22,620
Net Ordinary Income	14616	0
NET INCOME	\$ 14,616	\$ 0

St. Stephen Anglican Cemetery: 2022 Budget

St. Stephen's Anglican Cemetery

Proposed Budget 2022

	2021 Actuals	2022 Budget
Ordinary Income/Expense		
4000 - OPERATING INCOME		
4100 - Gifts and Support		
4130 - Donations - General	250	500
Total 4100 - Gifts and Support	250	500
4200 - Interments		
4230 - Plot Opening/Closing Fees	6,500	4,000
Total 4200 - Interments	6,500	4,000
4300 - Reservations		
4310 - Burial Plot Reservations	4,400	5,000
4320 - Cremation Plot Reservations	16,520	10,000
4330 - Ash Containers	0	200
4340 - (20%) Perpetual Funds Reserve	5,230	3,040
Total 4300 - Reservations	26,150	18,240
4400 - Investment Income		
4410 - Funds Transfer	0	0
4440 - Interest	4,907	6,000
Total 4400 - Investment Income	4,907	6,000
TOTAL INCOME	\$37,807	\$28,740
Expense		
5000 - General Expenses		
5200 - Operations		
5210 - Office Space paid to Church	0	0
5240 - Heating - share	0	0
5245 - Maintenance	6,788	8,000
5250 - Plot Opening/Closing Costs	0	0
Total 5200 - Operations	6,788	8,000
5300 - Administration		
5310 - Data Base Project	0	700
5315 - Bookkeeping	0	1,000
5320 - Consumer Protection Licence	59	70
5330 - Secretary	0	0
5340 - Custodian Salary/Benefits	16,344	17,000
Total 5300 - Administration	16,403	18,770
5600 - Utilities		
5630 - Electricity - share	0	0
5640 - Internet - share	0	0
5650 - Telephone - share	0	0
Total 5600 - Utilities	0	0
Total 5000 - General Expenses	23,191	26,770
5700 - Parish Transfers		
5750 - Transfer #4340 to #1275	0	0
5700 - Parish Transfers - Other	0	0
Total 5700 - Parish Transfers	0	0
5820 - GST (2.5%) Non Recovered	0	30
TOTAL EXPENSE	\$23,191	\$26,800
NET INCOME	\$14,616	\$1,940

PARISH OF CENTRAL SAANICH 2021 FINANCIAL STATEMENTS

Following are the financial Statements as of December 31, 2021, for the Anglican Parish of Central Saanich in the Diocese of British Columbia. This account is used primarily as a flow-through of funds received from the Tithe.ly website donate feature or from the churches to each other when either receives a cheque intended for them but is made out to the Parish of Central Saanich. This is not uncommon because it is the Parish of Central Saanich that is the legal entity, and the churches are not legal entities.

11:40 AM
2022-01-17
Accrual Basis

Parish of Central Saanich Balance Sheet As of 31 December 2021

Q KM

	31 Dec 21
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Angl. Parish of Central Saanich	
1010 · APCS - General	215.71
1015 · Wine Fest	1,544.37
Total 1005 · Angl. Parish of Central Saanich	1,760.08
Total Chequing/Savings	1,760.08
Total Current Assets	1,760.08
TOTAL ASSETS	1,760.08
LIABILITIES & EQUITY	
Equity	
32001 · *Retained Earnings	1,660.08
Net Income	100.00
Total Equity	1,760.08
TOTAL LIABILITIES & EQUITY	1,760.08

11:41 AM
2022-01-17
Accrual Basis

Parish of Central Saanich Profit & Loss January through December 2021

Q KM

	Jan - Dec 21
Income	
4000 · Income	
4110 · Income - St. Mary's	4,338.00
4120 · Income - St. Stephen's	7,068.99
4130 · Income - Joint	2,625.35
Total 4000 · Income	14,032.34
Total Income	14,032.34
Expense	
5000 · Expenditures - General	
5010 · Expenses - St. Mary's	4,238.00
5020 · Expenses - St. Stephen's	7,068.99
5030 · Expenses - Joint	2,625.35
Total 5000 · Expenditures - General	13,932.34
Total Expense	13,932.34
Net Income	100.00

St. Mary Anglican Church: 2021 Financial Report

We are pleased to report that, for the second time since the start of the Covid 19 pandemic, St Mary has been able to end the year with a modest surplus. Revenues of \$151,236.27 and expenditures of \$150,483.32 have resulted in a surplus of \$752.95. It should be noted that the regular, open and festival offerings in total by our parishioners have been as we hoped for in last year's budget. Given the restrictions imposed on our worship and social activities by the pandemic, this level of support from you, the members of this church, is most gratifying and we wish to thank you most sincerely for continuing to support St Mary during this time.

As has been stated before, the restrictions since the start of the pandemic have severely limited two major sources of income which traditionally were major components of our budget. These were donations for facilities use and funds from our Holly Fair and Thrift Shops. In 2019, prior to the start of Covid these contributed over \$30,000 to our income. In 2021 these have been partially replaced by the Federal Gov't wage subsidy of \$10,557, a transfer from the deficit reserve of \$4,500 and an unexpected bequest of \$5,000. Looking ahead to 2022, the wage subsidy program CEWB has ended, the allocated deficit reserve funding held over from previous years has been transferred into operation funds and significant one-time donations cannot be budgeted for. It is hoped that during the coming year, post-pandemic activities will be able to resume in some fashion but as we well know such expectations have been dashed before. The budget for 2022 reflects these issues and will require continuing support by parishioners directly and taking advantage of any income opportunities which present themselves during the course of the year.

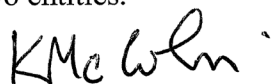
On the expenditure side, leaving out the unbudgeted \$15,500 operating loan and repayment items, our expenditures overall have been approximately \$5,000 less than were budgeted in 2021 and reflect savings wherever we have been able to find them and necessary expenditures for the maintenance of our church buildings and grounds. Our budget for 2022 reflects an increase of just over \$7,000 which comprises an increased Diocesan assessment, clergy costs for the additional 7:45 a.m. services, catch up cost of living increases for our staff and expected increases in operational expenses due to more in-person services and activities.

On the balance sheet financial statements, it will be noticed that several GIC investments have been redeemed and the funds held in the Memorial operating account. This reflects an interim step whereby the investments were made available for an expected large budget deficit which did not materialize. Once our finances return to a more stable and predictable pattern it is anticipated to have these funds reinvested with the Diocesan Consolidated Trust Fund which will earn a significantly better rate of return than previously available from the GIC's.

As the Wardens of St. Mary, we wish to thank our Bookkeeper Leslie Pedlow for her diligence in accurately recording our financial transactions over the past year and after many years of service as our Envelope Secretary to note with many thanks Margaret Sherwood's retirement from the position. We also thank Karen McColm for reviewing our financial records and finding them in order. We trust that you will give the detailed financial documents due consideration and bring any concerns or questions forward at the Annual General Meeting in the manner provided.

With Blessings to you all,
Respectfully Submitted
Ian Stuart and Ken Pedlow

As requested, I have examined the 2021 Financial records of the Parish of Central Saanich account and of St. Mary's Church and have found the records accurately reflect the transactions for the year. I am confident that the Wardens and the Administrative Assistant/Bookkeeper have performed their duties and provided excellent financial control over the administration of these two entities.



Karen McColm, February 10, 2022

St. Mary Church 2021 Financial Review

ITEM	Actual To 31-Dec	% To Budget Target= 100%	BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	\$102,381.24	97.2%	\$105,350	
OPEN OFFERING	\$305.10	122.0%	\$250	
FESTIVAL	\$8,690.00	173.8%	\$5,000	\$1,735 East., \$2,590 Thanks., \$4,365 Xmas
HALL /FACILITIES USE DONATIONS	\$230.00	23.0%	\$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$875.00	218.8%	\$400	
MISCELLANEOUS	\$1,297.68	259.5%	\$500	Interest income/initial envelope offering
WAGE SUBSIDY	\$10,557.25	0.0%	\$0	
TX FROM HOLLY FAIR	\$0.00	0.0%	\$2,000	
PARISH THRIFT SALES	\$0.00	0.0%	\$0	
SPECIFIC DONATIONS	\$1,000.00		\$0	Building maintenance
NEW BEQUESTS	\$5,000.00			Jean Perry estate
DEFICIT ELIMINATION APPEAL - 2021	\$900.00	0.0%	\$0	
DEFICIT RESERVE	\$4,500.00	100.0%	\$4,500	
TRANSFER FROM MEMORIAL ACCOUNT	\$15,500.00	0.0%	\$0	Operating Loan
TOTAL REVENUE	\$151,236.27	127.1%	\$119,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$49,833.13	102.6%	\$48,567	
RELIEF CLERGY	\$362.50	120.8%	\$300	Includes recovery from S S
ASSIST CURATE	\$3,269.30	110.8%	\$2,951	Reflects rebalancing of costs with S S
MUSIC DIRECTOR	\$11,175.22	96.5%	\$11,582	
RELIEF MUSICIAN	\$250.00	125.0%	\$200	
ADMIN. ASST/BOOKKEEPER	\$26,217.81	93.8%	\$27,946	Budget amount was greater than needed
SALARIES - PAYROLL VARIANCES	-\$521.29	0.0%	\$0	Reflects Diocesan payroll corrections
DIOCESAN ASSESSMENT	\$19,959.00	100.0%	\$19,959	
CHRISTIAN EDUCATION	\$121.14	40.4%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$200	
MUSIC MINISTRY	\$792.91	105.7%	\$750	
SANCTUARY SUPPLIES	\$102.79	45.7%	\$225	
ADVERTISING	\$0.00	0.0%	\$200	
INSURANCE	\$4,296.00	95.3%	\$4,510	
PHOTOCOPY	\$2,776.94	92.6%	\$3,000	\$50 Recovery included
POSTAGE	\$0.00	0.0%	\$200	Stamps donated anony.
STATIONERY	\$489.08	139.7%	\$350	\$100 Funeral Recovery in November
COMPUTER EXPENSES	\$79.73	5.3%	\$1,500	Website maintenance
MAINTENANCE - GENERAL	\$4,240.47	212.0%	\$2,000	Catchbasin drain/Hot Water Tank/Urinals
MAINTENANCE - CLEANING CONTRACT	\$1,414.50	47.2%	\$3,000	
MAINTENANCE - CLEANING SUPPLIES	\$176.50	70.6%	\$250	
MAINTENANCE - GARDENING	\$1,579.21	157.9%	\$1,000	Tree removal
GARBAGE	\$0.00	0.0%	\$460	Garbage being removed by individuals
HYDRO	\$4,030.98	76.8%	\$5,250	
WEBSITE SUPPORT (Ascend & Tithe.ly)	\$0.00	0.0%	\$100	
INTERNET	\$2,517.96	100.7%	\$2,500	
TELEPHONE	\$1,247.41	104.0%	\$1,200	Includes annual cell phone for Rector
WATER/SEWER	\$558.17	79.7%	\$700	
MISCELLANEOUS	\$13.86	5.5%	\$250	
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$100	
GST Paid (2.5%) non-Refundable	\$0.00	0.0%	\$500	
TRANSFER TO MEMORIAL ACCOUNT	\$15,500.00	0.0%	\$0	Operating Loan Reimbursement
DEFICIT ELIMINATION RESERVE	\$0.00	0.0%	\$0	
TOTAL EXPENDITURES	\$150,483.32	107.4%	\$140,050	
OPERATING SURPLUS/DEFICIT	\$752.95	-3.6%	-\$21,050	

10:19 AM *LM*
 2022-01-19
 Accrual Basis

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
 As of 31 December 2021

	31 Dec 21	31 Dec 20
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	15,333.63	13,656.75
1110 · St. Mary's Church Events	8,245.40	6,702.93
1210 · St. Mary's Memorial Operating	111,603.13	38,053.24
Total 1005 · Consolidated Bank Account	135,182.16	58,412.92
1500 · Investments - GIC's		
1580 · Memorial Account GIC (111)	0.00	20,000.00
1585 · Memorial Account GIC (112)	0.00	10,000.00
1590 · Memorial Account GIC (113)	0.00	25,000.00
1591 · Memorial Account GIC(114)	0.00	75,000.00
1592 · Memorial Account GIC (115)	50,400.00	0.00
Total 1500 · Investments - GIC's	50,400.00	130,000.00
Total Chequing/Savings	185,582.16	188,412.92
Accounts Receivable		
1400 · GST Receivable	554.57	564.38
Total Accounts Receivable	554.57	564.38
Total Current Assets	186,136.73	188,977.30
TOTAL ASSETS	186,136.73	188,977.30
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,103.58	1,003.58
3120 · Church Events - Flower	1,230.74	2,066.19
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1,516.82	441.82
3135 · Church Events - Holly Fair 2021	250.00	0.00
Total 3130 · Church Events - Holly Fair	1,766.82	441.82
3150 · Church Events - General	54.84	42.34
3160 · Church Events - Church Sales	1.88	1.88
3170 · Church Events - Social Fund	346.24	346.24
3190 · Church Events- Recycle Refunds	1,862.00	920.00
Total 3100 · Current Special Ministries - ...	6,366.10	4,822.05

10:19 AM
2022-01-19
Accrual Basis

KM.

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 December 2021

	31 Dec 21	31 Dec 20
3400 · Outreach Funds		
3493 · Prayer Shawl Ministry	68.11	68.11
3495 · Outreach-St. Matthews Library	4,246.08	3,577.02
Total 3400 · Outreach Funds	4,314.19	3,645.13
3500 · Deferred Sp. Ministries - Mem.		
3510 · Memorial-General	17,390.01	18,387.69
3515 · Memorial - Deficit Reserves	0.00	4,500.00
3520 · Memorial- Thrity's	624.00	0.00
3530 · Memorial-Bequests	10,000.00	10,000.00
3540 · Memorial-Bursary	432.43	2,182.43
3560 · Memorial-Guild	3,261.06	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97
3580 · Memorial - Kitchen Renos	0.00	356.96
3585 · Memorial - Hall Lighting	414.53	838.20
3590 · Memorial-Sound/Video	200.00	0.00
Total 3500 · Deferred Sp. Ministries - Mem.	37,409.00	44,613.31
Total Long Term Liabilities	48,089.29	53,080.49
Total Liabilities	48,089.29	53,080.49
Equity		
32000 · Retained Earnings	9,918.75	8,411.23
3900 · Opening Balance Equity-General	246.16	246.16
3910 · Retained Earnings-General	3,811.81	3,811.81
3920 · Retained Earnings-Church Events	6,515.82	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95	115,404.27
Net Income	752.95	1,507.52
Total Equity	138,047.44	135,896.81
TOTAL LIABILITIES & EQUITY	186,136.73	188,977.30

KM.

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
January through December 2021

	Jan - Dec 21	Jan - Dec 20
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	305.10	252.48
4120 · Offering-Weekly	102,381.24	105,362.29
4130 · Offering - Festivals		
4131 · Offering-Festival-Easter	1,735.00	1,290.00
4132 · Offering-Festival-Thanksgiving	2,590.00	2,592.89
4133 · Offering - Festival-Christmas	4,365.00	1,265.00
Total 4130 · Offering - Festivals	8,690.00	5,147.89
Total 4100 · Offering Income	111,376.34	110,762.66
4200 · Income-Deficit Elimination	900.00	7,830.00
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	875.00	400.00
4320 · General Income-Specific Don.		
4321 · Spec. Don. - Building Mtnce.	1,000.00	0.00
4320 · General Income-Specific Don. - Other	0.00	20.00
Total 4320 · General Income-Specific Don.	1,000.00	20.00
4330 · General Income-Facilities Use	230.00	4,650.00
4360 · General Income-Misc./Interest	1,297.68	3,162.57
4370 · General Income - Wage Subsidy	10,557.25	8,913.27
4380 · General Income - New Bequests	5,000.00	0.00
Total 4300 · General Income	18,959.93	17,145.84
4400 · Transfers IN-General		
4410 · Transfer IN-CE-Holly Fair	0.00	6,000.00
4420 · Transfer IN-CE-Church Sales	0.00	1,480.00
4440 · Transfers IN-Mem. Acct (Loan)	15,500.00	0.00
4460 · Transfers In - Deficit Reserve	4,500.00	0.00
Total 4400 · Transfers IN-General	20,000.00	7,480.00
Total 4000 · INCOME - General	151,236.27	143,218.50
Total Income	151,236.27	143,218.50
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	49,833.13	44,329.63
5120 · Salary/Benefits-Music Director	11,175.22	9,739.36
5130 · Salary/Benefits-Admin./Bookkeep.	26,217.81	24,801.04
5140 · Relief Clergy	362.50	0.00
5150 · Relief Musician	250.00	200.00
5170 · Salary/Benefits - Ass't. Curate	3,269.30	11,905.84
5180 · Salaries - Payroll Variances	-521.29	6,409.87
Total 5100 · Wages & Benefits - General	90,586.67	97,385.74
5300 · Expenditures - Admin - General		
5310 · Website Maintenance	79.73	65.00
5320 · Postage	0.00	184.00
5330 · Stationery Expenses		
5331 · Stationery - General	249.43	359.87
5332 · Stationery - Computer Expenses	134.55	463.39
5330 · Stationery Expenses - Other	105.10	9.80
Total 5330 · Stationery Expenses	489.08	833.06

10:18 AM
 2022-01-19
 Accrual Basis

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
 January through December 2021

	Jan - Dec 21	Jan - Dec 20
5340 · Photocopier - General	2,776.94	2,742.06
5350 · Insurance	4,296.00	3,621.00
5360 · Diocesan Assessment	19,959.00	19,589.00
5370 · Advertising	0.00	154.76
5390 · Bank Charges/Errors - General	0.00	0.00
Total 5300 · Expenditures - Admin - General	27,600.75	27,188.88
5400 · Expenditures-Ministries-General		
5410 · Music	792.91	765.36
5420 · Sanctuary	102.79	157.37
5430 · Christian Education	121.14	174.99
Total 5400 · Expenditures-Ministries-General	1,016.84	1,097.72
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	4,240.47	1,076.86
5520 · Cleaning-General		
5521 · Cleaning-Contract	1,414.50	3,075.00
5522 · Cleaning-Supplies	176.50	220.74
Total 5520 · Cleaning-General	1,591.00	3,295.74
5530 · Grounds and Equipment	1,579.21	77.81
Total 5500 · Expenditures-Maintenance-Gener.	7,410.68	4,450.41
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	558.17	692.46
5620 · Hydro	4,030.98	6,099.69
5640 · Telephone	1,247.41	1,146.00
5650 · Internet	2,517.96	2,518.00
5660 · Garbage Disposal	0.00	460.00
Total 5600 · Expenditures-Utilities-General	8,354.52	10,916.15
5700 · Expenditures-Trans. OUT		
5720 · Transfer to Memorial Acc't Gen.	15,500.00	0.00
Total 5700 · Expenditures-Trans. OUT	15,500.00	0.00
5800 · Miscellaneous Expenses-General	13.86	248.35
5900 · GST Paid (2.5%) Non-Refundable	0.00	423.73
Total 5000 · EXPENDITURES - General	150,483.32	141,710.98
Total Expense	150,483.32	141,710.98
Net Income	752.95	1,507.52

St. Mary Anglican Church: 2022 Budget

St Mary's Proposed 2022 Budget					
ITEM	2021 Budget	Actuals to Dec. 31, 2021	% to 2021 Budget	Proposed 2022 Budget	Remarks
Income					
Regular Offerings	\$105,350	\$102,381.24	97.2%	\$106,000	3.5% increase over last year actual
Open Offering	\$250	\$305.10	122.0%	\$500	Expect continued in-person services
Festival	\$5,000	\$8,690.00	173.8%	\$7,500	Last year exceptional and above average
Hall/Facilities Use Donations	\$1,000	\$230.00	23.0%	\$1,000	Only one monthly rental currently
Baptisms/Weddings/Funerals	\$400	\$875.00	218.8%	\$800	
Miscellaneous	\$500	\$1,297.68	259.5%	\$500	
Wage Subsidy	\$0	\$10,557.25	0.0%	\$1,408	Amount received for 2 mths in 2021. NFA
Transfer from Holly Fair	\$2,000	\$0.00	0.0%	\$2,000	Not including a Holly Fair this year
Parish Thrift Sales	\$0	\$0.00	0.0%	\$2,000	Hoping for at least one sale later in the year
Specific Donations	\$0	\$1,000.00	0.0%	\$250	
New Bequests		\$5,000.00	0.0%	\$0	
Deficit Elimination Appeal - 2021	\$0	\$900.00	0.0%	\$0	
Deficit Reserve	\$4,500	\$4,500.00	100.0%	\$0	Deficit Reserve used last year
Transfer from Memorial Account	\$0	\$15,500.00	0.0%	\$0	Operating loan to manage cash flow
Total Income	\$119,000	\$151,236.27	127.1%	\$121,958	
DISBURSEMENTS					
Stipend/Benefits - Rector	\$48,567	\$49,833.13	102.6%	\$48,939	Diocesan 2% COLA increase
Relief Clergy	\$300	\$362.50	120.8%	\$500	
Assistant Clergy	\$2,951	\$3,269.30	110.8%	\$2,000	7:45 service clergy, (last year Curate costs)
Music Director	\$11,582	\$11,175.22	96.5%	\$11,845	6 % COLA increase for last 3 years
Relief Musician	\$200	\$250.00	125.0%	\$400	
Admin Asst/Bookkeeper	\$27,946	\$26,217.81	93.8%	\$27,791	6 % COLA increase for last 3 years
Salaries - Payroll Variances	\$0	-\$521.29	0.0%	\$0	
Diocesan Assessment	\$19,959	\$19,959.00	100.0%	\$21,807	Diocesan 9.2% increase
Christian Education	\$300	\$121.14	40.4%	\$200	
Clergy Conferences	\$200	\$0.00	0.0%	\$400	Diocesan Conference planned
Music Ministry	\$750	\$792.91	105.7%	\$750	Two music licenses included
Sanctuary Supplies	\$225	\$102.79	45.7%	\$300	
Advertising	\$200	\$0.00	0.0%	\$200	
Insurance	\$4,510	\$4,296.00	95.3%	\$4,762	Actual cost obtained from Diocese
Photocopy	\$3,000	\$2,776.94	92.6%	\$3,000	
Postage	\$200	\$0.00	0.0%	\$275	Last year postage donated
Stationery	\$350	\$489.08	139.7%	\$1,000	Increased bulletin size and number
Computer Expenses	\$1,500	\$79.73	5.3%	\$1,500	Church office equipment needs upgrading
Maintenance - General	\$2,000	\$4,240.47	212.0%	\$3,000	Above average repairs last year
Maintenance - Cleaning Contract	\$3,000	\$1,414.50	47.2%	\$4,000	Return to pre pandemic cleaning needs
Maintenance - Cleaning Supplies	\$250	\$176.50	70.6%	\$375	
Maintenance - Gardening	\$1,000	\$1,579.21	157.9%	\$1,000	Last year included tree removal
Garbage	\$460	\$0.00	0.0%	\$500	Return to normal pick up
Hydro	\$5,250	\$4,030.98	76.8%	\$7,500	More in-person services than last year
Website Support (Tithe.ly)	\$100	\$0.00	0.0%	\$100	
Internet	\$2,500	\$2,517.96	100.7%	\$2,500	
Telephone	\$1,200	\$1,247.41	104.0%	\$1,250	
Water/Sewer	\$700	\$558.17	79.7%	\$700	
Miscellaneous	\$250	\$13.86	5.5%	\$250	
Bank Charges & Reconciliations	\$100	\$0.00	0.0%	\$200	New cheques required
GST Paid (2.5%) non-refundable	\$500	\$0.00	0.0%	\$0	
Transfer to Memorial Account	\$0	\$15,500.00	0.0%	\$0	Pay back of annual operating loan
Deficit Elimination Reserve	\$0	\$0.00	0.0%	\$0	
Total Disbursements/Expenditures	\$140,050	\$150,483.32	107.4%	\$147,044	
Operating Surplus/Deficit	-\$21,050	\$752.95	-3.6%	-\$25,086	

St. Stephen Anglican Church: 2021 Report & Budget

We certainly appreciate the offertory envelopes that keep coming in even though some of you are not able to attend church services. Your faithfulness to your church enables the ministries God desires to happen at St. Stephen, to continue to be successful.

Increased investment with the Diocesan's Consolidated Trust Fund was done this past year, which offered a far better return than by GIC. 3.25% rather than much lower at the bank.

There is still extra monies in the bank, which was from a GIC, some has been invested as above but it was decided to wait a while in case interest gets better or money needed for larger projects or can be placed into CTF.

Insurance costs - warned that increase in costs here and also heating oil costs are anticipated, so that is reflected in the budget

COLA clause for office staff not done in the past 2 yrs. So being given as 6% this year.

Church painting came from the church restoration fund, as well as a grant from the Anglican Foundation of Canada, of \$7500.

Various jobs around the church have been done by volunteers and the costs have been paid by those volunteers. This is not expected but certainly appreciated.

We anticipate a large expense to clear off some of the blackberries, before they climb over into the fenced garden area. They are taking over in other areas too. This needs to be a heavy cut back. It will enable more grass cutting to be done. We have been entrusted with the property to look after and this we must. This expense will come from Ground maintenance, we had hoped to do it last year, but time got away and it needs to be done before growth starts.

The steps of the church will be sand blasted to get rid of the old paint and they will be sealed but not painted, in keeping with safety considerations.

Snow removal is tricky for us because we have a gravel driveway and parking lot. We do try to keep an area cleared to the office but this is not always successful. Most years we have been able to sneak through, and this year the municipality was great, in that they came down the road as far as the hall. Then pushed some spaces back for the preschool to park, this does not usually happen and was really appreciated. Costs of doing this are very expensive and we cannot afford to be doing a regrade of the parking lot, after the gravel has been piled up with the snow.

Costs for heating oil are expected to increase so we have considered this possibility.

Outreach continues to make up a considerable amount of our expenditures. We were able to support local communities well this year, between grocery collections, work with projects with Holy Trinity and supporting the local food bank.

Respectfully submitted,
Lynda Clifford & Deb Butler

St. Stephen 2021 Financial Review

** REVISED 07 February 2022 **

St. Stephen's December Financial Review

ITEM	Actual To Dec. 31/2021	% To Budget Target= 100%	2021 BUDGET	REMARKS 2021 Budget to 2021 Actual
INCOME				
REGULAR OFFERINGS	\$99,640.14	83.3%	\$119,600	
OPEN OFFERING	\$426.05	42.6%	\$1,000	
FESTIVAL	\$10,545.00	351.5%	\$3,000	
HALL /PreSchool Donation	\$6,788.00	97.0%	\$7,000	Reduced Rate (Jan-Aug 2021)
OTHER HALL DONATIONS	\$990.00		\$0	
WEDDINGS/ FUNERALS	\$1,800.00	450.0%	\$400	
STATIONERY COST RECOVERY	\$400.00		\$0	Funeral Bulletin fees
SOCIAL EVENTS	-\$200.00		\$0	Event Deposit Refund
INTEREST INCOME	\$3,200.19	106.7%	\$3,000	
DONATIONS/Targeted	\$0.00		\$0	
WAGE SUBSIDY	\$12,064.02	0.0%	\$0	Actual Due \$1,408.44
DEFICIT RESERVE DONATION	\$100.00		\$0	Donation to Deficit Reduction
TOTAL RECEIPTS	\$135,753.40	101.3%	\$134,000	
TOTAL REVENUE	\$135,753.40	101.3%	\$134,000	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$49,944.29	102.8%	\$48,567	
RELIEF CLERGY	\$287.50	95.8%	\$300	
ASSIST CURATE	\$3,658.74	124.0%	\$2,951	For 2022 becomes 7:45 Clergy
MUSICIANS	\$5,500.00	110.0%	\$5,000	
RELIEF MUSICIAN	\$0.00	0.0%	\$0	
ADMIN. ASST/BOOKKEEPER	\$16,646.78	111.0%	\$15,000	
PAYROLL BULK CHARGES	-\$2,990.21	0.0%	\$0	Diocesan Payroll changes
DIOCESAN ASSESSMENT	\$22,028.04	95.8%	\$23,000	
FINANCIAL CONSULTATIONS	\$0.00	0.0%	\$0	
CHRISTIAN EDUCATION	\$150.00	50.0%	\$300	
CLERGY CONFERENCES	\$0.00	0.0%	\$300	
MUSIC SUPPLIES	\$673.60	224.5%	\$300	
SANCTUARY SUPPLIES	\$252.28	50.5%	\$500	
ADVERTISING	\$133.25	66.6%	\$200	
INSURANCE	\$5,235.03	103.7%	\$5,047	
PHOTOCOPY	\$2,298.56	76.6%	\$3,000	
POSTAGE	\$403.84	0.0%	\$0	
STATIONARY(Print Paper/Pens)	\$501.81	33.5%	\$1,500	See Recovery above
PUBLICATIONS	\$98.01	0.0%	\$0	
OFFICE COMPUTERS	\$401.87	80.4%	\$500	
SOCIAL EVENTS	\$0.00	0.0%	\$200	
MAINTENANCE - GENERAL	\$7,696.11	153.9%	\$5,000	Burn Pile Removal (\$2500.00)
SECURITY	\$484.98	97.0%	\$500	
MAINTENANCE - CLEANING CONTRA	\$2,916.07	72.9%	\$4,000	
MAINTENANCE - CLEANING SUPPLIE	\$313.50	0.0%	\$0	
MAINTENANCE - GROUNDS	\$1,849.02	37.0%	\$5,000	
GARBAGE	\$885.51	88.6%	\$1,000	
HYDRO	\$3,926.99	71.4%	\$5,500	
HEATING OIL (HALL)	\$3,752.90	125.1%	\$3,000	Credit \$1200.00 USED
INTERNET	\$1,482.75	296.6%	\$500	
TELEPHONE	\$864.92	108.1%	\$800	
YOUTH MINISTRY	\$0.00	0.0%	\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
BANK CHARGES & RECONCILIATION	\$25.00	0.0%	\$0	
MISCELLANEOUS EXPENSES	\$1,175.00			Rental (Refunded 2021)
GST Paid (2.5%) non-Refundable	\$0.00	0.0%	\$1,000	No longer required
TOTAL EXPENDITURES	\$130,596.14	98.0%	\$133,265	
OPERATING SURPLUS/DEFICIT	\$5,157.26	701.7%	\$735	

12:12 PM
02/07/22
Accrual Basis

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of December 31, 2021

	Dec 31, 21	Dec 31, 20
ASSETS		
Current Assets		
Chequing/Savings		
1000 · CASH		
1005 · Petty Cash	95.12	169.07
1010 · Coast Capital Operating Account	151,823.20	143,268.73
Total 1000 · CASH	151,918.32	143,437.80
Total Chequing/Savings	151,918.32	143,437.80
Accounts Receivable		
1410 · ACCOUNTS RECEIVABLE		
1440 · Receivable -Internal	2,770.48	-712.93
1410 · ACCOUNTS RECEIVABLE - Other	0.00	1,175.00
Total 1410 · ACCOUNTS RECEIVABLE	2,770.48	462.07
Total Accounts Receivable	2,770.48	462.07
Other Current Assets		
1400 · GST -(2.5%) Recoverable	1,124.44	658.19
1500 · INVESTMENTS		
1505 · Diocesan Investment (CTF)		
1506 · CTF Market Value Fluctuation	18,001.00	0.00
1505 · Diocesan Investment (CTF) - Other	130,000.00	104,682.00
Total 1505 · Diocesan Investment (CTF)	148,001.00	104,682.00
1510 · GIC #3 (Coast Capital 05/21)	0.00	50,977.67
1520 · GIC #5 13-Mar-22	20,000.00	0.00
Total 1500 · INVESTMENTS	168,001.00	155,659.67
Total Other Current Assets	169,125.44	156,317.86
Total Current Assets	323,814.24	300,217.73
TOTAL ASSETS	323,814.24	300,217.73

	Dec 31, 21	Dec 31, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · ACCOUNTS PAYABLE		
2020 · Individuals Payable	0.00	-345.65
2030 · Parish Payable	1,619.55	0.00
2040 · Suppliers Payable	146.65	-36.60
2000 · ACCOUNTS PAYABLE - Other	0.00	671.00
Total 2000 · ACCOUNTS PAYABLE	1,766.20	288.75
Total Accounts Payable	1,766.20	288.75
Other Current Liabilities		
3100 · CURRENT SPECIAL MINISTRIES		
3110 · Altar Flowers /Guild	55.77	92.51
3160 · Community Lunch (#5)	2,215.56	3,215.56
3175 · Sunday School / Christian Ed.	20.00	20.00
Total 3100 · CURRENT SPECIAL MINISTRIES	2,291.33	3,328.07
3400 · OUTREACH PROJECTS		
3405 · African Childrens' Support -HS	500.00	0.00
3417 · Gendemi Mission	10,170.00	447.81
3420 · General Outreach (Fairway)		
3422 · Christmas Hampers	55.75	0.00
3420 · General Outreach (Fairway) - O...	20.00	42.00
Total 3420 · General Outreach (Fairway)	75.75	42.00
3492 · Saanich Peninsula Food Bank	0.00	20.00
3493 · Prayer Shawls	-18.74	47.23
3495 · St. Matthew's Theo Library	1,020.00	0.00
Total 3400 · OUTREACH PROJECTS	11,747.01	557.04
Total Other Current Liabilities	14,038.34	3,885.11
Total Current Liabilities	15,804.54	4,173.86

	Dec 31, 21	Dec 31, 20
Long Term Liabilities		
3500 • DEFERRED SPECIAL PROJECTS		
3505 • Church Restoration (CTF)	96,395.13	100,556.23
3510 • Contingency Reserve Fund	25,895.90	25,045.90
3520 • Garden Project (#5)	215.47	215.47
3525 • Grounds Maintenance (CTF)	28,298.20	28,298.20
3532 • King Project (#5)	0.00	5,738.31
3535 • Lych-gate (#5)	2,844.37	2,844.37
3540 • Memorial Hall Fund		
3542 • Furnace (Smile Cards)	0.00	-1,756.04
3543 • General Memorial Funds	45,392.38	45,894.92
Total 3540 • Memorial Hall Fund	45,392.38	44,138.88
3545 • Pet Memorial (#5)	4,619.70	2,384.22
3560 • Education Fund (#5)	4,988.91	5,988.91
3575 • Transforming Futures Fund	700.00	650.00
Total 3500 • DEFERRED SPECIAL PROJECTS	209,350.06	215,860.49
Total Long Term Liabilities	209,350.06	215,860.49
Total Liabilities	225,154.60	220,034.35
Equity		
30000 • Opening Bal Equity	40,712.67	40,712.67
32000 • Retained Earnings	34,788.71	33,455.81
32150 • Unrealized Gain/Loss	18,001.00	4,682.00
Net Income	5,157.26	1,332.90
Total Equity	98,659.64	80,183.38
TOTAL LIABILITIES & EQUITY	323,814.24	300,217.73

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
 January through December 2021

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense		
Income		
4000 • OPERATING INCOME		
4050 • Targeted Donations	0.00	1,447.50
4100 • Offering Income		
4110 • Open Offerings	426.05	796.69
4120 • Identified Donors		
4122 • Canada Helps	4,918.99	1,032.86
4120 • Identified Donors - Other	94,721.15	101,350.67
Total 4120 • Identified Donors	99,640.14	102,383.53
4130 • Festival Donations		
4131 • Easter Envelopes	1,180.00	2,650.00
4132 • Thanksgiving / Harvest	885.00	605.00
4133 • Christmas Season	8,480.00	240.00
Total 4130 • Festival Donations	10,545.00	3,495.00
4200 • Contingency Funds Transfer	100.00	0.00
Total 4100 • Offering Income	110,711.19	106,676.22
4300 • General Income		
4310 • Weddings / Funerals		
5331 • Office Supply Cost Recovery	400.00	0.00
4310 • Weddings / Funerals - Other	1,800.00	250.00
Total 4310 • Weddings / Funerals	2,200.00	250.00
4350 • Miscellaneous Income	0.00	0.00
4370 • Federal Wage Subsidy	12,064.02	6,736.34
Total 4300 • General Income	14,264.02	6,986.34
4330 • Facilities Income		
4332 • Incident Cemetery Support	0.00	6,000.00
4334 • Community Facilities Use	250.00	429.65
4335 • Community Grounds User	740.00	0.00
4337 • Pre-School	6,788.00	6,942.00
Total 4330 • Facilities Income	7,778.00	13,371.65
4340 • Interest	3,200.19	7,076.57
4400 • Transfers -IN		
4410 • Transfers In -General	0.00	7,000.00
4415 • Loans or Support from Cemetery	0.00	4,550.00
Total 4400 • Transfers -IN	0.00	11,550.00
Total 4000 • OPERATING INCOME	135,953.40	147,107.28
4095 • Total Income - Operations		
4020 • Hall Use Donations		
4029 • Other Rentals	(200.00)	0.00
Total 4020 • Hall Use Donations	(200.00)	0.00
4091 • Diocesan Direct Deposits	0.00	0.00
Total 4095 • Total Income - Operations	(200.00)	0.00
4950 • Funds (Deficit Asset Transfer)	0.00	0.00
4990 • Uncategorized Income	0.00	0.00
Total Income	135,753.40	147,107.28
Expense		
Reconciliation Discrepancies	0.00	1,338.90
5000 • General Expenditure		
5100 • Wages & Benefits		
5110 • Priest Salary/Benefits	49,944.29	48,547.49
5130 • Administrator -Salary/Benefits	16,646.78	17,008.75
5140 • Relief Clergy	287.50	0.00
5150 • Musicians		
5151 • Musicians -Contract	5,500.00	4,575.00
Total 5150 • Musicians	5,500.00	4,575.00
5155 • Cemetery Custodian Salary	0.00	0.00

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
 January through December 2021

	Jan - Dec 21	Jan - Dec 20
5170 • Assistant Clergy		
5171 • Early Prayer Book Service	4,325.74	18,907.42
5172 • Relief (Occasional) Clergy	(667.00)	(5,417.79)
Total 5170 • Assistant Clergy	3,658.74	13,489.63
5180 • Payroll Variances	(2,990.21)	1,254.45
Total 5100 • Wages & Benefits	73,047.10	84,875.32
Total 5000 • General Expenditure	73,047.10	84,875.32
5300 • General Administration		
5315 • Accounting Consultations	0.00	71.50
5320 • Postage	403.84	180.20
5330 • Office Supplies	501.81	1,301.90
5332 • Office Computers / Software	401.87	279.48
5340 • Photocopier	2,298.56	2,832.96
5350 • Insurance	5,235.03	4,343.00
5355 • Publications	98.01	66.00
5360 • Diocesan Assessment	22,028.04	22,725.00
5370 • Advertising	133.25	130.00
5390 • Bank Charges /Error Correction	25.00	65.00
Total 5300 • General Administration	31,125.41	31,995.04
5400 • Ministry Expense		
5410 • Music Supplies	673.60	294.26
5420 • Church & Sanctuary Supplies	252.28	407.19
5430 • Christian Education (VBS/SS)	150.00	17.12
5450 • Social Events	0.00	81.82
Total 5400 • Ministry Expense	1,075.88	800.39
5500 • Maintenance Expenses		
5510 • General Maintenance	7,696.11	2,099.01
5520 • Cleaning Expense		
5521 • Janitorial Contract	2,916.07	3,525.00
5522 • Cleaning Supplies	313.50	133.85
Total 5520 • Cleaning Expense	3,229.57	3,658.85
5530 • Grounds Keeping		
5531 • Grounds Keeping Supplies	0.00	198.27
5532 • Grounds Equipment	748.18	263.93
5533 • Grounds Labour	1,102.84	1,102.50
Total 5530 • Grounds Keeping	1,849.02	1,564.70
5550 • Security	484.98	1,137.98
Total 5500 • Maintenance Expenses	13,259.68	8,460.54
5600 • Utilities Expenses		
5620 • Hydro		
5621 • Electricity - Church	1,652.85	1,742.07
5622 • Electricity - Hall	2,274.14	2,372.09
Total 5620 • Hydro	3,926.99	4,114.16
5630 • Heating Oil - Hall	3,752.90	3,194.76
5640 • Telephone Links		
5642 • Office Line		
5643 • Long Distance Fees	2.75	0.00
5642 • Office Line - Other	262.17	0.00
Total 5642 • Office Line	264.92	0.00
5644 • Rector's Cell	600.00	0.00
5640 • Telephone Links - Other	0.00	831.91
Total 5640 • Telephone Links	864.92	831.91
5650 • Internet Service	1,482.75	1,340.89
5660 • Garbage & Recycling	885.51	812.04
Total 5600 • Utilities Expenses	10,913.07	10,293.76

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
 January through December 2021

	Jan - Dec 21	Jan - Dec 20
5700 • Transfers -OUT		
5710 • General Transfers	0.00	0.00
5720 • Parish Transfers	0.00	0.00
Total 5700 • Transfers -OUT	0.00	0.00
5900 • GST (2.5%) -Non Recovered	0.00	667.72
7910x • Cemetery Credits (Donor Cash)	0.00	1,600.00
7965x • Transfers (Profit to Deficit)	0.00	5,682.23
7980x • Uncategorized Expenses	1,175.00	0.00
Total Expense	130,596.14	145,703.90
Net Ordinary Income	5,157.26	1,403.38
Other Income/Expense		
Other Expense		
80000 • Ask My Book-keeper	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	5,157.26	1,403.38

I have examined the 2021 accounts and financial records of St. Stephen's Anglican Church, Parish of Central Saanich, reviewed procedures of counting and accounting under the current **Canon 6.10.c**, reviewed reconciled receipts and disbursements with bank deposits and bank balances, and have found the balances displayed correctly, presented fairly, with proper procedures, and records properly kept, except as stated in notes following each section.

Signed:



Financial Review Committee Chair or Auditor

Date 1/31/2022

Don Wilson

Committee Member

St. Stephen 2022 Draft Budget

St. Stephen Proposed 2022 Budget					
ITEM	2021	Actual To	% To 2021	Proposed	Remarks
	BUDGET	Dec. 31/2021	Budget	2022 Budget	
INCOME					
REGULAR OFFERINGS	\$119,600	\$99,640.14	83.3%	\$119,600	
OPEN OFFERING	\$1,000	\$426.05	42.6%	\$800	
FESTIVAL	\$3,000	\$10,545.00	351.5%	\$3,000	
HALL /Preschool Donation	\$7,000	\$6,788.00	97.0%	\$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	\$0	\$990.00		\$0	
WEDDINGS/ FUNERALS	\$400	\$1,800.00	450.0%	\$400	
FUNERAL BULLETIN FEES	\$0	\$400.00		\$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	\$0	-\$200.00		\$0	
INTEREST INCOME	\$3,000	\$3,200.19	106.7%	\$3,000	
DONATIONS/Targeted	\$0	\$0.00		\$0	
WAGE SUBSIDY	\$0	\$12,064.02	0.0%	\$0	Final Payment for 2021 rec'd 27 January 2022
DEFICIT RESERVE	\$0	\$100.00		\$0	
TOTAL RECEIPTS	\$134,000	\$135,753.40	101.3%	\$136,300	
TOTAL REVENUE	\$134,000	\$135,753.40	101.3%	\$136,300	
DISBURSEMENTS					
STIPEND/BENEFITS - RECTOR	\$48,567	\$49,944.29	102.8%	\$48,939	
RELIEF CLERGY	\$300	\$287.50	95.8%	\$500	
ASSIST CLERGY 7:45 am	\$2,951	\$3,658.74	124.0%	\$2,000	
MUSICIANS	\$5,000	\$5,500.00	110.0%	\$6,200	
RELIEF MUSICIAN	\$0	\$0.00	0.0%	\$0	
ADMIN. ASST/BOOKKEEPER	\$15,000	\$16,646.78	111.0%	\$17,645	
PAYROLL BULK CHARGES	\$0	-\$2,990.21	0.0%	\$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	\$23,000	\$22,028.04	95.8%	\$20,307	Assessment decreased; based on 2020 Income
FINANCIAL CONSULTANTS	\$0	\$0.00	0.0%	\$0	Category held for Future Use
CHRISTIAN EDUCATION	\$300	\$150.00	50.0%	\$500	Hoping for new opportunities in 2022
CLERGY CONFERENCES	\$300	\$0.00	0.0%	\$400	Based on Diocesan Designed Amount
MUSIC SUPPLIES	\$300	\$673.60	224.5%	\$300	We made several equipment upgrades in 2021
SANCTUARY SUPPLIES	\$500	\$252.28	50.5%	\$500	
ADVERTISING	\$200	\$133.25	66.6%	\$200	
INSURANCE	\$5,047	\$5,235.03	103.7%	\$5,722	Actual Amount from Diocese
PHOTOCOPY	\$3,000	\$2,298.56	76.6%	\$3,000	
POSTAGE	\$0	\$403.84	0.0%	\$500	
STATIONARY(Print Paper/Pens)	\$1,500	\$501.81	33.5%	\$1,500	
PUBLICATIONS	\$0	\$98.01	0.0%	\$0	
OFFICE COMPUTERS	\$500	\$401.87	80.4%	\$500	
SOCIAL EVENTS	\$200	\$0.00	0.0%	\$200	
MAINTENANCE - GENERAL	\$5,000	\$7,696.11	153.9%	\$5,000	
SECURITY	\$500	\$484.98	97.0%	\$500	
MAINTENANCE - CLEANING CONTRACT	\$4,000	\$2,916.07	72.9%	\$3,500	
MAINTENANCE - CLEANING SUPPLIES	\$0	\$313.50	0.0%	\$500	
MAINTENANCE - GROUNDS	\$5,000	\$1,849.02	37.0%	\$3,000	
GARBAGE	\$1,000	\$885.51	88.6%	\$1,000	
HYDRO	\$5,500	\$3,926.99	71.4%	\$5,000	
HEATING OIL (HALL)	\$3,000	\$3,752.90	125.1%	\$5,000	
INTERNET	\$500	\$1,482.75	296.6%	\$1,500	
TELEPHONE	\$800	\$864.92	108.1%	\$1,000	
YOUTH MINISTRY	\$100	\$0.00	0.0%	\$100	
SUNDAY SCHOOL	\$200	\$0.00	0.0%	\$200	
BANK CHARGES & RECONCILIATIONS	\$0	\$25.00	0.0%	\$0	
MISCELLANEOUS EXPENSES		\$1,175.00		\$0	2020 Rental Refunded in 2021
GST Paid (2.5%) non-Refundable	\$1,000	\$0.00	0.0%	\$0	Budgeted in 2021 but no longer tracked
TOTAL EXPENDITURES	\$133,265	\$130,596.14	98.0%	\$135,213	
OPERATING SURPLUS/DEFICIT	\$735	\$5,157.26	701.7%	\$1,087	

APPENDIX A

Incumbent's Charge to the Parish of Central Saanich

