Parish of Central Saanich Council
Minutes of Special Meeting
February 8, 2022 - 7:00 p.m. by Zoom

Participants:	The Ven. Dr. Lon Towstego, Chair			
	Lynda Clifford	Deb Butler	Ken Pedlow	Ian Stuart
	John Beresford	David Cooper	Terry Hartley	Karen McColm
	Sandra Scarth	David Stewart		
	Leslie Pedlow (Recording Secretary)			
Regrets:	Don Wilson			

I **Open meeting with Prayer** – Archdeacon Lon opened the meeting with a prayer.

II **St. Stephen 2021 Year-end Financial Statements**

Lon handed the meeting over to Lynda. Lynda apologized to Council for the inconvenience and thanked Ken, Ian and others for their assistance. Ian screen shared the new Balance Sheet and Profit and Loss statements that were circulated. Lynda asked for questions which were asked and answered promptly and satisfactorily.

It was **Moved** by Lynda Clifford, **Seconded** by Deb Butler that the 2021 Year-end Financial Statements be accepted and recommend that they be submitted to the Annual General Meeting. **Carried.**

St. Stephen Draft 2022 Budget

Questions on the revised draft budget were asked and answered. It was suggested that the actual insurance figure be used in the budget now that it was known.

It was **Moved** by Lynda Clifford **Seconded** by Sandra Scarth that Council recommend the budget with the suggested amendment to the Annual General Meeting. **Carried**

Ken thanked Lynda for her diligence.

III **St. Stephen's Cemetery 2021 Report:** David Stewart presented the statements that were approved at the Cemetery Board meeting today and gave a verbal report. He indicated that Mark Oldnall, Diocesan Cemetery Manager will meet with representatives of St. Stephen's Cemetery Board in early March. There is also a Consumer Protection Branch visit upcoming. There were a few questions and comments. Lon praised Howie Kolson for his work – always compassionate and well organized.

It was **Moved** by David Stewart, **Seconded** by John Beresford that the 2021 written Cemetery Report be received and presented to the Annual General Meeting. **Carried.**

It was **Moved** by David Stewart, **Seconded** by David Cooper that the 2021 Cemetery Financial Statements be received and presented to the Annual General Meeting. **Carried.**

It was **Moved** by David Stewart, **Seconded** by Ian Stuart that the draft Cemetery Budget be received and recommended to the AGM.

VIII **Next Meeting**
March 22, 2022 at 7:00 p.m.

Ken Pedlow made a motion for adjournment at 7:53 p.m.

David Cooper announced his retirement from Council and was thanked for his contributions

IX **Closing with Prayer and the Grace:**
Deb Butler closed with a prayer.

____
Lon Towstego, Chair

** 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
MUSIC1ANS	$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 Captial 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**

12:11 PM
02/01/22
Accrual Basis

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	106,675.22
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 Variences	(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 · Maintenence 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	746.18		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 · Maintenence 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	657.72
7910x · Cemetery Credits (Donor Cash)	0.00	1,600.00
7955x · 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**

** Prepared 08 February 2022 **			by Bob Quicke & Lynda Clifford
St. Stephen Church Annual Financial Review			
ITEM	Actual To	BUDGET	NOTES:
	Dec. 31/2021	For Year 2022	
INCOME			
REGULAR OFFERINGS	$99,640.14	$119,600.00	
OPEN OFFERING	$426.05	$800.00	
FESTIVAL	$10,545.00	$3,000.00	
HALL /Preschool Donation	$6,788.00	$9,500.00	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$990.00	$0.00	
WEDDINGS/ FUNERALS	$1,800.00	$400.00	
FUNERAL BULLETIN FEES	$400.00	$0.00	Client Payments for Bulletin Prints
SOCIAL EVENTS	-$200.00	$0.00	
INTEREST INCOME	$3,200.19	$3,000.00	
DONATIONS/Targeted	$0.00	$0.00	
WAGE SUBSIDY	$12,064.02	$0.00	Final Payment for 2021 rec'd 27 January 2022
	$0.00		
DEFICIT RESERVE	$100.00	$0.00	
TOTAL RECEIPTS	$135,753.40	$136,300	
TOTAL REVENUE	$135,753.40	$136,300	
DISBURSEMENTS			
STIPEND/BENEFITS - RECTOR	$49,944.29	$48,939.00	
RELIEF CLERGY	$287.50	$500.00	
ASSIST CLERGY 7:45 am	$3,658.74	$2,000.00	
MUSIC1ANS	$5,500.00	$6,200.00	
RELIEF MUSICIAN	$0.00	$0.00	
ADMIN. ASST/BOOKKEEPER	$16,646.78	$17,644.76	
PAYROLL BULK CHARGES	-$2,990.21	$0.00	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$22,028.04	$20,307.00	Assessment decreased; based on 2020 Income
FINANCIAL CONSULTANTS	$0.00	$0.00	Category held for Future Use
CHRISTIAN EDUCATION	$150.00	$500.00	Hoping for new opportunities in 2022
CLERGY CONFERENCES	$0.00	$400.00	Based on Diocesan Designed Amount
MUSIC SUPPLIES	$673.60	$300.00	We made several equipment upgrades in 2021
SANCTUARY SUPPLIES	$252.28	$500.00	
ADVERTISING	$133.25	$200.00	
INSURANCE	$5,235.03	$6,200.00	Advised Higher: (Actual Amount to be $5722.00)
PHOTOCOPY	$2,298.56	$3,000.00	
POSTAGE	$403.84	$500.00	
STATIONARY(Print Paper/Pens)	$501.81	$1,500.00	
PUBLICATIONS	$98.01	$0.00	
OFFICE COMPUTERS	$401.87	$500.00	
SOCIAL EVENTS	$0.00	$200.00	
MAINTENANCE - GENERAL	$7,696.11	$5,000.00	
SECURITY	$484.98	$500.00	
MAINTENANCE - CLEANING CONTRA(	$2,916.07	$3,500.00	
MAINTENANCE - CLEANING SUPPLIES	$313.50	$500.00	
MAINTENANCE - GROUNDS	$1,849.02	$3,000.00	
GARBAGE	$885.51	$1,000.00	
HYDRO	$3,926.99	$5,000.00	
HEATING OIL (HALL)	$3,752.90	$5,000.00	
INTERNET	$1,482.75	$1,500.00	
TELEPHONE	$864.92	$1,000.00	
YOUTH MINISTRY	$0.00	$100.00	
SUNDAY SCHOOL	$0.00	$200.00	
BANK CHARGES & RECONCILIATIONS	$25.00	$0.00	
MISCELLANEOUS EXPENSES	$1,175.00	$0.00	2020 Rental Refunded in 2021
GST Paid (2.5%) non-Refundable	$0.00	$0.00	Budgeted in 2021 but no longer tracked
TOTAL EXPENDITURES	$130,596.14	$135,691	
OPERATING SURPLUS/DEFICIT	$5,157.26	$609	

St. Stephen's Cemetery
Balance Sheet -COMP
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1010 · Coast Capital Chequing Account	22,511.91	55,186.65	-59.2%
Total 1000 · CASH	22,511.91	55,186.65	-59.2%
Total Chequing/Savings	22,511.91	55,186.65	-59.2%
Accounts Receivable			
1410 · Accounts Receivable	250.00	994.75	-74.9%
Total Accounts Receivable	250.00	994.75	-74.9%
Other Current Assets			
1200 · INVESTMENTS			
1205 · General Funds Reserves			
1210 · GIC-702 (04-22) -Coast Capital	20,000.00	20,000.00	0.0%
1220 · GIC-703 (08-22) -Coast Capital	20,000.00	20,000.00	0.0%
1230 · GIC-704 (09-23) -Coat Capital	10,000.00	10,000.00	0.0%
Total 1205 · General Funds Reserves	50,000.00	50,000.00	0.0%
1250 · Perpetual Care Funds			
1251 · CTF -Esther Galbraith Fund			
1252 · CTF Market Value Variation	39,127.00	0.00	100.0%
1251 · CTF -Esther Galbraith Fund - Other	90,717.97	117,664.97	-22.9%
Total 1251 · CTF -Esther Galbraith Fund	129,844.97	117,664.97	10.4%
1255 · CTF -Perpetual Care Fund			
1256 · Market Value Fluctuation of CTF	615.00	0.00	100.0%
1255 · CTF -Perpetual Care Fund - Other	50,000.00	0.00	100.0%
Total 1255 · CTF -Perpetual Care Fund	50,615.00	0.00	100.0%
Total 1250 · Perpetual Care Funds	180,459.97	117,664.97	53.4%
Total 1200 · INVESTMENTS	230,459.97	167,664.97	37.5%
1460 · GST -Refundable	122.38	24.60	397.5%
1800 · Capital Assets			
1850 · Custodian Computer (2020)	467.93	967.93	-51.7%
1800 · Capital Assets - Other	40,000.00	40,000.00	0.0%
Total 1800 · Capital Assets	40,467.93	40,967.93	-1.2%
Total Other Current Assets	271,050.28	208,657.50	29.9%
Total Current Assets	293,812.19	264,838.90	10.9%
TOTAL ASSETS	**293,812.19**	**264,838.90**	**10.9%**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable			
2100 · Internal Payables	1,362.04	2,042.88	-33.3%
2200 · Suppliers Payables	-800.00	512.50	-256.1%
2000 · Accounts Payable - Other	800.00	0.00	100.0%
Total 2000 · Accounts Payable	1,362.04	2,555.38	-46.7%
Total Accounts Payable	1,362.04	2,555.38	-46.7%
Total Current Liabilities	1,362.04	2,555.38	-46.7%
Total Liabilities	1,362.04	2,555.38	-46.7%
Equity			
30000 · Opening Bal Equity	228,034.17	230,321.24	-1.0%
32000 · Unrestricted Net Assets	10,058.16	8,015.28	25.5%
32150 · Unrealized Gain/Loss	39,742.00	23,947.00	66.0%
Net Income	14,615.82	0.00	100.0%
Total Equity	292,450.15	262,283.52	11.5%
TOTAL LIABILITIES & EQUITY	**293,812.19**	**264,838.90**	**10.9%**

10:14 AM

02/01/22

Accrual Basis

St. Stephen's Cemetery
Profit & Loss
January through December 2021

	Jan - Dec 21	Jan - Dec 20	% Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4100 · Gifts and Support			
4130 · Donations - General	250.00	3,771.67	-93.4%
Total 4100 · Gifts and Support	250.00	3,771.67	-93.4%
4200 · Interments			
4230 · Plot Opening/Closing Fees	6,500.00	2,000.00	225.0%
Total 4200 · Interments	6,500.00	2,000.00	225.0%
4300 · Reservations			
4310 · Burial Plot Reservations	4,400.00	8,500.00	-48.2%
4320 · Cremation Plot Reservations	16,520.00	600.00	2,653.3%
4330 · Ash Containers	0.00	500.00	-100.0%
4340 · (20%) Perpetual Funds Reserve	5,230.00	0.00	100.0%
Total 4300 · Reservations	26,150.00	9,600.00	172.4%
4400 · Investment Income			
4410 · Funds Transfer	0.00	1,848.63	-100.0%
4440 · Interest	4,907.24	5,399.42	-9.1%
Total 4400 · Investment Income	4,907.24	7,248.05	-32.3%
Total 4000 · OPERATING INCOME	37,807.24	22,619.72	67.1%
Total Income	37,807.24	22,619.72	67.1%
Expense			
5000 · General Expenses			
5200 · Operations			
5210 · Office Space paid to Church	0.00	0.00	0.0%
5240 · Heating - share	0.00	300.00	-100.0%
5245 · Maintenance	6,787.96	6,274.35	8.2%
5250 · Plot Opening/Closing Costs	0.00	400.00	-100.0%
Total 5200 · Operations	6,787.96	6,974.35	-2.7%
5300 · Administration			
5310 · Data Base Project	0.00	520.00	-100.0%
5315 · Bookkeeping	0.00	1,500.00	-100.0%
5320 · Comsumer Protection Licence	59.00	0.00	100.0%
5330 · Secretary	0.00	3,300.00	-100.0%
5340 · Custodian Salary/Benefits	16,344.46	4,850.58	237.0%
Total 5300 · Administration	16,403.46	10,170.58	61.3%
5600 · Utilities			
5630 · Electrcity - share	0.00	300.00	-100.0%
5640 · Internet - share	0.00	300.00	-100.0%
5650 · Telephone - share	0.00	300.00	-100.0%
Total 5600 · Utilities	0.00	900.00	-100.0%
Total 5000 · General Expenses	23,191.42	18,044.93	28.5%
5700 · Parish Transfers			
5750 · Transfer #4340 to #1275	0.00	4,550.00	-100.0%
5700 · Parish Transfers - Other	0.00	0.00	0.0%
Total 5700 · Parish Transfers	0.00	4,550.00	-100.0%
5820 · GST (2.5%) Non Recovered	0.00	24.79	-100.0%
Total Expense	23,191.42	22,619.72	2.5%
Net Ordinary Income	14,615.82	0.00	100.0%
Net Income	**14,615.82**	**0.00**	**100.0%**

St. Stephen's 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 · Comsumer 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 · Electrcity - 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**

** 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
MUSIC1ANS	$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 Captial 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	106,675.22
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 Variences		(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 · Maintenence 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	746.18			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 · Maintenence 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	657.72
7910x · Cemetery Credits (Donor Cash)	0.00	1,600.00
7955x · 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**

** Prepared 08 February 2022 **			by Bob Quicke & Lynda Clifford
St. Stephen Church Annual Financial Review			
ITEM	Actual To	BUDGET	NOTES:
	Dec. 31/2021	For Year 2022	
INCOME			
REGULAR OFFERINGS	$99,640.14	$119,600.00	
OPEN OFFERING	$426.05	$800.00	
FESTIVAL	$10,545.00	$3,000.00	
HALL /Preschool Donation	$6,788.00	$9,500.00	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$990.00	$0.00	
WEDDINGS/ FUNERALS	$1,800.00	$400.00	
FUNERAL BULLETIN FEES	$400.00	$0.00	Client Payments for Bulletin Prints
SOCIAL EVENTS	-$200.00	$0.00	
INTEREST INCOME	$3,200.19	$3,000.00	
DONATIONS/Targeted	$0.00	$0.00	
WAGE SUBSIDY	$12,064.02	$0.00	Final Payment for 2021 rec'd 27 January 2022
	$0.00		
DEFICIT RESERVE	$100.00	$0.00	
TOTAL RECEIPTS	$135,753.40	$136,300	
TOTAL REVENUE	$135,753.40	$136,300	
DISBURSEMENTS			
STIPEND/BENEFITS - RECTOR	$49,944.29	$48,939.00	
RELIEF CLERGY	$287.50	$500.00	
ASSIST CLERGY 7:45 am	$3,658.74	$2,000.00	
MUSIC1ANS	$5,500.00	$6,200.00	
RELIEF MUSICIAN	$0.00	$0.00	
ADMIN. ASST/BOOKKEEPER	$16,646.78	$17,644.76	
PAYROLL BULK CHARGES	-$2,990.21	$0.00	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$22,028.04	$20,307.00	Assessment decreased; based on 2020 Income
FINANCIAL CONSULTANTS	$0.00	$0.00	Category held for Future Use
CHRISTIAN EDUCATION	$150.00	$500.00	Hoping for new opportunities in 2022
CLERGY CONFERENCES	$0.00	$400.00	Based on Diocesan Designed Amount
MUSIC SUPPLIES	$673.60	$300.00	We made several equipment upgrades in 2021
SANCTUARY SUPPLIES	$252.28	$500.00	
ADVERTISING	$133.25	$200.00	
INSURANCE	$5,235.03	$6,200.00	Advised Higher: (Actual Amount to be $5722.00)
PHOTOCOPY	$2,298.56	$3,000.00	
POSTAGE	$403.84	$500.00	
STATIONARY(Print Paper/Pens)	$501.81	$1,500.00	
PUBLICATIONS	$98.01	$0.00	
OFFICE COMPUTERS	$401.87	$500.00	
SOCIAL EVENTS	$0.00	$200.00	
MAINTENANCE - GENERAL	$7,696.11	$5,000.00	
SECURITY	$484.98	$500.00	
MAINTENANCE - CLEANING CONTRA(	$2,916.07	$3,500.00	
MAINTENANCE - CLEANING SUPPLIES	$313.50	$500.00	
MAINTENANCE - GROUNDS	$1,849.02	$3,000.00	
GARBAGE	$885.51	$1,000.00	
HYDRO	$3,926.99	$5,000.00	
HEATING OIL (HALL)	$3,752.90	$5,000.00	
INTERNET	$1,482.75	$1,500.00	
TELEPHONE	$864.92	$1,000.00	
YOUTH MINISTRY	$0.00	$100.00	
SUNDAY SCHOOL	$0.00	$200.00	
BANK CHARGES & RECONCILIATIONS	$25.00	$0.00	
MISCELLANEOUS EXPENSES	$1,175.00	$0.00	2020 Rental Refunded in 2021
GST Paid (2.5%) non-Refundable	$0.00	$0.00	Budgeted in 2021 but no longer tracked
TOTAL EXPENDITURES	$130,596.14	$135,691	
OPERATING SURPLUS/DEFICIT	$5,157.26	$609	

10:14 AM
02/01/22
Accrual Basis

St. Stephen's Cemetery
Balance Sheet -COMP
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1010 · Coast Capital Chequing Account	22,511.91	55,186.65	-59.2%
Total 1000 · CASH	22,511.91	55,186.65	-59.2%
Total Chequing/Savings	22,511.91	55,186.65	-59.2%
Accounts Receivable			
1410 · Accounts Receivable	250.00	994.75	-74.9%
Total Accounts Receivable	250.00	994.75	-74.9%
Other Current Assets			
1200 · INVESTMENTS			
1205 · General Funds Reserves			
1210 · GIC-702 (04-22) -Coast Capital	20,000.00	20,000.00	0.0%
1220 · GIC-703 (08-22) -Coast Capital	20,000.00	20,000.00	0.0%
1230 · GIC-704 (09-23) -Coat Capital	10,000.00	10,000.00	0.0%
Total 1205 · General Funds Reserves	50,000.00	50,000.00	0.0%
1250 · Perpetual Care Funds			
1251 · CTF -Esther Galbraith Fund			
1252 · CTF Market Value Variation	39,127.00	0.00	100.0%
1251 · CTF -Esther Galbraith Fund - Other	90,717.97	117,664.97	-22.9%
Total 1251 · CTF -Esther Galbraith Fund	129,844.97	117,664.97	10.4%
1255 · CTF -Perpetual Care Fund			
1256 · Market Value Fluctuation of CTF	615.00	0.00	100.0%
1255 · CTF -Perpetual Care Fund - Other	50,000.00	0.00	100.0%
Total 1255 · CTF -Perpetual Care Fund	50,615.00	0.00	100.0%
Total 1250 · Perpetual Care Funds	180,459.97	117,664.97	53.4%
Total 1200 · INVESTMENTS	230,459.97	167,664.97	37.5%
1460 · GST -Refundable	122.38	24.60	397.5%
1800 · Capital Assets			
1850 · Custodian Computer (2020)	467.93	967.93	-51.7%
1800 · Capital Assets - Other	40,000.00	40,000.00	0.0%
Total 1800 · Capital Assets	40,467.93	40,967.93	-1.2%
Total Other Current Assets	271,050.28	208,657.50	29.9%
Total Current Assets	293,812.19	264,838.90	10.9%
TOTAL ASSETS	**293,812.19**	**264,838.90**	**10.9%**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable			
2100 · Internal Payables	1,362.04	2,042.88	-33.3%
2200 · Suppliers Payables	-800.00	512.50	-256.1%
2000 · Accounts Payable - Other	800.00	0.00	100.0%
Total 2000 · Accounts Payable	1,362.04	2,555.38	-46.7%
Total Accounts Payable	1,362.04	2,555.38	-46.7%
Total Current Liabilities	1,362.04	2,555.38	-46.7%
Total Liabilities	1,362.04	2,555.38	-46.7%
Equity			
30000 · Opening Bal Equity	228,034.17	230,321.24	-1.0%
32000 · Unrestricted Net Assets	10,058.16	8,015.28	25.5%
32150 · Unrealized Gain/Loss	39,742.00	23,947.00	66.0%
Net Income	14,615.82	0.00	100.0%
Total Equity	292,450.15	262,283.52	11.5%
TOTAL LIABILITIES & EQUITY	**293,812.19**	**264,838.90**	**10.9%**

St. Stephen's Cemetery
Profit & Loss
January through December 2021

	Jan - Dec 21	Jan - Dec 20	% Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4100 · Gifts and Support			
4130 · Donations - General	250.00	3,771.67	-93.4%
Total 4100 · Gifts and Support	250.00	3,771.67	-93.4%
4200 · Interments			
4230 · Plot Opening/Closing Fees	6,500.00	2,000.00	225.0%
Total 4200 · Interments	6,500.00	2,000.00	225.0%
4300 · Reservations			
4310 · Burial Plot Reservations	4,400.00	8,500.00	-48.2%
4320 · Cremation Plot Reservations	16,520.00	600.00	2,653.3%
4330 · Ash Containers	0.00	500.00	-100.0%
4340 · (20%) Perpetual Funds Reserve	5,230.00	0.00	100.0%
Total 4300 · Reservations	26,150.00	9,600.00	172.4%
4400 · Investment Income			
4410 · Funds Transfer	0.00	1,848.63	-100.0%
4440 · Interest	4,907.24	5,399.42	-9.1%
Total 4400 · Investment Income	4,907.24	7,248.05	-32.3%
Total 4000 · OPERATING INCOME	37,807.24	22,619.72	67.1%
Total Income	37,807.24	22,619.72	67.1%
Expense			
5000 · General Expenses			
5200 · Operations			
5210 · Office Space paid to Church	0.00	0.00	0.0%
5240 · Heating - share	0.00	300.00	-100.0%
5245 · Maintenance	6,787.96	6,274.35	8.2%
5250 · Plot Opening/Closing Costs	0.00	400.00	-100.0%
Total 5200 · Operations	6,787.96	6,974.35	-2.7%
5300 · Administration			
5310 · Data Base Project	0.00	520.00	-100.0%
5315 · Bookkeeping	0.00	1,500.00	-100.0%
5320 · Comsumer Protection Licence	59.00	0.00	100.0%
5330 · Secretary	0.00	3,300.00	-100.0%
5340 · Custodian Salary/Benefits	16,344.46	4,850.58	237.0%
Total 5300 · Administration	16,403.46	10,170.58	61.3%
5600 · Utilities			
5630 · Electrcity - share	0.00	300.00	-100.0%
5640 · Internet - share	0.00	300.00	-100.0%
5650 · Telephone - share	0.00	300.00	-100.0%
Total 5600 · Utilities	0.00	900.00	-100.0%
Total 5000 · General Expenses	23,191.42	18,044.93	28.5%
5700 · Parish Transfers			
5750 · Transfer #4340 to #1275	0.00	4,550.00	-100.0%
5700 · Parish Transfers - Other	0.00	0.00	0.0%
Total 5700 · Parish Transfers	0.00	4,550.00	-100.0%
5820 · GST (2.5%) Non Recovered	0.00	24.79	-100.0%
Total Expense	23,191.42	22,619.72	2.5%
Net Ordinary Income	14,615.82	0.00	100.0%
Net Income	**14,615.82**	**0.00**	**100.0%**

St. Stephen's 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 · Comsumer 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 · Electrcity - 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**