



## Special General Meeting June 2022 ~ Proposed Budget Fiscal 2022-23

### Frequently Asked Questions

**1. How are Lambrick and Wiseways connected?**

Lambrick and Wiseways are legally one Society, under Lambrick Park Church. We develop separate operating budgets and account for most expenses separately, as shown in audited statements. We are governed by the Societies Act, and our Bylaws, and Wiseways also has licensing accountabilities.

**2. How is the budget passed?**

Staff and the Finance Committee develop and recommend a budget to the Board of Elders. Once approved, the budget is brought to Membership at a Special General Meeting. Business meetings require a quorum of one-quarter of members in good standing, and votes require a majority consent of members present at the meeting. Lambrick has 142 members.

**3. What has church attendance been like lately?**

Since resuming in-person gatherings, Sunday attendance fluctuates quite a bit, generally between 140-175 people. Approximately 30 households connect to LiveStream on Sunday, and generally another 130+ view the service in the following weeks.

**4. What is included in Revenue?**

Giving, government grants, facility rentals, interest, and also Wiseways in the overall budget.

**5. Giving this fiscal is less than anticipated. What's the impact of that?**

Every year, the budget is built around what we anticipate receiving in revenue. Staff, the Finance Committee and the Board continue their longstanding practice of reviewing finances every month. Some operating expenses remain fixed, so we can't reduce them. But where possible, some planned expenses are reduced or deferred. For example, this year, staff have underspent in training and development, and Missions Engagement Team revised plans for international travel. Even so, we anticipate there may be a shortfall this fiscal year end.

**6. What about facility rentals?**

The last few years, staff have intentionally pursued facility rentals to bolster revenue and establish partnerships within the community. So far this year, rental revenue approaches \$25,000, almost double the forecast, which helps to offset decreased Giving.

This also helps Lambrick continue meaningful partnerships within the community, for example, Gordon Head public and private schools; children's theatre groups; the Festival of Performing Arts; Intervarsity Christian Fellowship; Camp Imadene; community special interest groups like the Victoria Lily Society; community service groups such as Lifetime Networks; and other organizations specifically designed to support those in need.

The Board has supported a plan for strategic and thoughtful growth in this area over the coming fiscal, to help increase revenue, care for the facility, and grow community connections.

**7. Does the Society have cash reserves?**

Currently we are blessed with a cash reserve, thanks largely to government grants (more detail below). The Society has approximately \$300,000 cash on hand. Monthly operating expenses are est. \$117,300 (Lambrick \$55,800 and Wiseways \$61,500) and we aim to keep a minimum cash balance to cover **two** months of operating expenses – approximately \$234,600.

**8. What is the strategy to manage a prospective shortfall this fiscal?**

Staff, the FC and Board are considering options to handle a potential shortfall. Currently we do have a cash reserve, thanks largely to government grants during the pandemic, that were intended to subsidize wages and retain staff. We also received a government loan to assist with operating expenses during the pandemic (repayable December 2023). Covering operational expenses with these funds could be a viable option to help navigate this difficult season, although it is short-term, and not a sustainable practice.

**9. What about the review of the staff wage grid?**

Last fiscal the Board committed to conduct a Salary Grid Review in 2021-22. An Advisory Committee assessed the current wage grid, staff roles and wages, and compared with relevant organizations/churches, and made recommendations to the Board. This clarified a framework that will serve us for at least the next 3 years. Four staff members received increases to bring their wages into alignment. We believe this to be fair, and honoring of the experience, training, and responsibility of each staff member.

**10. For next fiscal's budget, how did you decide what to expect in Giving revenue?**

This was a prayerful process. The projected Giving revenue takes into account the decreased giving we experienced this year, balanced with the actual funds required to operate. We are asking God to help us manage our finances frugally, while trusting in his provision.

**11. What other measures are in place to help organizational and financial stability?**

- Both Lambrick and Wiseways are vigilant to keep expenses modest.
- Staff, Finance Committee and Board monitor expenses and revenue closely each month, to assess trends and expenditures. Changes are implemented if needed.
- We have established rental partnerships to help create alternate revenue, and will actively grow these partnerships.
- We recognize the importance of Lambrick and Wiseways staff, and endeavour to care for them well, particularly through this long and difficult season.

**12. Where can I see our actual audited statements from previous years?**

As directed by Bylaw, our actual numbers are discussed in detail each November at our Annual General Meeting, once we have received our audited statements for the previous fiscal year. These audited statements are available on the Lambrick Website, along with our Annual General Meeting documents. Head to the website and 'View All Resources" to see the tab for our SGM and AGM documents.

**13. I have some questions and would like more information; who do I contact?**

Please call our office Monday through Thursday 9-5. Treace would be happy to help you!



## Frequently Asked Questions about Wiseways

### 1. How many children can Wiseways accept?

Wiseways has three classrooms – 3 classes of 16 children and one class of 8 for a total of 56 available spaces for children ages 3-5.

### 2. How many staff does Wiseways currently have?

Wiseways has a total of 14 staff which includes 8 Early Childhood Educators (ECE), 4 Early Childhood Education Assistants (ECEA), our Administrator and Director. Licensing requirements mandate staff to child ratios based on their certification.

### 3. What Government Subsidies and Grants are available to Wiseways?

#### **Regular Revenue Sources:**

##### Child Care Operating Funding (CCOF):

This is provided by the Provincial Government which includes Child Care Operating Base Funding (CCOF), as well as the Child Care Fee Reduction Initiative (CCFRI) and the Early Childhood Educator Wage Enhancement (ECE WE) program which are two programs that we chose to opt into as they are beneficial to parents and staff.

- CCOF - base funding provided by the government for all childcares. It provides \$5.48 per child per day of operation each month.
- CCFRI – a fee reduction initiative which provides families with a \$100 rebate on their fees. We receive an additional 20% of our CCOF base funding to offset the cost of this program.
- ECE WE – this wage enhancement program is a benefit of opting in to CCFRI. It provides an additional \$4/hour for our ECE staff with an additional 19.25% to offset additional personnel costs, sick days, and statutory holidays.

#### **Regularly Available Grants:**

##### Child Care BC Maintenance Fund:

This grant is available for emergency funding to support childcare facilities in sudden, unexpected situations that directly impact children's health and safety and/or may result in a facility closure. As a non-profit organization we are eligible for up to \$10,000 of funding in this type of event.

##### New Spaces Fund:

This grant is to support the creation of new childcare programs. We accessed this grant when developing the Cozy Cottage classroom, but since then the funding amounts have changed. This is something we could access if we wanted to expand our program, or if we wanted to add an infant toddler or out of school care program. The maximum funding available for this grant is now \$1.5 million for up to 90% of eligible costs.

#### **COVID Related Grants:**

##### Health & Safety Grant:

This was provided for the added cost of health and safety supplies and to supplement the cost of following COVID protocols including additional staff, cleaning supplies, and equipment. This past year we were eligible to receive \$175 multiplied by the maximum capacity which totaled \$9450. There has been no indication if this grant will become available again.

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**4. Will Wiseways increase its fees?**

After completing a review of our wage grid, we determined that there was a need to increase our wages to be in line with industry standards. In order to do this, Wiseways has requested permission from CCFRI to increase fees this year, based on the fees of comparable Centre's in the area and our own history of fee increase. We hope to receive approval of that request very soon.

**5. What about \$10-a-day Childcare - how does this affect Wiseways?**

This is a new government funding program that essentially subsidizes fees at participating Childcare Centres. As this has been a pilot program until this year, the Wiseways Council wanted to takt the time to investigate the feasibility and implications participating in this program may have on the operations between Wiseways and the church before pursuing participating. We are learning all we can about the eligibility requirements, and the influence on our program and operations before presenting a recommendation to the Board for a final decision on whether it is a good fit for Wiseways.

**CURRENT FISCAL YEAR-TO-DATE as of May 31, 2022**

<b>2022 Y-T-D MAY : GENERAL FUND</b>				
	<b>Y-T-D INCOME/EXPENSE</b>	<b>Y-T-D BUDGET</b>	<b>BUDGET YEAR</b>	<b>VARIANCE %</b>
TITHES & OFFERINGS	364,205.78	403,537.50	538,050.00	-10%
NOT RECEIPTABLE REVENUE CanHelps, Paypal	70,753.56	71,212.53	94,950.00	-1%
<b>DONATION REVENUE</b>	<b>434,959.34</b>	<b>474,750.03</b>	<b>633,000.00</b>	<b>-8%</b>
RENTAL	22,764.50	9,750.00	13,000.00	133%
SUNDRY	1,305.56	-		
<b>TOTAL REVENUE</b>	<b>459,029.40</b>	<b>484,500.03</b>	<b>646,000.00</b>	<b>-5%</b>
OFFICE EXPENSES	25,248.88	25,200.00	33,600.00	0%
FACILITIES	107,682.17	83,049.03	110,732.00	30%
VEHICLES	678.29	749.98	1,000.00	-10%
PERSONNEL	335,888.42	338,147.28	450,863.00	-1%
MISSIONS	42,241.79	53,250.03	71,000.00	22%
VISION MINISTRIES	5,999.96	5,999.96	8,000.00	0%
PROFESSIONAL SERVICES	2,796.84	10,125.00	13,500.00	-72%
SUNDAY MINISTRY	7,499.40	9,825.03	13,100.00	-24%
ELDERS DISCRETIONARY	415.65	637.47	850.00	-35%
LEAD PASTOR EXPENSES	470.10	1,012.50	1,350.00	-54%
WORSHIP ARTS	7,399.45	5,737.50	7,650.00	29%
CHILDRENS MINISTRY	1,746.69	4,387.50	5,850.00	-60%
YOUTH MINISTRY	4,987.14	4,875.03	6,500.00	2%
COMMUNITY LIFE MINISTRIES	4,886.77	6,472.89	7,500.00	-25%
WISEWAYS FACILITY CONTRIBUTION	(60,300.00)	(60,300.00)	(80,000.00)	0%
<b>EXPENSES</b>	<b>487,641.55</b>	<b>489,169.20</b>	<b>651,495.00</b>	<b>0%</b>
<b>OVER/UNDER</b>	<b>(28,612.15)</b>	<b>(4,669.17)</b>	<b>(5,495.00)</b>	
<b>WISEWAYS</b>	<b>Y-T-D INCOME/EXPENSE</b>	<b>Y-T-D BUDGET</b>	<b>BUDGET YEAR</b>	
TUITION	411,795.00	420,899.94	561,200.00	-2%
GOVERNMENT SUPPORT	153,456.90	128,613.78	171,485.00	19%
V.I.H.A. WAGE SUPPORT	6,292.72			
PROGRAM EXPENSES	15,560.24	19,500.02	26,000.00	-20%
PERSONNEL	501,543.53	454,712.67	606,284.00	10%
FACILITY USE COMMITMENT	60,300.00	60,300.00	80,000.00	0%
<b>OVER/UNDER</b>	<b>(5,859.15)</b>	<b>15,001.03</b>	<b>20,401.00</b>	
<b>TOTAL ORGANIZATION</b>	<b>(34,471.30)</b>	<b>10,331.86</b>	<b>14,906.00</b>	

## PROPOSED BUDGET - FISCAL 2022-23

	Budget FY21	Budget FY22	Budget FY23
<b>REVENUE</b>			
Receipted Offerings	473,700	538,050	510,000
Missions			
Unreceiptable Offerings	122,800	94,950	104,000
Other Revenue	9,000	13,000	37,000
<b>TOTAL REVENUE</b>	<b>605,500</b>	<b>646,000</b>	<b>651,000</b>
<b>EXPENSE</b>			
Office Operations	30,700	33,600	32,500
Facilities	118,082	110,732	112,400
Vehicles	1,000	1,000	700
Personnel	426,032	450,863	469,687
Missions	65,200	71,000	61,350
Vision Ministries Canada	5,000	8,000	8,000
Professional Services	12,500	13,500	11,500
Sunday Ministry	8,600	13,100	4,400
Elders Discretionary	750	850	850
Lead Pastor	1,350	1,350	1,350
Worship Arts	4,250	7,650	7,400
Children's Ministry	4,750	5,850	6,000
Youth Ministry	6,500	6,500	6,000
Community Life	8,550	7,300	8,300
<b>TOTAL EXPENSE</b>	<b>693,264</b>	<b>731,295</b>	<b>730,437</b>
<b>SUB-TOTAL</b>	<b>(87,764)</b>	<b>(85,295)</b>	<b>(79,437)</b>
Wiseways Facility Use Commitment	80,000	80,000	80,000
<b>NET SURPLUS</b>	<b>(7,764)</b>	<b>(5295)</b>	<b>563</b>

	Budget FY21	Budget FY22	Budget FY23
<b>REVENUE</b>			
Wiseways Grants	125,180	171,484	215,758
Wiseways Tuition/Reg Fees	491,200	561,200	611,900
<b>TOTAL REVENUE</b>	<b>616,380</b>	<b>732,684</b>	<b>827,658</b>
<b>EXPENSE</b>			
Personnel	510,445	606,284	717,222
Operations	24,000	26,000	22,000
<b>TOTAL EXPENSE</b>	<b>534,445</b>	<b>632,284</b>	<b>739,222</b>
<b>SUB-TOTAL</b>	<b>81,935</b>	<b>100,401</b>	<b>88,436</b>
Facility Use Commitment	80,000	80,000	80,000
<b>NET SURPLUS</b>	<b>1,935</b>	<b>20,401</b>	<b>8,436</b>

	Budget FY21	Budget FY22	Budget FY23
<b>TOTAL REVENUE</b>	<b>1,301,880</b>	<b>1,378,684</b>	<b>1,478,658</b>
<b>TOTAL EXPENSE</b>	<b>1,307,709</b>	<b>1,363,579</b>	<b>1,469,659</b>
<b>NET SURPLUS</b>	<b>(5,829)</b>	<b>15,106</b>	<b>8,999</b>

LAMBRICK PARK CHURCH

WISEWAYS

TOTAL

OVERALL BUDGET SUMMARY

# ACTUAL DONATIONS BY FISCAL YEAR

<b>GENERAL FUND GIVING ACTUALS</b>						
	FISCAL 16-17	FISCAL 17-18	FISCAL 18-19	FISCAL 19-20	FISCAL 20-21	FISCAL 21-22
<b>GIVING ACTUALS</b>	<b>\$459,267</b>	<b>\$508,652</b>	<b>\$544,333</b>	<b>\$583,492</b>	<b>\$570,115</b>	<b>\$633,000</b>
<b>VARIANCE % FROM PREVIOUS YEAR</b>	8.80%	9.70%	6.56%	6.70%	-2.35%	incomplete: YTD: -3.23%