Parish of Central Saanich Council Minutes
April 19, 2022 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Wardens & David Stewart	Event to brainstorm worship perhaps with social aspect	When we are fully back in our bldgs..

Participants: The Rev. Lon Towstego, Chair
Lynda Clifford, Deb Butler, Ken Pedlow, Ian Stuart
John Beresford, Lynn Fallan, Terry Hartley, Karen McColm
Gary Moss, Sandra Scarth, Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: David Stewart

I **Open meeting with Prayer** – Lon called the meeting to order at 7:00 p.m. and opened with the land acknowledgment and a prayer.

II **Housekeeping:**
Don Wilson was Commissioned as a member of the 2022 Leadership Team with a prayer by Lon.

III **Changes or Additions to the Agenda?** – The date on the header of the Agenda needs correction. There were no other changes.

IV **Minutes:**

1. Council Meeting – March 22, 2022
   It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford that the Minutes of the March 22, 2022 Minutes be adopted. **Carried**

V **Reports**

1. Rector – Lon – There were no questions or comments.
2. Wardens
   – St. Mary – There were no comments or questions.
   - St. Stephen – Lynda Clifford added she met with a contractor regarding the stained glass window repair. He had a suggestion regarding the paint issue on the back of the church. Although the estimate has not come in for the window, she believes that it will be very costly as the window will need to be removed. Deb Butler indicated that we have been asked not to contact Tara from the Synod office directly regarding Safe Church training but to go through our church liaisons. Sandra Scarth reported that their training will take place soon.

   It was **Moved** by John Beresford, **Seconded** by Don Wilson that the Non-Financial reports be received. **Carried.**
3. Financials:
   a) St. Mary Statements to March 31, 2022 – presented by Ken Pedlow who commented that from now until year-end, that the budget summary would not match the QuickBook profit and loss statement. The operating loan of $15,000 is not included in the summary so that the bottom line is not artificially impacted. There were no questions or comments.

It was **Moved** by Ken Pedlow, **Seconded** by Lynn Fallan that the St. Mary Financial Statements to March 31, 2022 by adopted. **Carried**.

Ken indicated that now that the March statements were approved, the end of the first quarter figures would go into the May 1st bulletin.

b) St. Stephen Statements to March 31, 2022 – presented by Lynda Clifford. There were no questions or comments.

It was **Moved** by Lynda Clifford, **Seconded** by Gary Moss that the St. Stephen Financial Statements to March 31, 2022 by adopted. **Carried**.

VI Business Arising/Discussion from Minutes - None

VII Correspondence

An email from the Diocese was received just prior to the meeting announcing that Catherine Pate is no longer Director of Communications.

VIII New Business

a) Parish Identity – Lon read the responses received. There was a strong focus around the theme of "Family and Friendship." Lon then spoke about the book that he circulated titled "The Post Quarantine Church". He acknowledged that some portions may not be relevant, it was generally a good book. He asked Council members to read the book. Lon plans to host a study based on the book on Wednesdays in June at 1:00pm.
b) Lon spoke briefly about the return to using the common cup and ways going forward.
c) Reminder that Lon will be on vacation May 2 to June 6.
d) A service of Confirmation on Saturday, May 7 at 2:00pm at the Cathedral. Terry Hartley, Gary Moss and Matthew Stuart are candidates. Parishioners are encouraged to attend.
e) A reminder that Sunday, April 24 will be Leslie Flynn's final Sunday in her internship. There will be a 7:45 and 10:00am service only, both at St. Mary. Post signs and advertise widely, please. There was a brief discussion on the mutually positive experience.

IX Next Meeting

The May meeting will be cancelled unless there is something emergent that arises.
June 21, 2022

Ken Pedlow Motion for adjournment at 7:45p.m.

X Closing with Prayer and the Grace - Lynn Fallan offered a closing prayer and The Grace was said together.

Lon Towstego, Chair

Parish of Central Saanich Council Agenda – April 19, 2022
7:00 p.m. at St. Mary

Regrets:

I **Open meeting with Prayer**

II **Housekeeping:**
1. Commissioning of Don Wilson

III **Changes or Additions to the Agenda?**

IV **Minutes:**
1. Council Meeting – March 22, 2022
   - ✓ Motion to adopt Minutes as circulated & post to website

V **Reports**
1. Rector – Lon

2. Wardens – St. Mary
   - St. Stephen

✓ *Motion to receive above reports*

2. Financials:
   a) St. Mary Statements to March 31, 2022 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to March 31, 2022 - Lynda

✓ *Motion to adopt*

VI **Business Arising/Discussion from Minutes**
a)

VII **Correspondence**
a)

VIII **New Business**
a) Parish Identity: Introduction of "The Post Quarantine Church." Study for Council followed in June by a full invite to the parish with PC leadership.

IX **Next Meeting**
May 17, 2022 ???
Do we defer due to absences?

Motion for adjournment

X **Closing with Prayer and the Grace**

Incumbent's Report to Parish Leadership Team, April 19, 2022

"Jesus Christ is Risen"

"But be glad and rejoice forever in what I am creating; for I am about to create Jerusalem as a joy, and its people as a delight."
Isaiah 65:18

This will be a brief report due to the proximity to Holy Week and Easter. You each will have experienced that it in a significant way. It is my hope that it has been a sacred journey.

I am distributing a book, "The Post Quarantine Church" by Thom Rainer, to each of you. I will also ensure that our Parish Admin people and our Music Leaders each receive one in die time as well. Points to consider:

- The first disclaimer is that the author is American, therefore some of the content is as well. I encourage you not to be put off by that.
- I encourage you to read the entire book and consider in "big picture" rather than minute detail. If you see something that makes you think, we could never do that, we tried that or what have you just continue and enjoy the larger story.
- I am not offering as "our road map" but hoping that we can use it in developing our road-map in a Christ centered journey forward.

As Parish Leadership it is our role to be a calm presence as people navigate change and uncertainty. We look to God and put our trust in him always.

Lon+

Wardens' Report for St Mary's to Parish Council – April 19, 2022

Activities - completed

1) Approved a $15,000 operating loan transfer from the Memorial Account.
2) Prepared the Parish Financial Return to the Diocese by March 31.
3) Prepared supplemental consolidated (St Mary, St. Stephen, Cemetery) parish financial documentation for the Diocese as requested.
4) Prepared the March year to date financial package for review by the parish council.
5) Participated in the Spring Clean up of the property on Saturday April 2nd. Grounds clean up, gutters, and the removal of a dangerous hanging tree branch.
6) Supported new usage of the facilities (a monthly strata executive board meeting and a piano rental).
7) Provided support to the Gosling and Johnson funerals and the Holy Week services.
8) Noting assistance provided by a neighbour in picking up debris after the recent windstorm with thanks.
9) Implemented the revised Covid 19 protocols.

Activities – Underway or planned

10) Complete the rest of the phone system repairs as Daniel Pedlow's schedule permits.
11) Complete the re-organization of the utility room in cooperation with janitor.
12) Arrange for the annual inspection and the Fire Safety Plan implementation with Central Saanich Fire Dept.
13) Undertake to complete a Capital & Significant Operating Issues Plan.
14) After the snow clearing lifted one curb it has been repositioned and needs new re-bar to hold it in place.
15) Plan for the repainting of the curbs at the entrance to the parking lot and the parking lot lines.
16) Encourage the Diocese to update the subscribed website format to the latest Tithe.ly version and support the website redesign committee.
17) Review the existing garden plots around the church with a view to simplifying the plantings in consultation with the gardeners which are still undertaking maintenance activities.
18) Complete the CRD required back flow water system testing using ASD Backflow Testing.
19) Upgrade the existing office computer system in 2022 based on research and usage requirements.
20) Additional treatment of the moss on some areas of the roof is needed in the spring.
21) Complete repairs (insulation and finishing) to the Altar Guild sink drain.
22) Keep informed about Diocesan initiatives. Transforming Futures update/ Bishop Anna's Six Priorities.
23) Repaint the exterior wood frames on the 2 stained glass window either side of the chancel.
24) Repair the waterproofing of circular window above the main front door.
25) Repair gutter leak above the hall door.
26) Provide support to the upcoming Stanlake funeral.
27) Provide ongoing support to the May 28th Spring Fling sale.
28) Complete the parish documentation by Jun 30th for the annual charitable status application to the CRA.

Respectfully submitted by Ian Stuart & Ken Pedlow

St Stephen Wardens Report March 2022

To Be Done

- Inventory needs to be done, areas needing help, Music and all related equipment, ? Garry Moss, Kitchen- Group, Office and equipment ? -Bob, Howie's office- ? Howie, Furniture, Hall and Church, including artwork - group, Lon's office. Shed - ?? This is required by Diocese. Photos help make this easier.
- Safe church, set up soon to be done on line.
- Booking a date this week for Blackberry control on the property.
- Peter is working on upgrade for alarm system, also a new and better and greener light over the Lychgate.
- Carpet for the hall altar area and also repair to the lectern stand.
- Storage area clean up is required, paint to recycle and several signs can be disposed of, maybe the desk…. Some items could go to be sold. Peter and I had a start at it recently when trying to uncover the wood to be used for boxes for Cremation ashes., these are made by Jack Watters. Possibly we could combine this with the shed clean up.
- Frontal fabrics and planning.
- Shed tidy up is booked for May 14th
- Fundraising plans, Community Garage Sale on June 18th
- Find a project that we can work with our First Nations Neighbours on
- Consider a Bursary similar to the one given by St.Mary
- Church steps, waiting until the weather is dryer
- Fence around Cemetery to be painted when weather permits
- Repairs to Stain Glass window, and glazing of windows still waiting for estimate, the carpenter visited this past Monday.
- Discussion about wreath and candles for Advent, need to do this soon.
- Discussion with Envision Painting on site about the back wall of the church. Repainting to be done in the summer.
- Try to find new volunteers for things like coffee time and counting helpers.
- Consider finding ways to reduce paper use and copier costs.
- Check Floor in the Hall Entranceway.

Completed

- Reinforcement of the covers of Septic Holding Tanks beside the Hall.
- Obtained gravel to fill pot holes.
- With the help of Terry and Deb we managed to move a few things around in the office and also cleaned up generally. We spent a fair bit of time sorting through Historical items. We also found boxes of old financials that can be shredded.
- We have fundraising underway, dates set.
- Tracy and Gary have done a lot of work around the grounds recently.

Submitted. Lynda and Deb

St. Mary's March 2022 Financial Review

ITEM	Actual To March 31, 2022	% To Budget Target=25%	2022 BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	$20,512.00	19.4%	$106,000	
OPEN OFFERING	$127.00	25.4%	$500	
FESTIVAL	$0.00	0.0%	$7,500	
HALL /FACILITIES USE DONATIONS	$830.00	83.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$500.00	62.5%	$800	
MISCELLANEOUS	$185.00	37.0%	$500	
WAGE SUBSIDY	$1,408.44	100.0%	$1,408	No further Action
TX FROM HOLLY FAIR	$0.00	0.0%	$2,000	
PARISH THRIFT SALES	$0.00	0.0%	$2,000	
SPECIFIC DONATIONS	$0.00	0.0%	$250	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEAL - 2022	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
TOTAL REVENUE	**$23,562.44**	19.3%	**$121,958**	Excludes $15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$13,038.05	26.6%	$48,939	
RELIEF CLERGY	$0.00	0.0%	$500	
ASSIST CLERGY	$525.00	26.3%	$2,000	
MUSIC DIRECTOR	$2,522.16	21.3%	$11,845	
RELIEF MUSICIAN	$125.00	31.3%	$400	
ADMIN. ASST/BOOKKEEPER	$7,013.52	25.2%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$5,451.75	25.0%	$21,807	
CHRISTIAN EDUCATION	$0.00	0.0%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$0.00	0.0%	$750	
SANCTUARY SUPPLIES	$60.19	20.1%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$715.01	23.8%	$3,000	
POSTAGE	$0.00	0.0%	$275	
STATIONERY	$199.90	20.0%	$1,000	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$835.37	20.9%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$375	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$0.00	0.0%	$500	
HYDRO	$1,245.22	16.6%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$36.00	36.0%	$100	
INTERNET	$629.49	25.2%	$2,500	
TELEPHONE	$161.85	12.9%	$1,250	
WATER/SEWER	$213.37	30.5%	$700	
MISCELLANEOUS	$0.00	0.0%	$250	
BANK CHARGES & RECONCILIATIONS	$214.19	107.1%	$200	New Cheques Purchased
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TRANSFER TO MEMORIAL ACCOUNT	$0.00	0.0%	$0	
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$37,748.07**	25.7%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$14,185.63**	56.5%	**-$25,086**	

1:39 PM
2022-04-14
Accrual Basis

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 March 2022

	31 Mar 22	31 Mar 21
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	17,718.92	17,023.39
1110 · St. Mary's Church Events	8,453.40	6,707.93
1210 · St. Mary's Memorial Operating	96,765.13	18,588.30
Total 1005 · Consolidated Bank Account	122,937.45	42,319.62
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	173,337.45	172,319.62
Accounts Receivable		
1400 · GST Receivable	137.65	144.63
Total Accounts Receivable	137.65	144.63
Total Current Assets	173,475.10	172,464.25
TOTAL ASSETS	**173,475.10**	**172,464.25**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,153.58	1,003.58
3120 · Church Events - Flower	1,310.74	2,066.19
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1,576.82	441.82
3135 · Church Events - Holly Fair 2021	250.00	0.00
Total 3130 · Church Events - Holly Fair	1,826.82	441.82
3150 · Church Events - General	72.84	47.34
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 - CE	6,574.10	4,827.05

St. Mary's Anglican Church
Balance Sheet Prev Year Comparison
As of 31 March 2022

	31 Mar 22	31 Mar 21
3400 · Outreach Funds		
3410 · Outreach - Rector's Discretion	50.00	0.00
3440 · Outreach-General Use	430.00	310.00
3493 · Prayer Shawl Ministry	68.11	68.11
3495 · Outreach-St. Matthews Library	4,656.08	4,032.02
Total 3400 · Outreach Funds	5,204.19	4,410.13
3500 · Deferred Sp. Ministries - Mem.		
3510 · Memorial-General	2,390.01	2,887.69
3520 · Memorial- Thrifty's	1,150.00	971.04
3530 · Memorial-Bequests	10,000.00	10,000.00
3540 · Memorial-Bursary - St. Mary's	432.43	2,182.43
3560 · Memorial-Guild	3,061.06	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97	5,086.97
3580 · Memorial - Kitchen Renos	0.00	-79.02
3585 · Memorial - Hall Lighting	414.53	838.20
3590 · Memorial-Sound/Video	300.00	0.00
Total 3500 · Deferred Sp. Ministries - Mem.	22,835.00	25,148.37
Total Long Term Liabilities	34,613.29	34,385.55
Total Liabilities	34,613.29	34,385.55
Equity		
32000 · Retained Earnings	10,671.70	9,918.75
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	814.37	2,181.89
Total Equity	138,861.81	138,078.70
TOTAL LIABILITIES & EQUITY	**173,475.10**	**172,464.25**

St. Mary's Anglican Church

Profit & Loss Prev Year Comparison

January through March 2022

	Jan - Mar 22	Jan - Mar 21
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	127.00	0.00
4120 · Offering-Weekly	20,512.00	21,816.26
4130 · Offering - Festivals		
4131 · Offeirng-Festival-Easter	0.00	200.00
4133 · Offering - Festival-Christmas	0.00	20.00
Total 4130 · Offering - Festivals	0.00	220.00
Total 4100 · Offering Income	20,639.00	22,036.26
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	500.00	0.00
4330 · General Income-Facilities Use	830.00	0.00
4360 · General Income-Misc./Interest	185.00	140.00
4370 · General Income - Wage Subsidy	1,408.44	-98.33
Total 4300 · General Income	2,923.44	41.67
4400 · Transfers IN-General		
4440 · Transfers IN-Mem. Acct (Loan)	15,000.00	15,500.00
4460 · Transfers In - Deficit Reserve	0.00	4,500.00
Total 4400 · Transfers IN-General	15,000.00	20,000.00
Total 4000 · INCOME - General	38,562.44	42,077.93
Total Income	38,562.44	42,077.93
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	13,038.05	12,714.78
5120 · Salary/Benefits-Music Director	2,522.16	2,895.54
5130 · Salary/Benefits-Admin./Bookeep.	7,013.52	6,996.90
5150 · Relief Musician	125.00	0.00
5170 · Assisting Clergy	525.00	2,395.19
5180 · Salaries - Payroll Variances	0.00	0.00
Total 5100 · Wages & Benefits - General	23,223.73	25,002.41
5300 · Expenditures - Admin - General		
5310 · Website/Electronic. Media	36.00	45.23
5330 · Stationery Expenses		
5331 · Stationery - General	67.88	0.00
5330 · Stationery Expenses - Other	132.02	105.10
Total 5330 · Stationery Expenses	199.90	105.10

St. Mary's Anglican Church
Profit & Loss Prev Year Comparison
January through March 2022

	Jan - Mar 22	Jan - Mar 21
5340 · Photocopier - General	715.01	412.47
5350 · Insurance	4,762.00	4,296.00
5360 · Diocesan Assessment	5,451.75	4,989.75
5390 · Bank Charges/Errors - General	214.19	0.00
Total 5300 · Expenditures - Admin - General	11,378.85	9,848.55
5400 · Expenditures-Ministries-General		
5410 · Music	0.00	67.64
5420 · Sanctuary	60.19	0.00
5430 · Christian Education	0.00	32.50
Total 5400 · Expenditures-Ministries-General	60.19	100.14
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	0.00	1,670.75
5520 · Cleaning-General		
5521 · Cleaning-Contract	835.37	0.00
Total 5520 · Cleaning-General	835.37	0.00
5530 · Grounds and Equipment	0.00	717.50
Total 5500 · Expenditures-Maintenance-Gen...	835.37	2,388.25
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	213.37	236.94
5620 · Hydro	1,245.22	1,514.55
5640 · Telephone	161.85	161.85
5650 · Internet	629.49	629.49
Total 5600 · Expenditures-Utilities-General	2,249.93	2,542.83
5800 · Miscellaneous Expenses-General	0.00	13.86
Total 5000 · EXPENDITURES - General	37,748.07	39,896.04
Total Expense	37,748.07	39,896.04
Net Income	**814.37**	**2,181.89**

** Prepared 04 April 2022 ** by Bob Quicke

St. Stephen Church Annual Financial Review

ITEM	Actual To 31 March 2022	% To Budget Target= 100%	2022 BUDGET	NOTES:
INCOME				
REGULAR OFFERINGS	$22,992.54	19.2%	$119,600	
OPEN OFFERING	$98.50	12.3%	$800	
FESTIVAL	$30.00	1.0%	$3,000	
HALL /Preschool Donation	$4,500.00	47.4%	$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$1,140.00		$0	Includes Ground Users ($180.00)
WEDDINGS/ FUNERALS	$900.00	225.0%	$400	
FUNERAL BULLETIN FEES	$160.00		$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	$0.00		$0	
INTEREST INCOME	$160.00	5.3%	$3,000	
DONATIONS/Targeted	$0.00		$0	
WAGE SUBSIDY	$0.00	0.0%	$0	Anticipated Rate: (rec'd 27 January 2022)
Cemetery Support	$100.00			
DEFICIT RESERVE	$0.00		$0	
TOTAL RECEIPTS	$30,081.04	22.1%	$136,300	
TOTAL REVENUE	$30,081.04	22.1%	$136,300	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$13,038.29	26.6%	$48,939	
RELIEF CLERGY	$0.00	0.0%	$500	
ASSIST CLERGY 7:45 am	$450.00	22.5%	$2,000	
MUSIC1ANS	$1,587.32	25.6%	$6,200	
RELIEF MUSICIAN	$537.50	0.0%	$0	$437.50 Musician Relief; $100.00 Projection Fee
ADMIN. ASST/BOOKKEEPER	$3,610.40	20.5%	$17,645	
PAYROLL BULK CHARGES	$2,061.76	0.0%	$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$5,076.75	25.0%	$20,307	Assessment decreased; based on 2020 Income
FINANCIAL CONSULTANTS	$0.00	0.0%	$0	Category held for Future Use
CHRISTIAN EDUCATION	$0.00	0.0%	$500	Hoping for new opportunities in 2022
CLERGY CONFERENCES	$0.00	0.0%	$400	Based on Diocesan Designed Amount
MUSIC SUPPLIES	$0.00	0.0%	$300	
SANCTUARY SUPPLIES	$158.06	31.6%	$500	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$5,722.00	100.0%	$5,722	Actual Amount (Pre-Paid)
PHOTOCOPY	$1,220.68	40.7%	$3,000	
POSTAGE	$192.52	38.5%	$500	
STATIONARY(Print Paper/Pens)	$190.80	12.7%	$1,500	
PUBLICATIONS	$84.50	0.0%	$0	
OFFICE COMPUTERS	$0.00	0.0%	$500	
SOCIAL EVENTS	$8.45	4.2%	$200	After Service Coffee
MAINTENANCE - GENERAL	$975.73	19.5%	$5,000	
SECURITY	$122.82	24.6%	$500	
MAINTENANCE - CLEANING CONTRA	$1,127.48	32.2%	$3,500	
MAINTENANCE - CLEANING SUPPLIE	$21.89	4.4%	$500	
MAINTENANCE - GROUNDS	$367.93	12.3%	$3,000	
GARBAGE	$318.35	31.8%	$1,000	
HYDRO	$2,207.27	44.1%	$5,000	
Web Maintenence	$36.00			Diocese Licences and Fees
HEATING OIL (HALL)	$3,230.71	64.6%	$5,000	New Contractor as of Mar 16th, 2022
INTERNET	$364.46	24.3%	$1,500	
TELEPHONE	$66.15	6.6%	$1,000	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
BANK CHARGES & RECONCILIATION	$90.00	0.0%	$0	
MISCELLANEOUS EXPENSES	$0.00			
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TOTAL EXPENDITURES	$42,867.82	31.7%	$135,213	
OPERATING SURPLUS/DEFICIT	-$12,786.78	-1176.1%	$1,087	

10:45 AM
04/04/22
Accrual Basis

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of March 31, 2022

	Mar 31, 22		Mar 31, 21	
ASSETS				
Current Assets				
Chequing/Savings				
1000 · CASH				
1005 · Petty Cash	138.20		125.07	
1010 · Coast Captial Operating Account	151,639.12		82,463.97	
Total 1000 · CASH		151,777.32		82,589.04
Total Chequing/Savings		151,777.32		82,589.04
Accounts Receivable				
1410 · ACCOUNTS RECEIVABLE				
1420 · Receivable -General	1,396.82		1,175.00	
1440 · Receivable -Internal	63.00		-224.78	
Total 1410 · ACCOUNTS RECEIVABLE		1,459.82		950.22
Total Accounts Receivable		1,459.82		950.22
Other Current Assets				
1400 · GST -(2.5%) Recoverable		237.56		843.36
1500 · INVESTMENTS				
1505 · Diocesan Investment (CTF)				
1506 · CTF Market Value Fluctuation	18,001.00		0.00	
1505 · Diocesan Investment (CTF) - Other	130,000.00		134,682.00	
Total 1505 · Diocesan Investment (CTF)	148,001.00		134,682.00	
1510 · GIC #3 (Coast Capital 05/21)	0.00		50,977.67	
1520 · GIC #5 13-Mar-22	0.00		20,000.00	
Total 1500 · INVESTMENTS		148,001.00		205,659.67
Total Other Current Assets		148,238.56		206,503.03
Total Current Assets		301,475.70		290,042.29
TOTAL ASSETS		**301,475.70**		**290,042.29**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · ACCOUNTS PAYABLE				
2010 · Diocese Payable	0.00		4,653.36	
2020 · Individuals Payable	113.02		0.00	
2040 · Suppliers Payable	435.36		227.32	
Total 2000 · ACCOUNTS PAYABLE		548.38		4,880.68
Total Accounts Payable		548.38		4,880.68
Other Current Liabilities				
3100 · CURRENT SPECIAL MINISTRIES				
3110 · Altar Flowers /Guild	77.17		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 MINISTRI...		2,312.73		3,328.07

	Mar 31, 22		Mar 31, 21	
3400 · OUTREACH PROJECTS				
3410 · Rector's Discretionary Fund		570.00		0.00
3417 · Gendemi Mission		2,981.84		447.81
3420 · General Outreach (Fairway)				
3422 · Christmas Hampers	55.75		0.00	
3420 · General Outreach (Fairway) - O...	-66.50		175.75	
Total 3420 · General Outreach (Fairway)		-10.75		175.75
3430 · Precious Jewels		0.00		50.00
3492 · Saanich Peninsula Food Bank		95.00		100.00
3493 · Prayer Shawls		31.26		5.22
3495 · St. Matthew's Theo Library		1,020.00		20.00
Total 3400 · OUTREACH PROJECTS		4,687.35		798.78
Total Other Current Liabilities		7,000.08		4,126.85
Total Current Liabilities		7,548.46		9,007.53
Long Term Liabilities				
3500 · DEFERRED SPECIAL PROJECTS				
3505 · Church Restoration (CTF)		96,395.13		100,556.23
3510 · Contingency Reserve Fund		25,895.90		25,895.90
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		-1,256.69	
3543 · General Memorial Funds	45,392.38		45,894.92	
Total 3540 · Memorial Hall Fund		45,392.38		44,638.23
3545 · Pet Memorial (#5)		4,996.70		2,384.22
3560 · Education Fund (#5)		4,988.91		5,988.91
3575 · Transforming Futures Fund		700.00		700.00
Total 3500 · DEFERRED SPECIAL PROJECTS		209,727.06		217,259.84
Total Long Term Liabilities		209,727.06		217,259.84
Total Liabilities		217,275.52		226,267.37
Equity				
30000 · Opening Bal Equity		40,712.67		40,712.67
32000 · Retained Earnings		38,273.29		34,788.71
32150 · Unrealized Gain/Loss		18,001.00		4,682.00
Net Income		-12,786.78		-16,408.46
Total Equity		84,200.18		63,774.92
TOTAL LIABILITIES & EQUITY		**301,475.70**		**290,042.29**

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through March 2022

	Jan - Mar 22	Jan - Mar 21
Ordinary Income/Expense		
Income		
4000 · OPERATING INCOME		
4100 · Offering Income		
4110 · Open Offerings	98.50	4,020.38
4120 · Identified Donors		
4122 · Canada Helps	5,157.79	904.61
4120 · Identified Donors - Other	17,834.75	19,476.83
Total 4120 · Identified Donors	22,992.54	20,381.44
4130 · Festival Donations		
4133 · Christmas Season	30.00	0.00
Total 4130 · Festival Donations	30.00	0.00
Total 4100 · Offering Income	23,121.04	24,401.82
4300 · General Income		
4310 · Weddings / Funerals		
5331 · Office Supply Cost Recovery	160.00	200.00
4310 · Weddings / Funerals - Other	900.00	0.00
Total 4310 · Weddings / Funerals	1,060.00	200.00
Total 4300 · General Income	1,060.00	200.00
4330 · Facilities Income		
4332 · Incident Cemetery Support	100.00	0.00
4334 · Community Facilities Use	960.00	0.00
4335 · Community Grounds User	180.00	0.00
4337 · Pre-School	4,500.00	2,244.00
Total 4330 · Facilities Income	5,740.00	2,244.00
4340 · Interest	160.00	(1,948.62)
Total 4000 · OPERATING INCOME	30,081.04	24,897.20
4095 · Total Income - Operations		
4020 · Hall Use Donations		
4029 · Other Rentals	0.00	(200.00)
Total 4020 · Hall Use Donations	0.00	(200.00)
Total 4095 · Total Income - Operations	0.00	(200.00)
Total Income	30,081.04	24,697.20
Expense		
5000 · General Expenditure		
5100 · Wages & Benefits		
5110 · Priest Salary/Benefits	13,038.29	12,715.08
5130 · Administrator -Salary/Benefits	3,610.40	4,330.08
5150 · Musicians		
5151 · Musicians -Contract	1,587.32	900.00
5152 · Occasional Musicians	437.50	0.00
5153 · Sound/Projection	100.00	0.00
Total 5150 · Musicians	2,124.82	900.00
5170 · Assistant Clergy		
5171 · Early Prayer Book Service	450.00	4,325.74
5172 · Relief (Occasional) Clergy	0.00	(667.00)
Total 5170 · Assistant Clergy	450.00	3,658.74

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through March 2022

	Jan - Mar 22	Jan - Mar 21
5180 · Payroll Variences	2,061.76	0.00
Total 5100 · Wages & Benefits	21,285.27	21,603.90
Total 5000 · General Expenditure	21,285.27	21,603.90
5300 · General Administration		
5310 · Web Maintenence	36.00	0.00
5320 · Post Box & Postage	192.52	90.40
5330 · Office Supplies	190.80	401.38
5332 · Office Computers / Software	0.00	83.75
5340 · Photocopier	1,220.68	629.38
5350 · Insurance	5,722.00	5,235.03
5355 · Publications	84.50	77.00
5360 · Diocesan Assessment	5,076.75	5,507.01
5390 · Bank Charges /Error Correction	90.00	0.00
Total 5300 · General Administration	12,613.25	12,023.95
5400 · Ministry Expense		
5410 · Music Supplies	0.00	28.47
5420 · Church & Sanctuary Supplies	158.06	37.12
5450 · Social Events	8.45	0.00
Total 5400 · Ministry Expense	166.51	65.59
5500 · Maintenence Expenses		
5510 · General Maintenance	975.73	1,847.05
5520 · Cleaning Expense		
5521 · Janitorial Contract	1,127.48	948.11
5522 · Cleaning Supplies	21.89	20.79
Total 5520 · Cleaning Expense	1,149.37	968.90
5530 · Grounds Keeping		
5531 · Grounds Keeping Supplies	129.56	0.00
5532 · Grounds Equipment	0.00	190.82
5533 · Grounds Labour	238.37	90.00
Total 5530 · Grounds Keeping	367.93	280.82
5550 · Security	122.82	116.52
Total 5500 · Maintenence Expenses	2,615.85	3,213.29
5600 · Utilities Expenses		
5620 · Hydro		
5621 · Electricity - Church	1,265.77	979.60
5622 · Electricity - Hall	941.50	1,015.03
Total 5620 · Hydro	2,207.27	1,994.63
5630 · Heating Oil - Hall	3,230.71	1,487.85
5640 · Telephone Links		
5642 · Office Line		
5643 · Long Distance Fees	0.61	0.37
5642 · Office Line - Other	65.54	65.53
Total 5642 · Office Line	66.15	65.90
Total 5640 · Telephone Links	66.15	65.90
5650 · Internet Service	364.46	442.47
5660 · Garbage & Recycling	318.35	208.08
Total 5600 · Utilities Expenses	6,186.94	4,198.93

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through March 2022

	Jan - Mar 22	Jan - Mar 21
5900 · GST (2.5%) -Non Recovered	0.00	0.00
Total Expense	42,867.82	41,105.66
Net Ordinary Income	(12,786.78)	(16,408.46)
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	**(12,786.78)**	**(16,408.46)**