Minutes of St. Mary's Operations Committee Meeting

Friday, November 18, 2022

Present:
John Beresford, Irene Feir, Ken Pedlow, Leslie Pedlow, Ian Stuart, Lon Towstego

Opening:
1:00 pm – Ian opened the meeting with a prayer.

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of the September 2022 meeting:
Minutes were approved by electronic vote.

Thanks:
- to Ken for looking after security on Hallowe'en; to Lon and Marian for the spaghetti dinner; to John for making posters, and for fixing and painting the curbs.

Review of Action Items:

Capital and Significant Operating Issues Plan
Nothing new, but Ian will really push at this task in the new year.

Website
Some progress has been made here. The Diocese has given us some control and Ian will co-ordinate with the Diocese (Anna).

Janitor's Room
done – more or less

Curb Repairs
John has finished them.

Fire Safety Plan
The Fire Safety Plan is ready to go but needs to be put into a 1" red binder (which Ian will get soon).

Roof Cleaning and Soffit Repair (on bell tower)
Ian will finish it after the memorial service on Saturday. John will help. *(see note below)*

Business Arising from the Minutes/Maintenance:

Computer
See Ian's report. There was more discussion about office computers, especially about desk top vs laptop – probably go for a laptop.

Phone system
Daniel is pretty busy right now. Ian will get three phones so one will be in Lon's office, too and all phones will work on same system.

Round window
The window did not leak during the recent storms so it should be good for now. Tom Mercer will be asked to come to look at it in the spring (and maybe some of the other old windows, as well).

Grants
Churches can apply for grants from the Anglican Foundation. Lon explained that applications must be in by end of December for the following year. Maximum grant is usually $15,000.00.

Financial Reports:

Deficit Reduction Letter
Ken and Lon said that the Deficit Reduction letter should be a Council decision – one Parish letter with two

parts. Ken also suggested that we rename it the "Budget Balancing Initiative". Ken and Ian and Lon will work on St. Mary's part.

Budget

Ken and Ian will work on it.

Budget for relief clergy needs to be in the Budget for next year.

Expect a 25% to 30% increase in insurance costs.

The Assessment will likely be down for a couple of years (it is based on income from 2 years ago).

Hydro will go up in March.

Moved by Ken, seconded by John, that the Financial Reports be accepted as presented and recommended for acceptance by Council. Carried.

Other Reports:

Leslie's report

The Spaghetti Supper earned $1400 - $700 for each church.

Smile Cards have earned $2669.00 so far. It was decided to hold on to it until it is really needed.

Ian's Report – see attached

Ian will get a firm quote for a new door (the Hall door onto the parking lot) and will email it to us.

Piano

Cathy said that the piano needs tuning again. She is leaving at the end of December.

Moved by Ian, seconded by Ken that the non-financial reports be accepted. Carried.

Fundraising

There was some discussion about an after-church bake sale (Leslie's brother has some items).

There will be no Holly Fair this year.

Correspondence:

Next Meeting:

Friday, January 13, 2022 – 1:00 pm

Adjournment:

Meeting adjourned and closed with a prayer and the Grace.

Ian Stuart, Warden

Note: Ian and John were unable to access the soffit problem so a roofer may need to be hired (or perhaps, John suggests, the fire department may like some ladder training with their ladder truck).

St. Mary's Operation Committee Agenda – Nov. 18, 2022
Chair: Ian Stuart

Regrets:

I. **Open meeting with Prayer** – Ian

II. **Adoption of Agenda**

III. **Thanks -**

IV. **Review Action Items – status, date adjustment, explanations?**
a) Capital & Significant Operating Issues Plan
b) Website Restructure – Update on our frustrations
c) Empty Janitor's Room and Sort contents – anything else to do?
d) Curb –painting postponed to Spring
e) Fire Safety Plan -
f) Hole in drywall – electrical room
g) Repair of soffit metal on Bell Tower (rear elevation)

V. **Minutes of September 16, 2022**
Minutes of September 16, 2022 were approved by electronic vote

VI. **Business Arising/Discussion from September 16, 2021 Minutes**
a) Computers – purchase when suitable deal found, still looking/other factors
b) Phone System
d) Roof Cleaning of tree debris
e) Waterproofing small round window in Narthex. Completed for now, no further action until spring.

VII **Reports:**

a) Financial Reports
1. Financial Statement to October 31, 2022 – Ken
✓ Motion to receive Financial Report, and recommend for adoption by Council
2. Budget planning for 2023 – Initial draft with known amounts to date.

b) Other Reports
1. Leslie – Spaghetti Dinner results
2. Ian – Maintenance Report will bring to meeting
✓ Discussion & Motion to receive non-financial reports

VIII **Correspondence**

IX **New Business**
1. Use of Smile Card proceeds
2. Fundraisers – Possible after-Church Bake Sale tbd

X **Next Meeting** (at 1:00 p.m.)

XI **Closing with Prayer and Grace**

St. Mary's October 2022 Financial Review

ITEM	Actual To October 31, 2022	% To Budget Target=83%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$79,522.90	75.0%	$106,000	
OPEN OFFERING	$352.00	70.4%	$500	
FESTIVAL	$4,520.00	60.3%	$7,500	Easter/Thanksgiving
HALL /FACILITIES USE DONATIONS	$5,255.00	525.5%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$2,800.00	350.0%	$800	
MISCELLANEOUS	$190.00	38.0%	$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	$3,450.00	172.5%	$2,000	Spring Fling Sale
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	**$97,498.34**	79.9%	**$121,958**	Excludes $15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$39,768.61	81.3%	$48,939	
RELIEF CLERGY	$787.50	157.5%	$500	
ASSIST CLERGY	$712.50	35.6%	$2,000	
MUSIC DIRECTOR	$8,569.01	72.3%	$11,845	
RELIEF MUSICIAN	$750.00	187.5%	$400	
ADMIN. ASST/BOOKKEEPER	$22,045.76	79.3%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$18,172.50	83.3%	$21,807	
CHRISTIAN EDUCATION	$136.43	68.2%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$747.90	99.7%	$750	
SANCTUARY SUPPLIES	$251.46	83.8%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$1,794.05	59.8%	$3,000	Includes recoveries
POSTAGE	$47.15	17.1%	$275	
STATIONERY	$471.93	47.2%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$503.23	16.8%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$2,987.87	74.7%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$228.96	61.1%	$375	
MAINTENANCE - GARDENING	$91.90	9.2%	$1,000	
GARBAGE	$339.35	67.9%	$500	
HYDRO	$6,419.86	85.6%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$70.80	70.8%	$100	
INTERNET	$2,098.30	83.9%	$2,500	
TELEPHONE	$1,139.50	91.2%	$1,250	
WATER/SEWER	$531.65	76.0%	$700	
MISCELLANEOUS	$23.66	9.5%	$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	**$113,666.07**	77.3%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$16,167.73**	64.4%	**-$25,086**	

St. Mary's Anglican Church
Balance Sheet
As of 31 October 2022

		31 Oct 22
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	17,872.42	
1110 · St. Mary's Church Events	7,169.65	
1210 · St. Mary's Memorial Operating	99,093.33	
Total 1005 · Consolidated Bank Account		124,135.40
1500 · Investments - GIC's		
1592 · Memorial Account GIC (115)	50,400.00	
Total 1500 · Investments - GIC's		50,400.00
Total Chequing/Savings		174,535.40
Accounts Receivable		
1400 · GST Receivable		382.59
Total Accounts Receivable		382.59
Total Current Assets		174,917.99
TOTAL ASSETS		**174,917.99**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,353.58	
3120 · Church Events - Flower	1,015.49	
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1,675.82	
3135 · Church Events - Holly Fair 2021	250.00	
Total 3130 · Church Events - Holly Fair	1,925.82	
3150 · Church Events - General	94.84	
3160 · Church Events - Church Sales	43.85	
3170 · Church Events - Social Fund	346.24	
3190 · Church Events- Recycle Refunds	721.00	
Total 3100 · Current Special Ministries - CE		5,500.82

St. Mary's Anglican Church
Balance Sheet
As of 31 October 2022

	31 Oct 22
3400 · Outreach Funds	
3410 · Outreach - Rector's Discretion	375.00
3440 · Outreach-General Use	945.27
3460 · Outreach-Saan. Pen. Hospital	395.00
3470 · Outreach-SICCT	45.00
3491 · Outreach-Anglican Appeal	395.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	5,836.08
Total 3400 · Outreach Funds	8,059.46
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	2,390.01
3520 · Memorial- Thrifty's	2,393.00
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	432.43
3560 · Memorial-Guild	3,061.06
3570 · Memorial-Ron Smith Legacy	5,086.97
3585 · Memorial - Hall Lighting	414.53
3590 · Memorial-Sound/Video	700.00
Total 3500 · Deferred Sp. Ministries - Mem.	24,478.00
Total Long Term Liabilities	38,038.28
Total Liabilities	38,038.28
Equity	
32000 · Retained Earnings	10,671.70
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	3,811.81
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-1,167.73
Total Equity	136,879.71
TOTAL LIABILITIES & EQUITY	**174,917.99**

St. Mary's Anglican Church
Profit & Loss
January through October 2022

		Jan - Oct 22	
Income			
4000 · INCOME - General			
4100 · Offering Income			
4110 · Offering-Open Offering		352.00	
4120 · Offering-Weekly		79,522.90	
4130 · Offering - Festivals			
4131 · Offeirng-Festival-Easter	2,220.00		
4132 · Offering-Festival-Thanksgiving	2,300.00		
Total 4130 · Offering - Festivals		4,520.00	
Total 4100 · Offering Income			84,394.90
4300 · General Income			
4310 · General Income-Bapt./Wed/Funer.		2,800.00	
4330 · General Income-Facilities Use		5,255.00	
4360 · General Income-Misc./Interest		190.00	
4370 · General Income - Wage Subsidy		1,408.44	
Total 4300 · General Income			9,653.44
4400 · Transfers IN-General			
4420 · Transfer IN-CE-Church Sales		3,450.00	
4440 · Transfers IN-Mem. Acct (Loan)		15,000.00	
Total 4400 · Transfers IN-General			18,450.00
Total 4000 · INCOME - General			112,498.34
Total Income			112,498.34
Expense			
5000 · EXPENDITURES - General			
5100 · Wages & Benefits - General			
5110 · Salary/Benefits - Rector		39,768.61	
5120 · Salary/Benefits-Music Director		8,569.01	
5130 · Salary/Benefits-Admin./Bookeep.		22,045.76	
5140 · Relief Clergy		787.50	
5150 · Relief Musician		750.00	
5170 · Assisting Clergy		712.50	
5180 · Salaries - Payroll Variances		0.00	
Total 5100 · Wages & Benefits - General			72,633.38
5300 · Expenditures - Admin - General			
5310 · Website/Electronic. Media		70.80	
5320 · Postage		47.15	

St. Mary's Anglican Church
Profit & Loss
January through October 2022

			Jan - Oct 22
5330 · Stationery Expenses			
5331 · Stationery - General	182.41		
5330 · Stationery Expenses - Other	289.52		
Total 5330 · Stationery Expenses		471.93	
5340 · Photocopier - General		1,794.05	
5350 · Insurance		4,762.00	
5360 · Diocesan Assessment		18,172.50	
5390 · Bank Charges/Errors - General		214.19	
Total 5300 · Expenditures - Admin - General			25,532.62
5400 · Expenditures-Ministries-General			
5410 · Music		747.90	
5420 · Sanctuary		251.46	
5430 · Christian Education		136.43	
Total 5400 · Expenditures-Ministries-General			1,135.79
5500 · Expenditures-Maintenance-Gener.			
5510 · General Maintenance		503.23	
5520 · Cleaning-General			
5521 · Cleaning-Contract	2,987.87		
5522 · Cleaning-Supplies	228.96		
Total 5520 · Cleaning-General		3,216.83	
5530 · Grounds and Equipment		91.90	
Total 5500 · Expenditures-Maintenance-Gener.			3,811.96
5600 · Expenditures-Utilities-General			
5610 · Water/Sewer		531.65	
5620 · Hydro		6,419.86	
5640 · Telephone		1,139.50	
5650 · Internet		2,098.30	
5660 · Garbage Disposal		339.35	
Total 5600 · Expenditures-Utilities-General			10,528.66
5800 · Miscellaneous Expenses-General			23.66
Total 5000 · EXPENDITURES - General			113,666.07
Total Expense			113,666.07
Net Income			**-1,167.73**