St. Mary's Operation Committee Agenda – January 14, 2022

Regrets:

I. **Open meeting with Prayer - Lon**

II. **Adoption of Agenda**

III. **Minutes of the November 12, 2021 Meeting** –
- ✓ Motion to approve Minutes

IV. **Thanks** - Irene for Smile Card work, Ken for snow clearing, Everyone (too many names) for Church Decorating during Advent, Daniel Pedlow for phone system work

V. **Financial Reports**
1. Financial Statement to December 31, 2021– Ken
- ✓ Motion to receive Financial Report, and recommend for adoption by Council

VI. **2022 Draft Budget**
1. General Operating
2. Capital - Nothing planned

VII. **Other Reports**
Maintenance Update - Ian
- ✓ Discussion & Motion to receive non-financial reports

VIII. **New Business**
Nominations Committee recommendations - Lon

IX. **Next Meeting -** (at 1:00 p.m.)
- Do we need to meet before AGM – February ?
- 2022 Schedule:
  - March 11
  - May 13
  - July 8
  - Sept. 9
  - Nov. 11 is the stat. Move to???

X. **Closing with Prayer and Grace**

St Mary's 2021 Financial Review and Proposed 2022 Budget					
ITEM	2021 Budget	Actuals to Dec. 31, 2021	% to 2021 Budget	Proposed 2022 Budget	Remarks
Income					
Regular Offerings	$105,350	$102,381.24	97.2%	$106,000	3.5% increase over last year actual
Open Offering	$250	$305.10	122.0%	$500	Expect continued in-person services
Festival	$5,000	$8,690.00	173.8%	$7,500	Last year exceptional and above average
Hall/Facilities Use Donations	$1,000	$230.00	23.0%	$1,000	Only one monthly rental currently
Baptisms/Weddings/Funerals	$400	$875.00	218.8%	$800	
Miscellaneous	$500	$1,297.68	259.5%	$500	
Wage Subsidy	$0	$10,557.25	0.0%	$1,750	Application in for 2 months coverage
Transfer from Holly Fair	$2,000	$0.00	0.0%	$2,000	Not including a Holly Fair this year
Parish Thrift Sales	$0	$0.00	0.0%	$2,000	Hoping for at least one sale later in the year
Specific Donations	$0	$1,000.00	0.0%	$250	
New Bequests		$5,000.00	0.0%	$0	
Deficit Elimination Appeal - 2021	$0	$900.00	0.0%	$0	
Deficit Reserve	$4,500	$4,500.00	100.0%	$0	Deficit Reserve used last year
Transfer from Memorial Account	$0	$15,500.00	0.0%	$0	Operating loan to manage cash flow
Total Income	$119,000	$151,236.27	127.1%	$122,300	
DISBURSEMENTS					
Stipend/Benefits - Rector	$48,567	$49,833.13	102.6%	$48,939	Diocesan 2% COLA increase
Relief Clergy	$300	$362.50	120.8%	$500	
Assistant Curate/Clergy	$2,951	$3,269.30	110.8%	$2,000	Will now cover 7:45 service clergy costs
Music Director	$11,582	$11,175.22	96.5%	$11,845	6 % COLA increase for last 3 years
Relief Musician	$200	$250.00	125.0%	$400	
Admin Asst/Bookkeeper	$27,946	$26,217.81	93.8%	$27,791	6 % COLA increase for last 3 years
Salaries - Payroll Variances	$0	-$521.29	0.0%	$0	
Diocesan Assessment	$19,959	$19,959.00	100.0%	$21,807	Diocesan 9.2% increase
Christian Education	$300	$121.14	40.4%	$200	
Clergy Conferences	$200	$0.00	0.0%	$400	Diocesan Conference planned
Music Ministry	$750	$792.91	105.7%	$750	
Sanctuary Supplies	$225	$102.79	45.7%	$300	
Advertising	$200	$0.00	0.0%	$200	
Insurance	$4,510	$4,296.00	95.3%	$5,000	Estimate, waiting for actual from Diocese
Photocopy	$3,000	$2,776.94	92.6%	$3,000	
Postage	$200	$0.00	0.0%	$275	Last year postage donated
Stationery	$350	$489.08	139.7%	$1,000	Increased bulletin size and number
Computer Expenses	$1,500	$79.73	5.3%	$1,500	Church office equipment needs upgrading
Maintenance - General	$2,000	$4,240.47	212.0%	$3,000	Above average repairs last year
Maintenance - Cleaning Contract	$3,000	$1,414.50	47.2%	$4,000	Return to pre pandemic cleaning needs
Maintenance - Cleaning Supplies	$250	$176.50	70.6%	$375	
Maintenance - Gardening	$1,000	$1,579.21	157.9%	$1,000	Last year included tree removal
Garbage	$460	$0.00	0.0%	$500	Return to normal pick up
Hydro	$5,250	$4,030.98	76.8%	$7,500	More in-person services than last year
Website Support (Tithe.ly)	$100	$0.00	0.0%	$100	
Internet	$2,500	$2,517.96	100.7%	$2,500	
Telephone	$1,200	$1,247.41	104.0%	$1,250	
Water/Sewer	$700	$558.17	79.7%	$700	
Miscellaneous	$250	$13.86	5.5%	$250	
Bank Charges & Reconciliations	$100	$0.00	0.0%	$200	New cheques required
GST Paid (2.5%) non-refundable	$500	$0.00	0.0%	$0	
Transfer to Memorial Account	$0	$15,500.00	0.0%	$0	Pay back of annual operating loan
Deficit Elimination Reserve	$0	$0.00	0.0%	$0	
Total Disbursements/Expenditures	$140,050	$150,483.32	107.4%	$147,282	
Operating Surplus/Deficit	-$21,050	$752.95	-3.6%	-$24,982	

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

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

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

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

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

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

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

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

Maintenance Report for St Mary's Operations Committee – January 14th 2022

Maintenance Items – Status update on various items

1) Complete the purge and organization of the materials from utility (janitors) room. This is an on-going project with at least one more round of sorting and clearing needed.
2) Arrange for a Central Saanich Fire Dept site visit to put the completed Fire Safety Plan into force now that the emergency lighting system is fully operational. This will wait until the Annual Inspection now and only if COVID -19 protocols allow them to enter the building.
3) Recent snow clearing has lifted one curb it needs to be reposition and new re-bar used to hold it place. Repainting the curbs at the entrance to the parking lot, and the parking lot lines should be planned for in 2022.
4) The phone system work as planned did not happen, however Daniel Pedlow has kindly visited and got Admin office, Lon's office and Hall phone lines working. The rest of the phones lines still need work which will happen as Daniel's schedule permits.
5) Complete the CRD required testing of the back flow systems (4) on the church's water lines and dishwasher. On two waiting lists. No action has happened on this, phone calls will be made to confirm we are still on the lists.
6) Upgrade the existing office computer system in 2022, some research on this has begun as to what is needed and possible computer types to use.
7) Cleaning of the church gutters, some more was done in areas needing it, addition treatment of the moss on some areas of the roof is needed in the spring.
8) During the recent cold weather, the Altar Guild sink drain froze causing damage to the drain piping, the sink trap and drain line has now been replaced. The wall area still needs further insulating with spray foam (unable to find any foam this past week). A heating routine needs to be established with the Altar Guild during colder weather.

Respectfully submitted by Ian Stuart

Minutes of St. Mary's Operations Committee Meeting

Friday, January 14, 2022

Present:
John Beresford, Irene Feir, Leslie Flynn, Ken Pedlow, Leslie Pedlow, Ian Stuart, Lon Towstego. Lynda Clifford

Opening:
1:00 pm - Lon opened the meeting with a prayer and general thanks.

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of November 12, 2021 meeting:
Minutes were approved – some by electronic vote, some at the meeting (moved by Ken, seconded by Ian that the Minutes be approved as circulated. Carried)

Thanks:
- to Irene for Smile Card work, Ken and Ian for snow clearing, everyone who helped with the church decorating for Advent and Christmas, and Daniel Pedlow for installing the first stage of the phone system. Lon reminded Leslie to tell Daniel to submit a bill.

Review of Action Items:
See Ian's report.

Business Arising from the Minutes/Maintenance:

Financial Reports:
Everyone is so impressed by the generosity of our people.
Ken presented the Financial Reports to December 31, 2021 and invited questions and comments.
Moved by Ken, seconded by John, that the Financial Reports be received, and recommended for presentation to Parish Council. Carried.
Budget for 2022
Ken presented a proposed budget and after explanations and discussion, it was moved by Ken, seconded by Ian, that the Budget be presented to Parish Council. Carried

Other Reports:
See Ian's report.

New Business:
Music: Lon reported that, for 6 months, St. Mary's Music Director, Cathy Quicke, will be playing once or twice a month at St. Stephen's Sunday Church service. St. Stephen's will pay part of her salary for those Sundays.
Snow Clearing: Lon asked if there was a way a team could be ready to be called on snowy Sundays. It appears that Ken and Ian have been doing it by themselves.
Nominations: Ken and Ian will remain in their Wardens' positions. They will contact current and prospective members for Parish Council, Synod Representatives, Treasurer. There is also the need to formalize the heads of the various groups (Altar Guild, Sidesmen, etc.) as well as Envelope Secretary.

Correspondence:
Ralph Rowe: A letter from Bishop Anna has informed all churches in the Diocese that convicted pedophile

(and former Anglican priest) is living in the Cowichan Valley and is absolutely barred from coming on any Anglican property.

Next Meeting:
Friday, March 11, 2022 – 1:00 pm

Adjournment:
Ken moved to adjourn and Leslie F closed the meeting with a prayer and the Grace.

______________________________ Ian Stuart, Warden