Parish of Central Saanich Council Minutes
September 20, 2022 - 7:00 p.m. at St. Mary

ITEMS

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

Participants: The Ven. Dr. Lon Towstego, Chair
Deb Butler Ken Pedlow Ian Stuart
John Beresford Lynn Fallan Karen McColm Gary Moss
Sandra Scarth, Leslie Pedlow (Recording Secretary)

Regrets: Lynda Clifford, Terry Hartley, Don Wilson

I **Open meeting with Prayer** – Lon called the meeting to order at 6:58 p.m. indicating that everyone who was available was present. He confirmed that there was a Quorum. He reported that Mark Perkins had returned home from his hospital stay. He reported that he had a visitor drop in (Clement) who had fallen on hard times and hoped that we might see him at church on Sunday. Lon said a prayer to gather our thoughts and spoke the land acknowledgement.

II **Changes or Additions to the Agenda?** – Add Safe Church & St. Mary's Music Ministry reports.

It was **Moved** by Ian Stuart**, Seconded** by Gary Moss that the Agenda be adopted with the requested addition**. Carried.**

III **Minutes:**
1. Council Meetings – June 21, 2022 were circulated for feedback.

It was **Moved** by Lynn Fallan, **Seconded** by John Beresford, that the Minutes of the June 21, 2022 Parish Council meeting by approved. **Carried**.

IV **Reports**
1. Rector – Lon drew attention to his report on summer duties. – There were no questions. Lynn commented on the large scope of duties that fell outside of "Sundays."

2. Wardens
   - St. Mary – There were no questions. Members confirmed that they like the point form format of these reports.
   - St. Stephen – Deb Butler reported that the back wall of the church has been painted.

3. Safe Church – Sandra Scarth and Lynn Fallan confirmed that they were well ahead of other parishes and hoped that by the next meeting that the Parish would be in full compliance. Lynn is hoping to hold an in-house computer session for those who are experiencing challenges.

4. St. Mary's Music Ministry – Lynn Fallan reported that Cathy was missing the feedback that a choir used to provide. As per the announcement that has appeared in the bulletin, a Music Support Team of Lynn Fallan and Nancy Choat

has been created to receive input. The announcement will appear in the bulletin once per month as space will allow.

It was **Moved** by Karen McColm, **Seconded** by Ken Pedlow that the Non-Financial reports be received. **Carried.**

5. Financials:
   a) St. Mary Statements to August 31, 2022 – presented by Ken Pedlow. Ken indicated that he included a July Budget Review in case anyone wished to compare St. Mary and St. Stephen figures over a consistent time period. Ken reported that offerings were down but other areas like Facilities Use and donations for weddings and funerals was up. Lynn asked if we will ever recover and recoup the rates that were paid by Tai Chi. Leslie responded that we have had to lower our suggested rates in order to get people back into the buildings. It was noted that Relief Musician had exceeded budget and Ken reported that it was due to Covid requirements and other sickness as well as regular vacation coverage.

      It was **Moved** by Ken Pedlow, **Seconded** by John Beresford that the St. Mary Financial Statements to August 31, 2022 by adopted. **Carried**.

   b) St. Stephen Statements to July 31, 2022 – presented by Deb Butler. Deb reported that there were computer issues which prevented Leslie from posting the last few August entries and pulling statements. She thanked Leslie as well as Ken. Sandra expressed concern regarding the level of the regular offerings. Ken noted that this seems to be part of a familiar pattern where offerings are lower over the summer and pick up again nearer the end of the year. It was agreed that both churches need to keep financial reporting in front of the parishioners on a regular basis. Karen McColm asked if there would be a six-month financial review in light of the recent administrative changes. There isn't a plan to do so.

      It was **Moved** by Deb Butler, **Seconded** by Lynn Fallan that the St. Stephen Financial Statements to July 31, 2022 by adopted. **Carried**.

V Business Arising/Discussion from Minutes

Nothing discussed.

VI Correspondence

a) Lon reported that he had received an email from Alison and David Stewart indicating that they were leaving the Parish.

It was **Moved** by Ian Stuart, **Seconded** by Karen McColm that a letter be sent to the Stewart's thanking them for their contributions to the life of the Parish. **Carried Unanimously.**

VII New Business

a) Global Outreach/Gendemi – Lon summarized a letter outlining a decision, made in consultation with the Diocese and legal experts, about donations to Gendemi.

Gendemi is not recognized by the CRA and we can no longer accept anything going forward. Any donations up to 2021 are okay. Any other similar charities must be cleared and will need to be reassessed. Ken will get a copy of the letter by email from Lon.

b) Church Growth – Gary Moss reported that he had reread ***The Post Quarantine Church*** along side ***Trending Up***. His takeaway was that social media and a strong on-line presence is the key to engagement with the outside community. Gary walked us through how we could use the tools available to us better. He offered constructive criticism and excellent suggestions. There was a lively discussion where we acknowledged our challenges (website platform) and ways we could improve. Gary was invited to sit on (Chair??) the Social Media Committee along with Ian, Lon, Lindsay Pedlow, John Beresford, Leslie Pedlow. Gary also suggested that when reviewing job descriptions for administrative staff, social media should be written in as a required skill. Gary was thanked for his valuable input!

c) Administration Staffing – Gary's comment regarding administrative staffing lead Lon into his reporting on what is happening in the interim. Leslie Pedlow is taking on a dual role regarding bulletins, bookkeeping and other parish initiatives. Lon, together with the Wardens and Leslie, will meet again on October 6th to further clarify duties and develop a communication with parishioners on the interim steps. Lon stated that he hoped he had Parish Council members support and that people should not look upon this as a downsizing of the importance of St. Stephen but as a review of good stewardship of our resources.

VIII Next Meeting

October 18, 2022 at 7:00 p.m.

Advance notice of date change for November. Please mark November 22 on your calendars.
Other dates to note:
Parish AGM – Sunday, February 26, 2023 – details TBA
Diocesan Synod – Saturday, May 13, 2023 via Zoom – formal notice to follow

Ken Pedlow Motion for adjournment at 8:48 p.m.

X Closing with Prayer and the Grace

Gary Moss led a closing prayer and the Grace was said together.

Lon Towstego, Chair

Parish of Central Saanich Council Agenda – Sept. 20, 2022
7:00 p.m. at St. Mary

Regrets:

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – June 21, 2022 *(draft attached for reference)*

✓ *Motion to approve*

IV **Reports**

1. Rector – Lon

2. Wardens – St. Mary
   - St. Stephen

✓ *Motion to receive above reports*

2. Financials:
   a) St. Mary Statements to August, 2022 *(would incl. June & July)* – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to July 31, 2022 *(would incl. June)* – Deb/Ken

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

VI **Correspondence**

a) Email from David Stewart

VII **New Business**

a) Global Outreach/Gendemi
b) Church Growth – Gary Moss
c) Admin staffing

VIII **Next Meeting**

October 18, 2022
Advance notice for November – possibly change to November 22
Other Dates to Note

- Parish AGM – Sunday, February 26th – details tba
- Diocesan Synod – Saturday, May 13th, 2023 via Zoom formal notice to follow

Motion for adjournment

IX **Closing with Prayer and the Grace**

Parish of Central Saanich Council Minutes
June 21, 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, David Stewart, Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: Sandra Scarth

I **Open meeting with Prayer** – Lon called the meeting to order at 7:01 p.m. and acknowledged Indigenous Day and his experience visiting the Tsawout territory(?) earlier this evening. He then opened with prayer.

II **Changes or Additions to the Agenda?** – Gary Moss asked if St. Stephen's audio equipment could be added to the agenda as New Business and Lon had an item to add to Business Arising.

It was **Moved** by John Beresford**, Seconded** by Ian Stuart that the Agenda be adopted with the requested addition**. Carried.**

III **Minutes:**

1. Council Meetings – April 19, 2022 were approved electronically and posted to the website.

IV **Reports**

1. Rector – Lon reiterated his thanks to all while he was away on vacation. – There were no questions or comments.

2. Wardens
   - St. Mary – There were no comments or questions.
   - St. Stephen – Lon reminded Lynda that the use of the Bottle Recycling funds were to be discussed at the last Operations Committee and it didn't happen. Please make sure to add it to the next St. Stephen Ops Com agenda. There were no questions

   It was **Moved** by Don Wilson, **Seconded** by Lynda Clifford that the Non-Financial reports be received. **Carried.**

3. Financials:
   a) St. Mary Statements to May 31, 2022 – presented by Ken Pedlow. He reminded Council that brief Stewardship notices were in the March bulletins and a more detailed report was in the June ConneXion in order to keep stewardship front and centre. David Stewart commented that he thought the ConneXion report was excellent. There were no questions.

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

b) St. Stephen Statements to May 31, 2022 – presented by Lynda Clifford. Lynda advised that the statements that were circulated by email were prepared by Bob prior to his vacation and prior to him having the complete payroll statements from the Diocese. Hard copies of statements were distributed at the meeting of statements that Bob had prepared this morning. Lynda asked for clarification of the category "Bulk Payroll Charges". Leslie explained that this was a holding spot for Diocesan originated payroll errors that were in need of correction and once the correction came from the Diocese (not until the next pay period), that this account code should be reduced. The only exception was when the error occurred in December and the correction was not made until January of the following year. There was a question relating to income for "Funeral Bulletin Fees". Lon advised Council that we were now charging a fee for the photocopying of funeral bulletins. Leslie reported that she put these fees as a recovery against our photocopying and/or stationery expenses and indicated that she had a discussion with Bob about doing the same so that he is not incurring assessable income. It appears no action has been taken in this regard.
Leslie expressed concern that the Rector's Salary figure still did not closely resemble the figure presented by St. Mary. Council seemed satisfied that the Budget Review summary matched the Profit and Loss statement.

It was **Moved** by Lynda Clifford, **Seconded** by Don Wilson that the St. Stephen Financial Statements to May 31, 2022 by adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) "The Post Quarantine Church" Book Study – Will continue on Wednesdays as planned after the start being delayed one week. David Stewart commented that we should take care and make time to present this study at a time when people who work can attend.
b) Safe Church – Lynn Fallan gave an update on the revised program. She has the email up and running and is making headway. She has started looking at the on-line modules. She noted that once she has finished her training, she will be looking at staff and Council Members to take the course.
c) Lay Leadership in Worship Course – Lon advised that there is a new training program in the Diocese that will begin in September on Zoom. This does not take the place of the former Lay Readers program and it is not a requirement for those who are currently involved in the Liturgical Assistant role. This is a course that will equip those recommended to attend with resources, particularly on being able to give sermons or the ability to find a suitable sermon that may be read. Lon has currently reached out to a few people asking if they would be interested in attending and would welcome anyone who is interested to reach out to him.

VI Correspondence

a) Bishop's Pastoral Letter regarding Synod staffing – Although included in this month's package, this letter was sent to Council electronically on May 25th. It was received for information. The changes were briefly discussed.

VII New Business

a) St. Stephen Audio Equipment – Gary Moss reported that he had undertaken the inventory. He noted that while most equipment is older, it is still in working order. The exception is that three out of five mic stands are broken and he wonders if they could be replaced. He estimates it would cost about $50 each. Lon and the Wardens will discuss this with Gary and likely proceed.
Gary also asked if the sound equipment is used for funerals or with hall rentals and he suggested that there should be a charge for this. He also indicated that there are times when he isn't notified with sufficient time to set up if the equipment is needed. Lon agreed that there should be better notification and more clearly defined fees related to audio equipment use, especially for private functions. Lon indicated that St. Mary is charging a minimum fee of $100 for funerals to have a technician in place. Leslie advised that these fees are put into a special Sound/Video fund that could be used to replace or purchase equipment as needed.

VIII Next Meeting

Perhaps a social time later in July. TBD

Ken Pedlow Motion for adjournment at 8:01 p.m.

X Closing with Prayer and the Grace

Don Wilson led a closing prayer and the Grace was said together.

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Lon Towstego, Chair

Report from Incumbent to Parish Leadership Team, September: A glance at the summer.

- Attended Tsawout Supper for Indigenous Day, June 21
- Facilitated Book Study on "The Post Quarantine Church".
- June 29: Attended Stelly's School Awards to present St. Mary Bursary to Carmen Schafer along with the presenter of Lily Shield Burary.
- June 29: Attended Pride Eucharist at Christ Church Cathedral
- Audited a Vancouver School of Theology Course "Theology after Residential Schools." This an opportunity given to me by VST for mentoring Leslie Flynn in her internship.
- Key points from Book Study: "The Post Quarantine Church" by Thom Rainer. Don't sit still and don't get overly busy for the sake of being busy. Balance approach. Ken may offer more detail.
- Attended to a call from a family as father was dying at Saanich Peninsula Hospital.
- I negotiated with the Legion Manor to re-start a Worship Service in the facility. It began Sunday August 28 and continues on the last Sunday of each month at 3:15. Patricia Winters and Greg Robinson will assist so a nice balanced parish effort.
- I gathered with a group of First Nation People and Allies, "Aboriginal Neighbors" to debrief Pope Francis's Apology and time in Canada. I was able to take Marvin Underwood with me. The group gathered in the home of Ruth D'Hollander.
- St. Michael and All Angels, Selection Committee. Profile completed and submitted. No further input from me required for a time.
- Visited Parish of Salt Spring.
- Numerous Interments, Susan Burns funeral.
- Reg Hanbury funeral at Sands Victoria
- Planning of Ken Brind Funeral and pastoral care with family.
- Numerous HR and admin related meetings, diocesan and parish.
- Met with Cathy Quicke re: Music at St. Mary. Rachel and Daphne Re: St. Stephen.

- Re-started Wednesday Services. Planned special service for Wednesday, September 21 with Brett.
- Met with new parishioners.
- Took several Home and/or hospital Communion Services to people and visited.
- Worked with Bishop Anna and Leslie Re: Service planning for September 25, bishop visit.
- Maintained Parish Facebook site and worked with Ian and others re Paris Website.
- St. Mary Ops Meeting, September 16. Did St. Stephen Ops work with wardens and other. Next meeting in October.
- Personal study, self-care and collegial gatherings. Attended and served at Ordination, September 14, Holy Cross Day.
- Assisted planning for Diocesan Lay Training and will lead one session. Similar with Facing Racism BC training but co-lead several sessions
- And more……..

Wardens' Report for St Mary's to Parish Council – September 20, 2022

Activities - completed

1) Prepared the August year to date financial package for review by the parish council.
2) Prepared financial and operational reports for the Sept. 16th Operations Committee meeting.
3) Have received approval from Central Saanich Fire Dept. to post the Fire Safety Plan.
4) Completed the application for the annual Property Tax Exemption renewal with Central Saanich.
5) Completed the purge of the materials in the utility room.
6) Developed in coordination with the St Stephen Wardens a plan to handle the administrative and financial needs of St Stephen following the departure of Bob Quicke.
7) Arranged for and attended the annual fire inspection by Capital City Fire on July 29th.
8) Repaired the gutter leak above the hall door.
9) Completed the purchase and installation of new hand soap bags for the dispensers.
10) Worked on completing the Safe Church and Criminal check requirements of the Diocese for Wardens.
11) Scheduled the fall clean up for Saturday October 8th.
12) Completed repairs (foam insulation and finishing) to the Altar Guild sink drain.
13) Repainted the exterior wood frames on the 2 stained glass window either side of the chancel.
14) A temporary repair to the circular window above the main front door has been done. Repair and rebuild of the window frame will be required in the spring of 2023.
15) Got the automatic door on the women's washroom readjusted and functioning properly.

Activities – Underway or planned

16) Order the remaining new phones and complete the rest of the phone system repairs.
17) Repair the drywall in the electrical room as required by Central Saanich Fire Dept at their inspection.
18) Follow up on the emergency lighting issue identified by Capital City Fire during their inspection.
19) Undertake to complete a Capital & Significant Operating Issues Plan.
20) Reinstall re-bar in the damaged parking lot curb and repaint the curbs at the entrance.
21) Plan and budget for the repainting of the parking lot lines (Estimated cost $1,849).
22) Refresh the website appearance and upgrade the functionality to a more modern level.
23) Review the gardens around the church in light of simplifying the maintenance requirements.
24) Complete the CRD required back flow water system testing scheduled for September 27th.
25) Upgrade the existing office computer system in 2022 based on research and usage requirements.
26) Additional treatment of the moss on some areas of the roof is needed in the spring.
27) Keep informed about Diocesan initiatives. Transforming Futures update/ Bishop Anna's Six Priorities.
28) Looking into the purchase of thermostats than can be operated through the internet to reduce unnecessary heating of the building.
29) Review installing a keypad lock on the entrance door near the hall given cost estimate of $1,400.
30) Making efforts to have unused keys returned.
31) Review the facilities usage fees for implementation in 2023.
32) Improve the networking of the computers between the two churches in the parish.
33) Review the quality and waste of paper product supplies in the washrooms.

Respectfully submitted by Ian Stuart & Ken Pedlow

ST. STEPHEN WARDENS' REPORT

DONE:

- Our beautiful stained glass window has been repaired and put back in. A special protective layer has been ordered by Tom Mercer. It is expensive but will allow circulation of air to help prevent rot in the future.

- Safe Church has been set up. Sandra has contacted people who are required to take the course.

- We continue to collect bottles

- Working on reducing paper use and copier costs

NEEDS TO BE DONE:

- Inventory
- Carpet for hall altar area and repair to lectern
- Storage area organization
- Fund Raising Plans
- Project with First Nations Neighbours
- Bursary
- Painting of fence around cemetery
- Painting back wall of church
- Painting church steps

Submitted by Lynda and Deb

St. Mary's July 2022 Financial Review

ITEM	Actual To July 31, 2022	% To Budget Target=58%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$51,443.90	48.5%	$106,000	
OPEN OFFERING	$297.00	59.4%	$500	
FESTIVAL	$2,220.00	29.6%	$7,500	Easter
HALL /FACILITIES USE DONATIONS	$2,980.00	298.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$1,400.00	175.0%	$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	$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	**$59,939.34**	49.1%	**$121,958**	Excludes $15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$26,931.33	55.0%	$48,939	
RELIEF CLERGY	$900.00	180.0%	$500	
ASSIST CLERGY	$712.50	35.6%	$2,000	
MUSIC DIRECTOR	$5,726.85	48.3%	$11,845	
RELIEF MUSICIAN	$750.00	187.5%	$400	
ADMIN. ASST/BOOKKEEPER	$15,871.76	57.1%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$12,720.75	58.3%	$21,807	
CHRISTIAN EDUCATION	$136.43	68.2%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$788.20	105.1%	$750	
SANCTUARY SUPPLIES	$112.55	37.5%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$836.48	27.9%	$3,000	Includes recoveries
POSTAGE	$0.00	0.0%	$275	
STATIONERY	$143.15	14.3%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$2,065.37	51.6%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$375	
MAINTENANCE - GARDENING	$49.28	4.9%	$1,000	
GARBAGE	$0.00	0.0%	$500	
HYDRO	$4,812.20	64.2%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$70.80	70.8%	$100	
INTERNET	$1,468.81	58.8%	$2,500	
TELEPHONE	$977.65	78.2%	$1,250	
WATER/SEWER	$347.40	49.6%	$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	**$80,397.70**	54.7%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$20,458.36**	81.6%	**-$25,086**	

St. Mary's August 2022 Financial Review

ITEM	Actual To August 31, 2022	% To Budget Target=66%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$60,197.90	56.8%	$106,000	
OPEN OFFERING	$297.00	59.4%	$500	
FESTIVAL	$2,220.00	29.6%	$7,500	Easter
HALL /FACILITIES USE DONATIONS	$3,330.00	333.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$2,400.00	300.0%	$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	**$73,493.34**	60.3%	**$121,958**	Excludes $15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$31,150.68	63.7%	$48,939	
RELIEF CLERGY	$787.50	157.5%	$500	
ASSIST CLERGY	$712.50	35.6%	$2,000	
MUSIC DIRECTOR	$6,567.57	55.4%	$11,845	
RELIEF MUSICIAN	$750.00	187.5%	$400	
ADMIN. ASST/BOOKKEEPER	$18,209.60	65.5%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$14,538.00	66.7%	$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	$112.55	37.5%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$836.48	27.9%	$3,000	Includes recoveries
POSTAGE	$94.30	34.3%	$275	
STATIONERY	$143.15	14.3%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$2,372.87	59.3%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$375	
MAINTENANCE - GARDENING	$49.28	4.9%	$1,000	
GARBAGE	$0.00	0.0%	$500	
HYDRO	$5,347.73	71.3%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$70.80	70.8%	$100	
INTERNET	$1,678.64	67.1%	$2,500	
TELEPHONE	$1,031.60	82.5%	$1,250	
WATER/SEWER	$347.40	49.6%	$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	**$90,684.83**	61.7%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$17,191.49**	68.5%	**-$25,086**	

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

			31 Aug 22
ASSETS			
Current Assets			
Chequing/Savings			
1005 · Consolidated Bank Account			
1010 · General Operating Account		16,791.62	
1110 · St. Mary's Church Events		6,868.39	
1210 · St. Mary's Memorial Operating		96,696.33	
Total 1005 · Consolidated Bank Account			120,356.34
1500 · Investments - GIC's			
1592 · Memorial Account GIC (115)		50,400.00	
Total 1500 · Investments - GIC's			50,400.00
Total Chequing/Savings			170,756.34
Accounts Receivable			
1400 · GST Receivable			289.88
Total Accounts Receivable			289.88
Total Current Assets			171,046.22
TOTAL ASSETS			**171,046.22**
LIABILITIES & EQUITY			
Liabilities			
Long Term Liabilities			
3100 · Current Special Ministries - CE			
3110 · Church Events - Altar Fund		1,303.58	
3120 · Church Events - Flower		735.48	
3130 · Church Events - Holly Fair			
3131 · Church Events - Holly Fair Sale	1,576.82		
3135 · Church Events - Holly Fair 2021	250.00		
Total 3130 · Church Events - Holly Fair		1,826.82	
3150 · Church Events - General		32.84	
3160 · Church Events - Church Sales		28.85	
3170 · Church Events - Social Fund		346.24	
3190 · Church Events- Recycle Refunds		721.00	
Total 3100 · Current Special Ministries - CE			4,994.81

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

	31 Aug 22
3400 · Outreach Funds	
3440 · Outreach-General Use	920.27
3460 · Outreach-Saan. Pen. Hospital	45.00
3491 · Outreach-Anglican Appeal	345.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	4,816.08
Total 3400 · Outreach Funds	6,194.46
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	2,390.01
3520 · Memorial- Thrifty's	2,016.00
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	600.00
Total 3500 · Deferred Sp. Ministries - Mem.	24,001.00
Total Long Term Liabilities	35,190.27
Total Liabilities	35,190.27
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	-2,191.49
Total Equity	135,855.95
TOTAL LIABILITIES & EQUITY	**171,046.22**

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

	Jan - Aug 22
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	297.00
4120 · Offering-Weekly	60,197.90
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	2,220.00
Total 4130 · Offering - Festivals	2,220.00
Total 4100 · Offering Income	62,714.90
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	2,400.00
4330 · General Income-Facilities Use	3,330.00
4360 · General Income-Misc./Interest	190.00
4370 · General Income - Wage Subsidy	1,408.44
Total 4300 · General Income	7,328.44
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	88,493.34
Total Income	88,493.34
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	31,150.68
5120 · Salary/Benefits-Music Director	6,567.57
5130 · Salary/Benefits-Admin./Bookeep.	18,209.60
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	58,177.85
5300 · Expenditures - Admin - General	
5310 · Website/Electronic. Media	70.80
5320 · Postage	94.30

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

	Jan - Aug 22
5330 · Stationery Expenses	
5331 · Stationery - General	67.88
5330 · Stationery Expenses - Other	75.27
Total 5330 · Stationery Expenses	143.15
5340 · Photocopier - General	836.48
5350 · Insurance	4,762.00
5360 · Diocesan Assessment	14,538.00
5390 · Bank Charges/Errors - General	214.19
Total 5300 · Expenditures - Admin - General	20,658.92
5400 · Expenditures-Ministries-General	
5410 · Music	747.90
5420 · Sanctuary	112.55
5430 · Christian Education	136.43
Total 5400 · Expenditures-Ministries-General	996.88
5500 · Expenditures-Maintenance-Gener.	
5520 · Cleaning-General	
5521 · Cleaning-Contract	2,372.87
Total 5520 · Cleaning-General	2,372.87
5530 · Grounds and Equipment	49.28
Total 5500 · Expenditures-Maintenance-Gener.	2,422.15
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	347.40
5620 · Hydro	5,347.73
5640 · Telephone	1,031.60
5650 · Internet	1,678.64
Total 5600 · Expenditures-Utilities-General	8,405.37
5800 · Miscellaneous Expenses-General	23.66
Total 5000 · EXPENDITURES - General	90,684.83
Total Expense	90,684.83
Net Income	**-2,191.49**

St Stephen's July 2022 Financial Review

ITEM	Actual To July 31, 2022	% To Budget Target=58%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$46,595.33	39.0%	$119,600	
OPEN OFFERING	$1,310.25	163.8%	$800	Cash gift of $750 in April
FESTIVAL	$725.00	24.2%	$3,000	
HALL /Preschool Donation	$7,200.00	75.8%	$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$1,793.40	0.0%	$0	Includes Grounds Users ($420)
WEDDINGS/ FUNERALS	$1,800.00	450.0%	$400	
FUNERAL BULLETIN FEES	$0.00	0.0%	$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	$0.00	0.0%	$0	
INTEREST INCOME	$5,068.08	168.9%	$3,000	
DONATIONS/Targeted	$0.00	0.0%	$0	
WAGE SUBSIDY	$0.00	0.0%	$0	
CEMETARY SUPPORT	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
MISCELLANEOUS INCOME	$103.58	0.0%	$0	Stale cheques last year/Sunday Coffee
TOTAL REVENUE	**$64,595.64**	47.4%	**$136,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$27,585.61	56.4%	$48,939	
RELIEF CLERGY	$562.50	112.5%	$500	
ASSIST CLERGY	$750.00	37.5%	$2,000	
MUSICIANS	$3,933.15	63.4%	$6,200	
RELIEF MUSICIAN	$1,437.50	0.0%	$0	Includes $300 for sound/projection
ADMIN. ASST/BOOKKEEPER	$8,514.65	48.3%	$17,645	
SALARIES - PAYROLL VARIANCES	$1,671.08	0.0%	$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$11,845.75	58.3%	$20,307	
FINANCIAL CONSULTANTS	$0.00	0.0%	$0	Category held for future use
CHRISTIAN EDUCATION	$136.42	27.3%	$500	Study books (Summer)
CLERGY CONFERENCES	$0.00	0.0%	$400	Based on Diocesan designated amount
MUSIC SUPPLIES	$206.50	68.8%	$300	
SANCTUARY SUPPLIES	$390.24	78.0%	$500	
ADVERTISING	$133.25	66.6%	$200	
INSURANCE	$5,722.00	100.0%	$5,722	No Further Action
PHOTOCOPY	$2,493.43	83.1%	$3,000	Includes recoveries
POSTAGE	$192.52	38.5%	$500	
STATIONERY	$296.34	19.8%	$1,500	Includes recoveries
PUBLICATIONS	$102.50	0.0%	$0	
OFFICE COMPUTERS	$196.25	39.3%	$500	
SOCIAL EVENTS	$8.45	4.2%	$200	After service coffee
MAINTENANCE - GENERAL	$1,872.88	37.5%	$5,000	
SECURITY	$368.46	73.7%	$500	
MAINTENANCE - CLEANING CONTRACT	$2,116.59	60.5%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$85.22	17.0%	$500	
MAINTENANCE - GROUNDS	$830.68	27.7%	$3,000	
GARBAGE	$560.58	56.1%	$1,000	
HYDRO	$3,622.40	72.4%	$5,000	
WEB MAINTENANCE	$70.80	0.0%	$0	Diocese Licences and Fees
HEATING OIL (HALL)	$4,924.99	98.5%	$5,000	New contractor as of Mar 16th, 2022
INTERNET	$850.42	56.7%	$1,500	
TELEPHONE	$753.95	75.4%	$1,000	
YOUTH MINISTRY			$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$0.00	0.0%	$0	
BANK CHARGES & RECONCILIATIONS	$90.00	0.0%	$0	
RECONCILIATRION VARIANCES	-$5.89	0.0%	$0	Book-keeping Adjustment
TOTAL EXPENDITURES	**$82,319.22**	60.9%	**$135,213**	
OPERATING SURPLUS/DEFICIT	**-$17,723.58**	-1630.5%	**$1,087**	

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

			Jul 31, 22
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1005 · Petty Cash		139.10	
1010 · Coast Captial Operating Account		143,108.06	
Total 1000 · CASH			143,247.16
Total Chequing/Savings			143,247.16
Other Current Assets			
1400 · GST -(2.5%) Recoverable			454.84
1500 · INVESTMENTS			
1505 · Diocesan Investment (CTF)			
1506 · CTF Market Value Fluctuation	18,001.00		
1505 · Diocesan Investment (CTF) - Other	130,000.00		
Total 1505 · Diocesan Investment (CTF)		148,001.00	
Total 1500 · INVESTMENTS			148,001.00
Total Other Current Assets			148,455.84
Total Current Assets			291,703.00
TOTAL ASSETS			**291,703.00**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE			
2020 · Individuals Payable		158.51	
2040 · Suppliers Payable		442.13	
Total 2000 · ACCOUNTS PAYABLE			600.64
Total Accounts Payable			600.64
Other Current Liabilities			
3100 · CURRENT SPECIAL MINISTRIES			
3110 · Altar Flowers /Guild		117.17	
3160 · Community Lunch (#5)		2,215.56	
3175 · Sunday School / Christian Ed.		20.00	
Total 3100 · CURRENT SPECIAL MINISTRIES			2,352.73
3400 · OUTREACH PROJECTS			
3420 · General Outreach (Fairway)			
3422 · Christmas Hampers	55.75		
3420 · General Outreach (Fairway) - Other	83.50		
Total 3420 · General Outreach (Fairway)		139.25	

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

		Jul 31, 22
3430 · Precious Jewels		50.00
3460 · YFC Victoria -Blue Bus		25.00
3470 · South Island Centre for Counsel		20.00
3493 · Prayer Shawls		(3.44)
3495 · St. Matthew's Theo Library		1,020.00
Total 3400 · OUTREACH PROJECTS		1,250.81
Total Other Current Liabilities		3,603.54
Total Current Liabilities		4,204.18
Long Term Liabilities		
3500 · DEFERRED SPECIAL PROJECTS		
3505 · Church Restoration (CTF)		96,495.13
3510 · Contingency Reserve Fund		25,895.90
3520 · Garden Project (#5)		215.47
3525 · Grounds Maintenance (CTF)		26,529.58
3535 · Lych-gate (#5)		2,844.37
3540 · Memorial Hall Fund		
3543 · General Memorial Funds	45,392.38	
Total 3540 · Memorial Hall Fund		45,392.38
3545 · Pet Memorial (#5)		5,173.70
3560 · Education Fund (#5)		4,988.91
3575 · Transforming Futures Fund		700.00
Total 3500 · DEFERRED SPECIAL PROJECTS		208,235.44
Total Long Term Liabilities		208,235.44
Total Liabilities		212,439.62
Equity		
30000 · Opening Bal Equity		40,712.67
32000 · Retained Earnings		38,273.29
32150 · Unrealized Gain/Loss		18,001.00
Net Income		(17,723.58)
Total Equity		79,263.38
TOTAL LIABILITIES & EQUITY		**291,703.00**

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through July 2022

	Jan - Jul 22			
Ordinary Income/Expense				
Income				
4000 · OPERATING INCOME				
4100 · Offering Income				
4110 · Open Offerings		1,310.25		
4120 · Identified Donors				
4122 · Canada Helps	5,157.79			
4120 · Identified Donors - Other	41,437.54			
Total 4120 · Identified Donors		46,595.33		
4130 · Festival Donations				
4131 · Easter Envelopes	695.00			
4133 · Christmas Season	30.00			
Total 4130 · Festival Donations		725.00		
Total 4100 · Offering Income			48,630.58	
4300 · General Income				
4310 · Weddings / Funerals				
5331 · Office Supply Cost Recovery	0.00			
4310 · Weddings / Funerals - Other	1,800.00			
Total 4310 · Weddings / Funerals		1,800.00		
4350 · Miscellaneous Income		103.58		
Total 4300 · General Income			1,903.58	
4330 · Facilities Income				
4332 · Incident Cemetery Support		0.00		
4334 · Community Facilities Use		1,325.00		
4335 · Community Grounds User		420.00		
4337 · Pre-School		7,200.00		
4339 · Donation Boxes		48.40		
Total 4330 · Facilities Income			8,993.40	
4340 · Interest			5,068.08	
4400 · Transfers -IN				
4415 · Loans or Support from Cemetery		0.00		
Total 4400 · Transfers -IN			0.00	
Total 4000 · OPERATING INCOME				64,595.64
4095 · Total Income - Operations				
4091 · Diocesan Direct Deposits			0.00	
Total 4095 · Total Income - Operations				0.00
Total Income				64,595.64
Expense				
Reconciliation Discrepancies				(5.89)

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through July 2022

	Jan - Jul 22			
5000 · General Expenditure				
5100 · Wages & Benefits				
5110 · Priest Salary/Benefits		27,585.61		
5130 · Administrator -Salary/Benefits		8,514.65		
5140 · Relief Clergy		562.50		
5150 · Musicians				
5151 · Musicians -Contract	3,933.15			
5152 · Occasional Musicians	1,137.50			
5153 · Sound/Projection	300.00			
Total 5150 · Musicians		5,370.65		
5170 · Assistant Clergy		750.00		
5180 · Payroll Variences		1,671.08		
Total 5100 · Wages & Benefits			44,454.49	
Total 5000 · General Expenditure				44,454.49
5300 · General Administration				
5310 · Web Maintenence			70.80	
5320 · Post Box & Postage			192.52	
5330 · Office Supplies			296.34	
5332 · Office Computers / Software			196.25	
5340 · Photocopier			2,493.43	
5350 · Insurance			5,722.00	
5355 · Publications			102.50	
5360 · Diocesan Assessment			11,845.75	
5370 · Advertising			133.25	
5390 · Bank Charges /Error Correction			90.00	
Total 5300 · General Administration				21,142.84
5400 · Ministry Expense				
5410 · Music Supplies			206.50	
5420 · Church & Sanctuary Supplies			390.24	
5430 · Christian Education (VBS/SS)			136.42	
5450 · Social Events			8.45	
Total 5400 · Ministry Expense				741.61
5500 · Maintenence Expenses				
5510 · General Maintenance			1,872.88	
5520 · Cleaning Expense				
5521 · Janitorial Contract		2,116.59		
5522 · Cleaning Supplies		85.22		
Total 5520 · Cleaning Expense			2,201.81	
5530 · Grounds Keeping				
5531 · Grounds Keeping Supplies		157.31		
5533 · Grounds Labour		673.37		
Total 5530 · Grounds Keeping			830.68	

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through July 2022

			Jan - Jul 22
5550 · Security			368.46
Total 5500 · Maintenence Expenses			5,273.83
5600 · Utilities Expenses			
5620 · Hydro			
5621 · Electricity - Church		1,970.21	
5622 · Electricity - Hall		1,652.19	
Total 5620 · Hydro			3,622.40
5630 · Heating Oil - Hall			4,924.99
5640 · Telephone Links			
5642 · Office Line			
5643 · Long Distance Fees	1.04		
5642 · Office Line - Other	152.91		
Total 5642 · Office Line		153.95	
5644 · Rector's Cell		600.00	
Total 5640 · Telephone Links			753.95
5650 · Internet Service			850.42
5660 · Garbage & Recycling			560.58
Total 5600 · Utilities Expenses			10,712.34
Total Expense			82,319.22
Net Ordinary Income			(17,723.58)
Other Income/Expense			
Other Expense			
80000 · Ask My Book-keeper			0.00
Total Other Expense			0.00
Net Other Income			0.00
Net Income			**(17,723.58)**