

Parish of Central Saanich Council Minutes
October 18, 2022 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Leslie	Keep Social Media Update on Agenda	

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

Regrets: Lynn Fallan

I **Open meeting with Prayer** – Lon called the meeting to order at 7:00 p.m. Lon said a prayer to gather our thoughts and spoke the land acknowledgement.

II **Changes or Additions to the Agenda?** – Lon added (d) under New Business – End of Life & Funeral Planning worship.

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

III **Minutes:**

1. **Council Meetings** – September 20, 2022 were circulated for feedback.

It was **Moved** by Terry Hartley, **Seconded** by Ian Stuart, that the Minutes of the September 20, 2022 Parish Council meeting be approved. **Carried.**

IV **Reports**

1. Rector – Lon drew attention to his report on his recent duties and mentioned that he had heard positive comments on the pulpit exchange. – There were no questions.

2. Wardens

- St. Mary – There were no questions.
- St. Stephen – Lon commented that Peter Simpson also assisted with the grass mowing and we offer our thanks to him as well as John. He also thanked Terry for her continued work on the Bottle collection. Ian Stuart commented on the Septic Tank Holding covers and expressed his view that they need to be reinforced from below. Lynda thanked him for his advice.

3. Safe Church – In Lynn Fallan's absence, Lon gave a verbal update on the status of St. Mary's. She indicated that St. Mary's is 95 percent complete and hopes to be done by the end of October. Sandra indicated that St. Stephen's was still behind. The CRC's are coming in well but that training has not been done. She expressed her concern with the existing program and Council asked Sandra to offer her constructive criticism to the Diocese.

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

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4. Financials:

- a) St. Mary Statements to September 30th, 2022 – Ken Pedlow advised that he hoped to have short financial reports reflecting the third quarter in the October 23rd bulletin. Lon, who spoke on Stewardship at St. John the Divine, said they are doing short videos on stewardship. St. John's will share them with Lon who will share them with the Wardens. There were no questions.

It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that the St. Mary Financial Statements to September 30, 2022 be adopted. **Carried.**

- b) St. Stephen Statements to September 30, 2022 – Lynda Clifford asked if there were any questions. Don Wilson asked about the attendance at both churches. Lon reported that at St. Mary it was between 35 & 40 and at St. Stephen it was 25 & 30. Don expressed his opinion that people seemed to be returning to regular attendance after the COVID shutdown.

It was **Moved** by Lynda Clifford, **Seconded** by Ken Pedlow that the St. Stephen Financial Statements to September 30, 2022 be adopted. **Carried.**

V Business Arising/Discussion from Minutes

Social Media/Church Growth – Gary Moss updated Council. He reported that there are 34 new followers and 611% uptake on Posts. The post on the Bishop's visit reached 440 people. He reminded people to "like" & "share with friends". This will trigger FaceBook to boost our page. Gary has added Rachel as an Administrator to the account to give her the ability to post video and photo content. He indicated that he feels that he is ready to open the "Group" to the wider Parish. Gary explained how the "Ads" feature of FaceBook works. It allows the Administrator to target those who we want to attract. Lon asked that this item be kept on the agenda for future updates.

It was **Moved** by John Beresford, **Seconded** by Karen McColm to spend \$100 (\$50 from each Church) to test the "Ad" feature on FaceBook. **Carried.**

VI Correspondence

- a) Lon reported that he and the Wardens had received a letter from Cathy Quicke tendering her resignation as Music Director effective December 31, 2022. Lon thanked Cathy for giving good advance notice and seeing us through Advent and Christmas. Ken and Ian will deal with Diocesan payroll and take the lead roles in a search committee.

It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford, that we had a 22 minute in-camera discussion and then moved out. **Carried.**

VII New Business

- a) Spaghetti Dinner Fundraiser – hosted by Lon and Marian Towstego. This will be a Parish fundraiser and will model serving and model a stewardship project. The dinner will take place on Friday, November 4th at 5:30 p.m. by a donation of between \$15-20, or \$40 for a family with children. People will be asked to bring a small dessert for sharing. The Towstegos will be asking people for assistance.

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- b) Companion Journey, Grief & Loss Circle – The Parish has been asked to join with Holy Trinity in hosting this gathering of first nations people who meet together to share a meal and stories. The first session was held at St. Mary on October 14. Lon commented that it was a very intergenerational group. The menu is simple: a casserole, bread, dessert and tea and coffee. Volunteers are needed to provide meals.
- c) St. Mary's Music Ministry – Discussed under Correspondence.
- d) End of Life & Funeral Planning Workshop – Lon advised that he and Jill Stuart are planning a workshop for Saturday, January 14th, 2023.

VIII Next Meeting

November 22, 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

Regional Meeting – Saturday, March 11 @ St. Mary's- details TBA

Diocesan Synod – Friday in person; Saturday, May 13, 2023 via Zoom – formal notice to follow

Ken Pedlow Motion for adjournment at 8:45 p.m.

X Closing with Prayer and the Grace

Ian Stuart led a closing prayer and the Grace was said together.



Lon Towstego, Chair

Parish of Central Saanich Council Agenda – October 18, 2022

7:00 p.m. at St. Mary

Regrets:

I Open meeting with the land acknowledgement and Prayer

II Changes or Additions to the Agenda?

III Minutes:

1. Council Meeting – September 20, 2022

✓ *Motion to approve*

IV Reports

1. Rector – Lon

2. Wardens – St. Mary
- St. Stephen

3. Safe Church Update – Lynn & Sandra

✓ *Motion to receive above reports*

4. Financials:

a) St. Mary Statements to September 30, 2022 – Ken

✓ *Motion to adopt*

b) St. Stephen Statements to September 30, 2022 (*would incl. June*) – Lynda

✓ *Motion to adopt*

V Business Arising/Discussion from Minutes

a) Social Media/Church Growth Update – Gary

VI Correspondence

a) Letter from Cathy Quicke - Lon

VII New Business

a) Spaghetti Dinner Fundraiser – Lon

b) Companion Journey, Grief and Loss Circle – Lon & Lynda

c) St. Mary's Music Ministry - Lon

VIII Next Meeting

November 22

Other Dates to Note

- Parish AGM – Sunday, February 26th – details tba

- Regional Meeting- Saturday, March 11th @ St. Mary details tba

- Diocesan Synod – Saturday, May 13th, 2023 via Zoom formal notice to follow

Motion for adjournment

IX Closing with Prayer and the Grace

Report from Incumbent to Parish Leadership Team, October 17, 2022

- Various activities not listed, but mostly interacting with people of the parish.
- **Worshipped** with Bp. Anna in our parish and **visited** Fern and Mark Perkins with Bp. Anna, Sept 25
- **Planned worship, prepared to preach, and study time.** Prepared with Leslie our **Thanksgiving letter.**
- Helped various regional clergy with Vacation fill in clergy. 1e) Holy Trinity North Saanich
- Met with **Marvin Underwood and with Russ Godfrey** to plan musical piece at the beginning of our Sept 25 Orange Shirt Day commemoration.
- Attended to **various Admin** matters. Met with Wardens and Leslie at St. Stephen for planning and assessment of progress.
- Met with Gary Moss Re: Social Media and participated in surprise **Birthday Party** for him. Sept 24
- Presided at **Celebration of Life Service** for Ken Brind Oct 3
- Attended and participated in Diocesan **"We Together Conference"** In Nanaimo, Sept. 30, Oct 1.
- Various **Counselling sessions.**
- Attend Zoom **Archdeacon Meeting.** Oct 5
- Met with retired **Bp. Logan** October 6
- **Interment Service, Joan Smith.** October 7
- **Presided at wedding** of John Smith and Carly Stephens off-site, Nanaimo. Liaised with Ven. Clara Plamondon for books etc Oct. 8
- Met with **Ven Bob Baillie** Re: Holy Trinity, Sooke. Oct 11
- **Preside** at Wednesday Eucharists with 6-10 people usually attending.
- **Participate in Diocesan HR Team Zoom Meetings** every second Wednesday.
- Started and hosted with laity **Bible Study** in person on Wednesdays.
- Participate as a facilitator in **the "Intersections Series", Challenging Racism BC.** Wednesday evenings of Sept. 28, Oct 5, 12 and forward for three more weeks. (One Parishioner from our parish is involved.)
- **Visit various people in Hospital,** Saanich Peninsula, Vic General and Royal Jubilee.
- Maintained Office Hours of St. Stephen, Each Friday
- Met with **Rev. Gil Shoemith,** re: Covenant as a deacon and discuss his sermon for Oct. 31

- Met with Rachel Moss and Cathy Quicke **for music ministry planning** for period of Advent and Christmas. Oct 14
- Worked with Lynda to plan our joint parish work, **Companion Journey with Holy Trinity, North Saanich**. Hosted and participated in The Grief and Loss Healing Circle. Hosted in St. Mary Hall, with 15 people total. A great moment in our **Journey of Reconciliation**. Oct 14
- Met with family of Peter Lawson and Howie to **begin planning interment and service** for Peter. Oct 15
- Planned with family and presided at **Graveside Service** for Doreen Harrison. Oct 15
- Participate in **Pulpit Exchange** with St. John The Divine, Quadra Street, Victoria. I was asked to preach on **Stewardship**. I also met with and orientated the Rev. Stephanie Wood to our two points as she came to us. Oct 16
- Attended parts of the Reception for the **retirement of Ansley Tucker**, Dean of the Cathedral and of the Dioceses. Oct 16
- **Self-Care:** Daily Prayer and interaction with colleagues and Spiritual Director (Martin Brokenleg)

Wardens' Report for St Mary's to Parish Council – October 18, 2022

Activities - completed

- 1) Prepared the September year to date financial package for review by the parish council.
- 2) Have posted the Fire Safety Plan.
- 3) Continued coordination with the St Stephen Wardens to handle their administrative and financial needs.
- 4) Provided extensive assistance in getting St Stephen computers operating more efficiently.
- 5) Worked on completing the Safe Church and Criminal check requirements of the Diocese for Wardens.
- 6) Participated in the fall clean up on Saturday October 8th.
- 7) Completed the CRD required back flow water system testing scheduled for September 27th.
- 8) Reviewed installing a keypad lock on the entrance door near the hall given cost estimate of \$1,400.
- 9) Assisted with the Ken Brind funeral.

Activities – Underway or planned

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

Respectfully submitted by Ian Stuart & Ken Pedlow

Sept. 2022 - Wardens Report

To Be Done

Participation in Journeying together with Holy Trinity. We have been asked as a parish to share in the Grief and Loss group. This is a group that comes together from all 4 First Nations Communities here on the peninsula. They meet on Fridays weekly, alternating between St Mary and Holy Trinity. We provide a hot meal and dessert, tea and coffee. The meal is eaten and then the group has a time of sharing. We will be looking for volunteers to provide meals on the weeks we are in St Mary. Lon and Gil joined in last week and were welcomed to the circle. There are a couple of facilitators, one of whom has appropriate training.

Preschool have asked for some branches to be cleared in the playground area, also requested cleaning of heating ducts and ceiling fans. They are planning a clean up outside and want to add to our burn pile.

We have discussed having all locks for the hall redone and changed so that we have master keys and can have a better key log. The church keys will remain as they are.

We have received a quote from MCM to level off the area where the blackberries were removed and have it ready for grass to be planted in the spring, which will allow grass cutting by mower.

Severe flies "hatch" in church and hall, on the sunny side. Fly strips have been used, windows in the hall have been closed as tightly as possible. We wonder if this is due to continued dry weather.

Office management is moving along successfully.

Games night in the future, hopefully!!

Many thanks to John Beresford who did the grass cutting for us, while Diana is not well enough.

New to us tractor, donated by Peter who has done a considerable amount of work on it. We hope it can be useful on the property.

Inventory needs to be done, areas needing help, Music and all related equipment, Garry Moss-donated, I should get a copy. Kitchen- Group, Office and equipment ? -Admin, 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, to be done on line, it is not too hard to do.

Peter is working on upgrade for alarm system, also a new and better and greener light over the Lichgate.

Carpet for the hall altar area needs cleaning and also repair to the lectern stand.

Storage area, under the hall, 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.

Plans for Frontal fabrics and Altar hangings

Fundraising plans ???

Find a project that we can work on with our First Nations Neighbours,

Consider a Bursary similar to the one given by St.Mary

Church steps, waiting until the weather is dryer, confusion!! May need to wait now until next year

Fence around Cemetery to be painted when weather permits,? Has been okay but.....

Chimney at the church may be in need of grouting replacement.

Discussion about wreath and candles for Advent.

Trying to find new volunteers for things like coffee time and counting helpers. Comfort Ministry is needed for memorial teas. This work is falling to the same few people. Can we share this ministry with St Mary so we help each other.

Check Floor in the Hall Entranceway, Peter has looked but repair still to be considered.

Shed Clean up partially done, empty bottles removed, move to be done,
Bottles of wine need to be emptied and taken away. The work bench needs some TLC

Completed:

Pianist for 2nd Sunday of the month is working out well, as she gets use to our service format. We are enjoying her talent.

Envision Painting have repainted the back wall of the church, I am now inquiring as to the rusty marks that have bled through, most noticeable on the front.

Repairs to Stain Glass window is complete and final protection on the outside is also complete.

New contract for preschool has been done, included are increase in rent and also a financial benefit to them when extra push back is required by renter, the charge will be passed along to preschool. They are planning to go back to 4 days a week in September. Unsure if this has happened.

Reinforcement of the covers of Septic Holding Tanks beside the Hall.

Some clean up has been done in the office, computers and desk have had a good sort out, there is still lots to go through, what do we keep and let go.

Collection of bottles and funds collected is ongoing, over \$100.

Lynda & Deb

St. Mary's September 2022 Financial Review

ITEM	Actual To	% To Budget Target=75%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
	September 30, 2022			
INCOME				
REGULAR OFFERINGS	\$68,936.90	65.0%	\$106,000	
OPEN OFFERING	\$317.00	63.4%	\$500	
FESTIVAL	\$2,220.00	29.6%	\$7,500	Easter
HALL /FACILITIES USE DONATIONS	\$4,080.00	408.0%	\$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$2,500.00	312.5%	\$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	\$83,102.34	68.1%	\$121,958	Excludes \$15,000 Memorial Account Transfer
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$35,483.46	72.5%	\$48,939	
RELIEF CLERGY	\$787.50	157.5%	\$500	
ASSIST CLERGY	\$712.50	35.6%	\$2,000	
MUSIC DIRECTOR	\$7,533.29	63.6%	\$11,845	
RELIEF MUSICIAN	\$750.00	187.5%	\$400	
ADMIN. ASST/BOOKKEEPER	\$19,777.92	71.2%	\$27,791	
SALARIES - PAYROLL VARIANCES	\$0.00	0.0%	\$0	
DIOCESAN ASSESSMENT	\$16,355.25	75.0%	\$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	\$133.34	44.4%	\$300	
ADVERTISING	\$0.00	0.0%	\$200	
INSURANCE	\$4,762.00	100.0%	\$4,762	No Further Action
PHOTOCOPY	\$2,013.75	67.1%	\$3,000	Includes recoveries
POSTAGE	\$94.30	34.3%	\$275	
STATIONERY	\$243.22	24.3%	\$1,000	Includes recoveries
COMPUTER EXPENSES	\$0.00	0.0%	\$1,500	
MAINTENANCE - GENERAL	\$503.23	16.8%	\$3,000	
MAINTENANCE - CLEANING CONTRACT	\$2,680.37	67.0%	\$4,000	
MAINTENANCE - CLEANING SUPPLIES	\$0.00	0.0%	\$375	
MAINTENANCE - GARDENING	\$49.28	4.9%	\$1,000	
GARBAGE	\$339.35	67.9%	\$500	
HYDRO	\$5,883.97	78.5%	\$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	\$70.80	70.8%	\$100	
INTERNET	\$1,888.47	75.5%	\$2,500	
TELEPHONE	\$1,085.55	86.8%	\$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	\$102,801.38	69.9%	\$147,044	
OPERATING SURPLUS/DEFICIT	-\$19,699.04	78.5%	-\$25,086	

St. Mary's Anglican Church
Balance Sheet
As of 30 September 2022

	30 Sep 22
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	14,832.00
1110 · St. Mary's Church Events	6,778.65
1210 · St. Mary's Memorial Operating	96,993.33
Total 1005 · Consolidated Bank Account	118,603.98
1500 · Investments - GIC's	
1592 · Memorial Account GIC (115)	50,400.00
Total 1500 · Investments - GIC's	50,400.00
Total Chequing/Savings	169,003.98
Accounts Receivable	
1400 · GST Receivable	346.70
Total Accounts Receivable	346.70
Total Current Assets	169,350.68
TOTAL ASSETS	169,350.68
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,303.58
3120 · Church Events - Flower	835.49
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	43.85
3170 · Church Events - Social Fund	346.24
3190 · Church Events- Recycle Refunds	721.00
Total 3100 · Current Special Ministries - CE	5,109.82

10:54 AM
2022-10-17
Accrual Basis

St. Mary's Anglican Church
Balance Sheet
As of 30 September 2022

	30 Sep 22
3400 · Outreach Funds	
3440 · Outreach-General Use	920.27
3460 · Outreach-Saan. Pen. Hospital	395.00
3491 · Outreach-Anglican Appeal	395.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	4,816.08
Total 3400 · Outreach Funds	6,594.46
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	2,390.01
3520 · Memorial- Thrifty's	2,313.00
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.	24,298.00
Total Long Term Liabilities	36,002.28
Total Liabilities	36,002.28
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	-4,699.04
Total Equity	133,348.40
TOTAL LIABILITIES & EQUITY	169,350.68

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

	Jan - Sep 22
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	317.00
4120 · Offering-Weekly	68,936.90
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	2,220.00
Total 4130 · Offering - Festivals	2,220.00
Total 4100 · Offering Income	71,473.90
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	2,500.00
4330 · General Income-Facilities Use	4,080.00
4360 · General Income-Misc./Interest	190.00
4370 · General Income - Wage Subsidy	1,408.44
Total 4300 · General Income	8,178.44
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	98,102.34
Total Income	98,102.34
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	35,483.46
5120 · Salary/Benefits-Music Director	7,533.29
5130 · Salary/Benefits-Admin./Bookeep.	19,777.92
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	65,044.67
5300 · Expenditures - Admin - General	
5310 · Website/Electronic. Media	70.80
5320 · Postage	94.30

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

	Jan - Sep 22
5330 · Stationery Expenses	
5331 · Stationery - General	67.88
5330 · Stationery Expenses - Other	175.34
Total 5330 · Stationery Expenses	243.22
5340 · Photocopier - General	2,013.75
5350 · Insurance	4,762.00
5360 · Diocesan Assessment	16,355.25
5390 · Bank Charges/Errors - General	214.19
Total 5300 · Expenditures - Admin - General	23,753.51
5400 · Expenditures-Ministries-General	
5410 · Music	747.90
5420 · Sanctuary	133.34
5430 · Christian Education	136.43
Total 5400 · Expenditures-Ministries-General	1,017.67
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	503.23
5520 · Cleaning-General	
5521 · Cleaning-Contract	2,680.37
Total 5520 · Cleaning-General	2,680.37
5530 · Grounds and Equipment	49.28
Total 5500 · Expenditures-Maintenance-Gener.	3,232.88
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	531.65
5620 · Hydro	5,883.97
5640 · Telephone	1,085.55
5650 · Internet	1,888.47
5660 · Garbage Disposal	339.35
Total 5600 · Expenditures-Utilities-General	9,728.99
5800 · Miscellaneous Expenses-General	23.66
Total 5000 · EXPENDITURES - General	102,801.38
Total Expense	102,801.38
Net Income	-4,699.04

St Stephen's September 2022 Financial Review

ITEM	Actual To	% To Budget Target=75%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
	September 30, 2022			
INCOME				
REGULAR OFFERINGS	\$57,690.81	48.2%	\$119,600	
OPEN OFFERING	\$1,426.25	178.3%	\$800	Cash gift of \$750 in April
FESTIVAL	\$725.00	24.2%	\$3,000	
HALL /Preschool Donation	\$8,700.00	91.6%	\$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	\$2,568.55	0.0%	\$0	Includes Grounds Users (\$930)
WEDDINGS/ FUNERALS	\$2,400.00	600.0%	\$400	
FUNERAL BULLETIN FEES	\$0.00	0.0%	\$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	\$0.00	0.0%	\$0	
INTEREST INCOME	\$3,209.53	107.0%	\$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	\$498.58	0.0%	\$0	Includes \$350 uncategorized income
TOTAL REVENUE	\$77,218.72	56.7%	\$136,300	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$36,137.86	73.8%	\$48,939	
RELIEF CLERGY	\$675.00	135.0%	\$500	
ASSIST CLERGY	\$750.00	37.5%	\$2,000	
MUSICIANS	\$5,257.63	84.8%	\$6,200	
RELIEF MUSICIAN	\$1,737.50	0.0%	\$0	Includes \$350 for sound/projection
ADMIN. ASST/BOOKKEEPER	\$11,845.08	67.1%	\$17,645	
SALARIES - PAYROLL VARIANCES	\$1,671.08	0.0%	\$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	\$15,230.25	75.0%	\$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	\$240.82	48.2%	\$500	
STATIONERY	\$296.34	19.8%	\$1,500	Includes recoveries
PUBLICATIONS	\$102.50	0.0%	\$0	
OFFICE COMPUTERS	\$208.24	41.6%	\$500	
SOCIAL EVENTS	\$102.44	51.2%	\$200	After service coffee
MAINTENANCE - GENERAL	\$1,956.09	39.1%	\$5,000	
SECURITY	\$368.46	73.7%	\$500	
MAINTENANCE - CLEANING CONTRACT	\$2,260.09	64.6%	\$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	\$3,990.25	79.8%	\$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	\$971.90	64.8%	\$1,500	
TELEPHONE	\$775.80	77.6%	\$1,000	
YOUTH MINISTRY			\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
MISCELLANEOUS	\$0.50	0.0%	\$0	
BANK CHARGES & RECONCILIATIONS	\$90.00	0.0%	\$0	
RECONCILIATION VARIANCES	-\$5.89	0.0%	\$0	Book-keeping Adjustment
TOTAL EXPENDITURES	\$100,216.05	74.1%	\$135,213	
OPERATING SURPLUS/DEFICIT	-\$22,997.33	-2115.7%	\$1,087	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH	
1005 · Petty Cash	167.80
1010 · Coast Capital Operating Account	130,974.00
Total 1000 · CASH	131,141.80
Total Chequing/Savings	131,141.80
Accounts Receivable	
1410 · ACCOUNTS RECEIVABLE	
1420 · Receivable -General	850.00
Total 1410 · ACCOUNTS RECEIVABLE	850.00
Total Accounts Receivable	850.00
Other Current Assets	
1400 · GST -(2.5%) Recoverable	652.81
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	148,653.81
Total Current Assets	280,645.61
TOTAL ASSETS	280,645.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	
2020 · Individuals Payable	43.62
Total 2000 · ACCOUNTS PAYABLE	43.62
Total Accounts Payable	43.62
Other Current Liabilities	
3100 · CURRENT SPECIAL MINISTRIES	
3110 · Altar Flowers /Guild	53.25
3160 · Community Lunch (#5)	2,215.56
3175 · Sunday School / Christian Ed.	20.00
Total 3100 · CURRENT SPECIAL MINISTRIES	2,288.81

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of September 30, 2022

	Sep 30, 22
3400 · OUTREACH PROJECTS	
3405 · African Childrens' Support -HS	20.00
3410 · Rector's Discretionary Fund	500.00
3420 · General Outreach (Fairway)	
3422 · Christmas Hampers	55.75
3420 · General Outreach (Fairway) - Other	153.50
Total 3420 · General Outreach (Fairway)	209.25
3430 · Precious Jewels	50.00
3455 · Victoria Animal Humane Society	208.55
3460 · YFC Victoria -Blue Bus	25.00
3470 · South Island Centre for Counsel	20.00
3492 · Saanich Peninsula Food Bank	45.00
3493 · Prayer Shawls	(3.44)
3495 · St. Matthew's Theo Library	1,020.00
Total 3400 · OUTREACH PROJECTS	2,094.36
Total Other Current Liabilities	4,383.17
Total Current Liabilities	4,426.79
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	90,138.88
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)	5,523.70
3560 · Education Fund (#5)	4,988.91
3575 · Transforming Futures Fund	700.00
Total 3500 · DEFERRED SPECIAL PROJECTS	202,229.19
Total Long Term Liabilities	202,229.19
Total Liabilities	206,655.98
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	38,273.29
32150 · Unrealized Gain/Loss	18,001.00
Net Income	(22,997.33)
Total Equity	73,989.63
TOTAL LIABILITIES & EQUITY	280,645.61

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

	Jan - Sep 22
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	1,426.25
4120 · Identified Donors	
4122 · Canada Helps	5,157.79
4120 · Identified Donors - Other	52,533.02
Total 4120 · Identified Donors	57,690.81
4130 · Festival Donations	
4131 · Easter Envelopes	695.00
4133 · Christmas Season	30.00
Total 4130 · Festival Donations	725.00
Total 4100 · Offering Income	59,842.06
4300 · General Income	
4310 · Weddings / Funerals	
5331 · Office Supply Cost Recovery	0.00
4310 · Weddings / Funerals - Other	2,400.00
Total 4310 · Weddings / Funerals	2,400.00
4350 · Miscellaneous Income	148.58
Total 4300 · General Income	2,548.58
4330 · Facilities Income	
4332 · Incident Cemetery Support	0.00
4334 · Community Facilities Use	1,555.00
4335 · Community Grounds User	930.00
4337 · Pre-School	8,700.00
4339 · Donation Boxes	83.55
Total 4330 · Facilities Income	11,268.55
4340 · Interest	3,209.53
4400 · Transfers -IN	
4415 · Loans or Support from Cemetery	0.00
Total 4400 · Transfers -IN	0.00
Total 4000 · OPERATING INCOME	76,868.72
4095 · Total Income - Operations	
4091 · Diocesan Direct Deposits	0.00
Total 4095 · Total Income - Operations	0.00
4990 · Uncategorized Income	350.00
Total Income	77,218.72
Expense	
Reconciliation Discrepancies	(5.89)

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

	Jan - Sep 22
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	36,137.86
5130 · Administrator -Salary/Benefits	11,845.08
5140 · Relief Clergy	675.00
5150 · Musicians	
5151 · Musicians -Contract	5,257.63
5152 · Occasional Musicians	1,387.50
5153 · Sound/Projection	350.00
Total 5150 · Musicians	6,995.13
5170 · Assistant Clergy	750.00
5180 · Payroll Variences	1,671.08
Total 5100 · Wages & Benefits	58,074.15
Total 5000 · General Expenditure	58,074.15
5300 · General Administration	
5310 · Web Maintenance	70.80
5320 · Post Box & Postage	240.82
5330 · Office Supplies	296.34
5332 · Office Computers / Software	208.24
5340 · Photocopier	2,493.43
5350 · Insurance	5,722.00
5355 · Publications	102.50
5360 · Diocesan Assessment	15,230.25
5370 · Advertising	133.25
5390 · Bank Charges /Error Correction	90.00
Total 5300 · General Administration	24,587.63
5400 · Ministry Expense	
5410 · Music Supplies	206.50
5420 · Church & Sanctuary Supplies	390.24
5430 · Christian Education (VBS/SS)	136.42
5450 · Social Events	102.44
Total 5400 · Ministry Expense	835.60
5500 · Maintenance Expenses	
5510 · General Maintenance	1,956.09
5520 · Cleaning Expense	
5521 · Janitorial Contract	2,260.09
5522 · Cleaning Supplies	85.22
Total 5520 · Cleaning Expense	2,345.31
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 September 2022

	Jan - Sep 22
5550 · Security	368.46
Total 5500 · Maintenance Expenses	5,500.54
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	2,051.05
5622 · Electricity - Hall	1,939.20
Total 5620 · Hydro	3,990.25
5630 · Heating Oil - Hall	4,924.99
5640 · Telephone Links	
5642 · Office Line	
5643 · Long Distance Fees	1.04
5642 · Office Line - Other	174.76
Total 5642 · Office Line	175.80
5644 · Rector's Cell	600.00
Total 5640 · Telephone Links	775.80
5650 · Internet Service	971.90
5660 · Garbage & Recycling	560.58
Total 5600 · Utilities Expenses	11,223.52
7980x · Uncategorized Expenses	0.50
Total Expense	100,216.05
Net Ordinary Income	(22,997.33)
Other Income/Expense	
Other Expense	
80000 · Ask My Book-keeper	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	(22,997.33)