Parish of Central Saanich Council Minutes
November 23, 2022 - 7:00 p.m. at St. Mary

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

Ken Pedlow was appointed recording secretary. A quorum existed according to the rules.

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?** – A request was made to add Comfort Ministry under New Business.

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

III **Minutes:**

1. Council Meetings – October 18, 2022, were circulated for feedback.

It was **Moved** by John Beresford, **Seconded** by Lynda Clifford, that the Minutes of the October 18, 2022 Parish Council meeting be approved. **Carried**.

IV **Reports**

1. Rector – There were no questions.
2. Wardens
   - St. Mary – There were no questions.
   - St. Stephen – Lynda updated the report by stating that the bottle fund has raised $285 that is going towards the stained glass window repairs. There were no questions.
3. Safe Church – Lynn Fallan mentioned that there is a new way to do criminal record checks.

   It was **Moved** by Lynda Clifford, **Seconded** by Karen McColm that the Non-Financial reports be received. **Carried.**
4. Financials:
   a) St. Mary Statements to October 31st, 2022 – Ken Pedlow advised that the deficit continues in the absence of a Holly Fair. It is planned to do a joint parish financial update letter to assist with budget balancing efforts for each congregation.

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

b) St. Stephen Statements to October 31st, 2022 – Lynda Clifford expressed concern about fuel oil costs for the hall and doors being left open by the pre-school.

It was **Moved** by Lynda Clifford, **Seconded** by Terry Hartley that the St. Stephen Financial Statements to October 31, 2022 be adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) Social Media/Church Growth – Gary Moss, who was unable to attend the meeting, has submitted a report to Lon and it is attached as an appendix to these minutes. There was discussion regarding the best way to get $100 to Gary Moss to support this initiative.

b) End of Life & Funeral Planning Workshop – Lon announced that Isobel Weeks, the Assistant Diocesan Chancellor has material for this workshop planned for Saturday, January 28th, 2023.

VI Correspondence

a) No correspondence.

VII New Business

a) Comfort Ministry – Lynda Clifford and Lynn Fallan are coordinating the assistance provided for funerals at both St. Mary and St. Stephen. This is limited to set up and beverages but not food.

b) Parish Social – Lon is considering having Marion and himself host a parish social event at their place on December 20, 2022.

VIII Next Meeting

January 17, 2023, at 7:00 p.m. with a focus on budgeting.

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 7:45 p.m.

X Closing with Prayer and the Grace

A closing prayer was made and the Grace was said together. Special prayers were made for Tom McColm and N T Wright.

Lon Towstego, Chair

Email Report from Gary Moss to Rev. Dr. Lon Towstego

Our Ad campaign has been going well. We have spent $10.26 and put our Church in front of 3175 Face Book user's in our local area. Our "natural reach" aka: unpaid reach – has increased 32% (an additional 1860 ppl have seen us) thanks to people liking and sharing our post (thank you all who have done this!!)
This means our Parish Face Book page has been viewed by over 5000 people! I can only assume that if we stay consistent and continue on this path, we will see a harvest in the future.

I encourage all of you who are on FB to continue to "like" and share our posts. Those of you in our Parish FB GROUP, please begin to send invitations to friends (from your personal lists) who you know to be good members of our Parish. I am hoping that the members of the GROUP will start conversation and prayer requests and that I will not have to (continue to) drive interest inside the group from my personal account. This Group is what we chose to make it. Please contact me if you have ideas or suggestions about what you would like to see on it or how it can better serve our needs.
Thank you

Parish of Central Saanich Council Agenda – November 23, 2022
7:00 p.m. at St. Mary

Regrets: Don Wilson, Gary Moss, Sandra Scarth, Ian Stuart (tentative)

Appointment of a Recording Secretary for this meeting:

I **Open meeting with the land acknowledgement and Prayer**

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

III **Minutes:**

1. Council Meeting – October 18, 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 October 31, 2022 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to October 31, 2022 – Lynda

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Social Media/Church Growth Update – Gary

b) End of Life & Funeral Planning Workshop – Lon advised that he and Jill Stuart are planning a workshop for Saturday, January 28th, 2023.

VI **Correspondence**

a)

VII **New Business**

VIII **Next Meeting**

January 17, 2023 – Budgeting?

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**

<u>Report from Incumbent to Parish Leadership Team, November 19, 2022, A snapshot of what has been happening</u>

- Attended Clergy Day, Nov. 3 with focus on the diaconate. Blessing of the oils. I now have replenished parish oil stocks.
- Wednesday Eucharist/ Bible Study to follow (Each Wednesday)
- Help to plan and participate in all Sunday Services.
- Facilitate Intersections Course, October 19, 2022. Completed.
- Facilitated one night of Diocesan Lay Training Zoom Program.
- Met with Family to discuss a Legacy gift, October 19
- Attended Retired RCMP group as chaplain (Note that Gil Shoesmith joined me). October 20
- Grand Opening of Tsawout Longhouse October 20*
- Presided at Legion Manor Service with Greg Robinson and Patricia Winters.
- I assisted at the funeral of Donna Brandle Nov 5
- Marian and I hosted the Spaghetti Dinner, Nov 4
- Regularly attended Grief and Loss Circle with Companion Journey Group, Holy Trinity/ Parish of Central Saanich.
- **I wish to congratulate Gary Moss and Ian Stuart for participating in and completing "Diocesan Lay Leadership In Worship" online course. Well done! I will be writing a letter to the bishop outlining how this applies in our setting.**
- Planned with Leslie and with the Hale family and then presided at Barbara Hale, Memorial Service. Nov 19
- Formulated covenant with Gil Shoesmith for his volunteer role as deacon. I will send this to PC after the Director of Deacons approves it.

- Met with and/or visited various parishioners at their homes, hospital, in the offices or at coffee shops. Had Brett, Cathy, and Bob to our home for dinner.
- Met with Barry and Becky, new parish members in order to get to know them better and welcome them.
- Met with Cathy Quicke via telephone for final planning of Advent music.
- Collaborated with the wardens to put together a job description for Musician job and to discuss committee members.
- Attended lecture at UVIC by Dr. Gabor Mate, expert on addictions, intersections between physical illness and emotional trauma, and trauma informed interaction by all disciplines including pastoral.
- Assisted various people with completion of Safe Church Program.
- Attended Archdeacon Meeting by Zoom.
- Interacted with various parishes in diverse ways as they search for new clergy.
- Visited and meet with leadership team at Parish of Saltspring Island.
- Met with parents to plan a Memorial Service, for their baby, Sophia Ruth.
- Attending Reconciliation event/ book introduction, November 22.
- Officiated at wedding Lindsay Pedlow and Derek Aason.
- Planning a wedding for a couple where the man is terminally ill. Wedding will take place at Royal Jubilee Hospital.
- Thank-you. As always, I am honored to serve.

Wardens' Report for St Mary's to Parish Council – November 23, 2022

Activities - completed

1) Prepared the October year to date financial package for review by the parish council.
2) Continued coordination with the St Stephen Wardens to handle their administrative and financial needs.
3) Worked on completing the Safe Church and Criminal check requirements of the Diocese for Wardens.
4) Reviewed installing a keypad lock on the entrance door near the hall given cost estimate of $1,400.
5) Assisted with the Barbara Hale funeral.
6) Worked on a job description for the Music Director position.
7) Completed a job posting for the Music Director position.
8) Completion of painting of parking lot entrance curbs by John Beresford.
9) Provided security for Hallowe'en.
10) Repaired the drywall in the electrical room as required by Central Saanich Fire Dept at their inspection.

Activities – Underway or planned

11) Repair and rebuild of the circular window frame in the spring of 2023.
12) Order the remaining new phones and complete the rest of the phone system repairs.
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.
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. Planning for the Spring General Synod and changes to the Electronic Collection Plate.
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.
28) Participate in the hiring process of a new Music Director for St. Mary.
29) Prepare draft 2023 budget for St Mary.
30) Prepare a budget balancing initiative letter for St Mary parishioners.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Wardens Report – Nov. 23, 2022

To Be Done:
(many of the following have not moved from this list in some time, any creative ways ?? Suggestions appreciated!!)

Office managing without regular person there but how are we handling the costs?? Must not let this go over into next year.

Plans for the Parish Christmas Hymn Sing is planned for Dec 16th**.**

The burn pile needs to be worked on when the weather and index is appropriate. Fire permit is on hand, thanks Peter

Preschool may increase their hours/days in January.

Bob Buchanan has offered to help with sorting of the piles of Boxes in the lower hall so we can decide what is to be kept and what might be sent to archives and what can be thrown away.

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 requested cleaning of heating ducts. They are planning a clean up outside and want to add to our burn pile.

We are waiting for the hall ducts to be cleaned, the company(Green Generation) is to get back to me to arrange a date, Peter plans to change filters on the furnace when this is completed. We had a failure to the furnace that provides heat to the preschool side x 2. Seems to be an air block?? They have come quite quickly, apparently the company we use only has one oil furnace repair person, all the rest are doing heat pump installations.

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. In process of getting estimates.

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.

Office management is moving along successfully.

Games night in the future, hopefully!!

Inventory needs to be done, areas needing help, Music and all related equipment, Garry Moss- done, 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, getting done!!!!

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 carpet on 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.

Plans for Frontal fabrics and Altar hangings working on info for this, has not been a good year for me and sewing machine, never seem to have time to sit there!!

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!!   Will need to wait now until next year

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

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

Discussion about wreath and candles for Advent. Will use up the candles from last year, and make a plan for next year.

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, more to be done,
Bottles of wine need to be emptied and taken away. The work bench needs some TLC

Completed:

Some branches cleared as requested by Preschool. The work was done by Adam who does the cemetery work. Hall ceiling fans have also been cleaned, by Blaine

Fly infestation seems to be subsiding!!

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.

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 $$ incrs $100.

Lynda and Deb

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**

St Stephen'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	$64,202.81	53.7%	$119,600	
OPEN OFFERING	$1,440.65	180.1%	$800	Cash gift of $750 in April
FESTIVAL	$1,325.00	44.2%	$3,000	
HALL /Preschool Donation	$9,700.00	102.1%	$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$2,961.65	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	$4,733.78	157.8%	$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	$474.85	0.0%	$0	Includes $371.27 uncategorized income
TOTAL REVENUE	**$87,238.74**	64.0%	**$136,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$40,423.07	82.6%	$48,939	
RELIEF CLERGY	$675.00	135.0%	$500	
ASSIST CLERGY	$750.00	37.5%	$2,000	
MUSICIANS	$5,919.87	95.5%	$6,200	
RELIEF MUSICIAN	$2,037.50	0.0%	$0	Includes $400 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	$16,922.50	83.3%	$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	$460.77	92.2%	$500	
ADVERTISING	$133.25	66.6%	$200	
INSURANCE	$5,722.00	100.0%	$5,722	No Further Action
PHOTOCOPY	$2,994.07	99.8%	$3,000	Includes recoveries
POSTAGE	$287.97	57.6%	$500	
STATIONERY	$570.19	38.0%	$1,500	Includes recoveries
PUBLICATIONS	$222.20	0.0%	$0	
OFFICE/ COMPUTERS	$208.24	41.6%	$500	
SOCIAL EVENTS	$102.44	51.2%	$200	After service coffee
MAINTENANCE - GENERAL	$2,558.27	51.2%	$5,000	
SECURITY	$589.74	117.9%	$500	
MAINTENANCE - CLEANING CONTRACT	$2,875.09	82.1%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$193.81	38.8%	$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)	$5,515.03	110.3%	$5,000	New contractor as of Mar 16th, 2022
INTERNET	$1,224.88	81.7%	$1,500	
TELEPHONE	$818.30	81.8%	$1,000	
YOUTH MINISTRY			$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$8.50	0.0%	$0	
BANK CHARGES & RECONCILIATIONS	$90.00	0.0%	$0	
RECONCILIATRION VARIANCES	-$1,005.89	0.0%	$0	0wed to cemetery / Discrepancy
TOTAL EXPENDITURES	**$109,608.19**	81.1%	**$135,213**	
OPERATING SURPLUS/DEFICIT	**-$22,369.45**	-2057.9%	**$1,087**	

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

			Oct 31, 22
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1005 · Petty Cash		167.80	
1010 · Coast Captial Operating Account		127,082.73	
Total 1000 · CASH			127,250.53
Total Chequing/Savings			127,250.53
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			805.39
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			148,806.39
Total Current Assets			276,906.92
TOTAL ASSETS			**276,906.92**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE			
2020 · Individuals Payable		(125.00)	
Total 2000 · ACCOUNTS PAYABLE			(125.00)
Total Accounts Payable			(125.00)
Other Current Liabilities			
3100 · CURRENT SPECIAL MINISTRIES			
3110 · Altar Flowers /Guild		47.80	
3160 · Community Lunch (#5)		215.56	
3175 · Sunday School / Christian Ed.		20.00	
Total 3100 · CURRENT SPECIAL MINISTRIES			283.36

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

			Oct 31, 22
3400 · OUTREACH PROJECTS			
3405 · African Childrens' Support -HS		20.00	
3410 · Rector's Discretionary Fund		820.00	
3420 · General Outreach (Fairway)			
3422 · Christmas Hampers	105.75		
3420 · General Outreach (Fairway) - Other	203.50		
Total 3420 · General Outreach (Fairway)		309.25	
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		75.00	
3493 · Prayer Shawls		21.56	
Total 3400 · OUTREACH PROJECTS			1,549.36
Total Other Current Liabilities			1,832.72
Total Current Liabilities			1,707.72
Long Term Liabilities			
3500 · DEFERRED SPECIAL PROJECTS			
3505 · Church Restoration (CTF)		88,991.38	
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)		5,723.70	
3560 · Education Fund (#5)		4,988.91	
Total 3500 · DEFERRED SPECIAL PROJECTS			200,581.69
Total Long Term Liabilities			200,581.69
Total Liabilities			202,289.41
Equity			
30000 · Opening Bal Equity			40,712.67
32000 · Retained Earnings			38,273.29
32150 · Unrealized Gain/Loss			18,001.00
Net Income			(22,369.45)
Total Equity			74,617.51
TOTAL LIABILITIES & EQUITY			**276,906.92**

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Accrual Basis

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

	Jan - Oct 22			
Ordinary Income/Expense				
Income				
4000 · OPERATING INCOME				
4100 · Offering Income				
4110 · Open Offerings		1,440.65		
4120 · Identified Donors				
4122 · Canada Helps	5,157.79			
4120 · Identified Donors - Other	59,045.02			
Total 4120 · Identified Donors		64,202.81		
4130 · Festival Donations				
4131 · Easter Envelopes	695.00			
4132 · Thanksgiving / Harvest	600.00			
4133 · Christmas Season	30.00			
Total 4130 · Festival Donations		1,325.00		
Total 4100 · Offering Income			66,968.46	
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		103.58		
Total 4300 · General Income			2,503.58	
4330 · Facilities Income				
4332 · Incident Cemetery Support		0.00		
4334 · Community Facilities Use		1,855.00		
4335 · Community Grounds User		930.00		
4337 · Pre-School		9,700.00		
4339 · Donation Boxes		176.65		
Total 4330 · Facilities Income			12,661.65	
4340 · Interest			4,733.78	
4400 · Transfers -IN				
4415 · Loans or Support from Cemetery		0.00		
Total 4400 · Transfers -IN			0.00	
Total 4000 · OPERATING INCOME				86,867.47
4095 · Total Income - Operations				
4091 · Diocesan Direct Deposits			0.00	
Total 4095 · Total Income - Operations				0.00
4990 · Uncategorized Income				371.27
Total Income				87,238.74

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

	Jan - Oct 22			
Expense				
Reconciliation Discrepancies				(5.89)
5000 · General Expenditure				
5100 · Wages & Benefits				
5110 · Priest Salary/Benefits		40,423.07		
5130 · Administrator -Salary/Benefits		11,845.08		
5140 · Relief Clergy		675.00		
5150 · Musicians				
5151 · Musicians -Contract	5,919.87			
5152 · Occasional Musicians	1,637.50			
5153 · Sound/Projection	400.00			
Total 5150 · Musicians		7,957.37		
5170 · Assistant Clergy		750.00		
5180 · Payroll Variences		1,671.08		
Total 5100 · Wages & Benefits			63,321.60	
Total 5000 · General Expenditure				63,321.60
5300 · General Administration				
5310 · Web Maintenence			70.80	
5320 · Post Box & Postage			287.97	
5330 · Office Supplies			570.19	
5332 · Office Computers / Software			208.24	
5340 · Photocopier			2,994.07	
5350 · Insurance			5,722.00	
5355 · Publications			222.20	
5360 · Diocesan Assessment			16,922.50	
5370 · Advertising			133.25	
5390 · Bank Charges /Error Correction			90.00	
Total 5300 · General Administration				27,221.22
5400 · Ministry Expense				
5410 · Music Supplies			206.50	
5420 · Church & Sanctuary Supplies			460.77	
5430 · Christian Education (VBS/SS)			136.42	
5450 · Social Events			102.44	
Total 5400 · Ministry Expense				906.13
5500 · Maintenence Expenses				
5510 · General Maintenance			2,558.27	
5520 · Cleaning Expense				
5521 · Janitorial Contract		2,875.09		
5522 · Cleaning Supplies		193.81		
Total 5520 · Cleaning Expense			3,068.90	

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

			Jan - Oct 22
5530 · Grounds Keeping			
5531 · Grounds Keeping Supplies		157.31	
5532 · Grounds Equipment		0.00	
5533 · Grounds Labour		673.37	
Total 5530 · Grounds Keeping			830.68
5550 · Security			589.74
Total 5500 · Maintenence Expenses			7,047.59
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			5,515.03
5640 · Telephone Links			
5642 · Office Line			
5643 · Long Distance Fees	1.04		
5642 · Office Line - Other	217.26		
Total 5642 · Office Line		218.30	
5644 · Rector's Cell		600.00	
Total 5640 · Telephone Links			818.30
5650 · Internet Service			1,224.88
5660 · Garbage & Recycling			560.58
Total 5600 · Utilities Expenses			12,109.04
5700 · Transfers -OUT			
5720 · Parish Transfers			
5728 · Owed to Cemetery		(1,000.00)	
Total 5720 · Parish Transfers			(1,000.00)
Total 5700 · Transfers -OUT			(1,000.00)
7980x · Uncategorized Expenses			8.50
Total Expense			109,608.19
Net Ordinary Income			(22,369.45)
Other Income/Expense			
Other Expense			
80000 · Ask My Book-keeper			0.00
Total Other Expense			0.00
Net Other Income			0.00
Net Income			**(22,369.45)**