Parish of Central Saanich Council Minutes
January 18, 2022 - 7:00 p.m. by Zoom

ACTION ITEMS

Name	Action Item	Date
Leslie	Add review of 7:45 service to May Agenda	
	Aspirations	

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

Guest: Leslie Flynn, VST Intern

Regrets: Tracy Stubbs

I **Open meeting with Prayer** – Archdeacon Lon opened the meeting with a prayer and an informal around the table comment from attendees on a God-moment they may have recently experienced.

II **Changes or Additions to the Agenda?** - None

III **Minutes:**
Council Meeting – November 23, 2021
Moved by Don Wilson, **Seconded** by Ian Stuart that the Minutes of the November 23, 2022 Parish Council meeting be approved. **Carried.**

IV **Reports**
1. Financials.
   a) St. Mary's 2021 Report: Ken presented the 2021 year-end financial statements and was pleased to report that a surplus was achieved. He also noted that the we were aided in achieving the surplus by using $4,500 from the Deficit Reserve Fund, $10,551 from the Federal Wage Subsidy Program and an unexpected bequest of $5,000. These made up for the lack of facilities use income and fundraisers like the Thrift Sales and Holly Fair. Ken was asked what the plan was for the matured GIC's now sitting in Memorial Operating Account and advised that there is an intention to make an investment with the Diocese through the Consolidated Trust Fund. In response to a question as to why there was no transfer of funds from the Holly Fair, Ken advised that it was not needed to achieve a balanced budget. Leslie also indicated that the attempt to sell items through electronic notice had limited results and only elicited $250. It was noted that there appeared to be a discrepancy between the amount of Wage Subsidy that was received by each church. Leslie explained that this is a result of written instructions from the Diocese on December 20 to include any expected wage subsidy as a receivable. However, we were not given an amount and St. Stephen estimated $5,000 based on previous receipts. Leslie only spoke with Gail Gauthier from the Diocese on the morning of the meeting and determined that the subsidy for each church would only amount to $1,408. Gail also advised that since the amount was not large,

it could actually be banked and posted as a deposit to 2022 when it is received. Leslie advised all Wardens and the St. Stephen's bookkeeper that they would either need to correct the amount of the receivable or delete it and post the monies to 2022 income as well as adjust the draft budget if necessary. *(post meeting Leslie confirmed with Gail that the Wage Subsidy Program has ended.)*

It was **Moved** by Ken Pedlow, **Seconded** by David Cooper to accept the 2021 Year-end Financial Statements and recommend that they be submitted to the Annual General Meeting subject to the results of the Financial Review. **Carried.**

Lon thanked the Wardens and Leslie Pedlow for their work.
Lon also noted that Gail Gauthier will be retiring in April so that if there are any outstanding issues that are being dealt with, they should be concluded before her end date.

St. Mary's Draft 2022 Budget: Ken directed Council Members to the sheet containing the draft budget which was presented separately from the Financial Review because the "Remarks" for each purpose were different. David Cooper noted that the cash flow Operating Loan from the Memorial Fund was not included in the budget and wondered if the practice was being discontinued. Ken confirmed that the practice will continue but it has yet to be determined when and how much will be needed. That is traditionally determined near the end of the first quarter and the Operations Committee will decided at the necessary time. Leslie also reported on her conversation with Gail Gauthier who has advised that this Operating Loan should continue to be tracked as has been done in the past – borrow and repay at year-end as we are able.

It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that Council recommend the budget as amended to the Annual General Meeting. **Carried**

Leslie Pedlow offered thanks to each and every person for their generosity.

b) St. Stephen's 2021 Report: Lynda Clifford asked if there were any questions. It was noted that the Year-end Budget Review bottom-line surplus didn't match the Profit and Loss statement from QuickBooks and that will need investigation. Further to Leslie Pedlow's earlier comments regarding the Wage Subsidy amount, there will also need to be an adjustment to either the 2021 Receivables or the 2022 Budget depending upon how the issue is handled internally. As such

It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford that the 2021 year-end financial statements for St. Stephen be tabled until a yet to be named committee conducts a review and the revised statements circulated electronically for a vote. **Carried.**

St. Stephen Draft 2022 Budget: Lynda noted that the draft as presented would need to be updated to include a new trial arrangement with the music ministry that would see Rachel Moss become a salaried employee with Cathy Quicke doing one or two services a month at St. Stephen with St. Stephen reimbursing St. Mary $125 for each service. David Cooper asked if St. Mary would credit the monies received against the Music Director salary category and he was advised yes.
There was a lengthy discussion on many areas of the draft budget and it was agreed that, during Covid budgeting was at best, a guessing game. Sandra Scarth commented that the budget could be revised in six months if necessary. It was also agreed that the figures needed more review and Lynda was asked to revisit the proposed budget based on comments that were made.

It was **Moved** by Lynda Clifford, **Seconded** by Sandra Scarth, that the Draft Budget be presented to the Annual General Meeting with necessary amendments. **Carried.**

c) St. Stephen's Cemetery 2021 Report: David Stewart reported that the statements presented had not yet been approved by the Cemetery Board. He answered questions on behalf of the Board. He indicated that there were some questions around gravesite-maintenance and he was awaiting information from Mark Oldnall, the Diocesan Cemetery Manager.

It was **Moved** by David Stewart, **Seconded** by David Cooper that the partial 2021 Cemetery Financial Statements be received with full statements forthcoming to the Annual General Meeting. **Carried.**

d) Parish Treasurer's Report for AGM – For info - Ken Pedlow is willing to pull together a combined report for AGM Report if necessary along with the APCS account report

e) Identification of the Financial Statement Reviewers:
Karen McColm for St. Mary and Don Wilson for St. Stephen

2. Incumbent – Archdeacon Lon's report was circulated in the Council Package. There were no questions.

3. Wardens – St. Mary – There were no questions
   - St. Stephen – There were no questions

It was **Moved** by Lynda Clifford, **Second** by Don Wilson that the non-financial reports be received. **Carried**

V **Business Arising/Discussion from Minutes:** None were discussed at this meeting.

VI **Correspondence**

Letter from Bishop concerning Ralph Rowe – This letter from the Bishop to Ralph Rowe, a defrocked priest and convicted pedophile, banning him from any church or property in the Diocese, was circulated and it was emphasized that it was of high importance. The letter should be posted at both churches for information.

VII New Business

Nominating Committee: It was agreed that the Wardens would fill this role in consultation with the Incumbent. Lon is in charge of Appointments.

Confirmation Classes: Lon advised that there is a group of young people who will have an initial meeting on January 29th to begin preparations.

VIII Next Meeting

Prior to AGM if needed Feb. 8 at 7:00 p.m will be called if needed.

Lynda thanked Ken for assisting with the formatting of the budget document.

Ken made a motion for adjournment at 8:43 p.m.

IX Closing with Prayer and the Grace:

Leslie Flynn closed with a prayer and Don Wilson lead us in the Grace.

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Lon Towstego, Chair

Parish of Central Saanich Council Agenda – January 18, 2022
7:00 p.m. Via Zoom

Regrets: Tracy Stubbs

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – November 23, 2021 - vote needed

✓ Motion to approve

IV **Reports**

1. Financials.

   a) St. Mary's 2021 Report & Draft 2022 Budget – Ken

   ✓ *Motion to adopt 2021 Financial Statements*

   ✓ *Motion to recommend budget to AGM*

   b) St. Stephen's 2021 Report & Draft 2022 – Lynda

   ✓ *Motion to adopt 2021 Financial Statements*

   ✓ *Motion to recommend budget to AGM*

   c) St. Stephen's Cemetery 2021 Report – David Stewart

   ✓ *Motion to receive 2021*

   d) Parish Treasurer's Report for AGM – For info - Ken Pedlow willing to pull together a combined report for AGM Report along with the APCS account report

   e) Identification of the Financial Statement Reviewers (Representative for each church who will be providing statement for AGM).

2. Incumbent

3. Wardens – St. Mary
   - St. Stephen

✓ *Motion to receive above reports*

V **Business Arising/Discussion from Minutes**

VI **Correspondence**

a) Letter from Bishop concerning Ralph Rowe – Very Important – Please Read!!

VII **New Business**

Nominating Committee

VIII **Next Meeting**

Prior to AGM if needed Feb. 8 at 7:00 p.m

Motion for adjournment

IX **Closing with Prayer and the Grace**

St. Mary's December 2021 Financial Review

ITEM	Actual To 31-Dec	% To Budget Target= 100%	BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	$102,381.24	97.2%	$105,350	
OPEN OFFERING	$305.10	122.0%	$250	
FESTIVAL	$8,690.00	173.8%	$5,000	$1,735 East., $2,590 Thanks., $4,365 Xmas
HALL /FACILITIES USE DONATIONS	$230.00	23.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$875.00	218.8%	$400	
MISCELLANEOUS	$1,297.68	259.5%	$500	Interest income/initial envelope offering
WAGE SUBSIDY	$10,557.25	0.0%	$0	
TX FROM HOLLY FAIR	$0.00	0.0%	$2,000	
PARISH THRIFT SALES	$0.00	0.0%	$0	
SPECIFIC DONATIONS	$1,000.00		$0	Building maintenance
NEW BEQUESTS	$5,000.00			Jean Perry estate
DEFICIT ELIMINATION APPEAL - 2021	$900.00	0.0%	$0	
DEFICIT RESERVE	$4,500.00	100.0%	$4,500	
TRANSFER FROM MEMORIAL ACCOUNT	$15,500.00	0.0%	$0	Operating Loan
TOTAL REVENUE	**$151,236.27**	127.1%	**$119,000**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$49,833.13	102.6%	$48,567	
RELIEF CLERGY	$362.50	120.8%	$300	Includes recovery from S S
ASSIST CURATE	$3,269.30	110.8%	$2,951	Reflects rebalancing of costs with S S
MUSIC DIRECTOR	$11,175.22	96.5%	$11,582	
RELIEF MUSICIAN	$250.00	125.0%	$200	
ADMIN. ASST/BOOKKEEPER	$26,217.81	93.8%	$27,946	Budget amount was greater than needed
SALARIES - PAYROLL VARIANCES	-$521.29	0.0%	$0	Reflects Diocesan payroll corrections
DIOCESAN ASSESSMENT	$19,959.00	100.0%	$19,959	
CHRISTIAN EDUCATION	$121.14	40.4%	$300	
CLERGY CONFERENCES	$0.00	0.0%	$200	
MUSIC MINISTRY	$792.91	105.7%	$750	
SANCTUARY SUPPLIES	$102.79	45.7%	$225	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,296.00	95.3%	$4,510	
PHOTOCOPY	$2,776.94	92.6%	$3,000	$50 Recovery included
POSTAGE	$0.00	0.0%	$200	Stamps donated anony.
STATIONERY	$489.08	139.7%	$350	$100 Funeral Recovery in November
COMPUTER EXPENSES	$79.73	5.3%	$1,500	Website maintenance
MAINTENANCE - GENERAL	$4,240.47	212.0%	$2,000	Catchbasin drain/Hot Water Tank/Urinals
MAINTENANCE - CLEANING CONTRACT	$1,414.50	47.2%	$3,000	
MAINTENANCE - CLEANING SUPPLIES	$176.50	70.6%	$250	
MAINTENANCE - GARDENING	$1,579.21	157.9%	$1,000	Tree removal
GARBAGE	$0.00	0.0%	$460	Garbage being removed by individuals
HYDRO	$4,030.98	76.8%	$5,250	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$0.00	0.0%	$100	
INTERNET	$2,517.96	100.7%	$2,500	
TELEPHONE	$1,247.41	104.0%	$1,200	Includes annual cell phone for Rector
WATER/SEWER	$558.17	79.7%	$700	
MISCELLANEOUS	$13.86	5.5%	$250	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$100	
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$500	
TRANSFER TO MEMORIAL ACCOUNT	$15,500.00	0.0%	$0	Operating Loan Reimbursement
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$150,483.32**	107.4%	**$140,050**	
OPERATING SURPLUS/DEFICIT	**$752.95**	-3.6%	**-$21,050**	

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

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

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

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

10:28 AM
2022-01-13
Accrual Basis

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

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

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

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

St. Mary's Church 2021 Outreach Report – December 2021

Client	Open. Bal. Jan. 1/21	Donations	Transfers In/Out of Gen. O/R	Disbursed/ Grant	Balance Dec. 31/21	Type
Rector's Discretionary Fund	0	3,140.00		3,140.00	0	Parish
ORRCA Dental Clinic	0	620.00		620.00	0	Parish
Saanich Peninsula Hospital & Health Foundation	0	410.00		410.00	0	Parish
S. Island Centre/Counsel/Train	0	660.00		660.00	0	Diocese
PWRDF	0	385.00		385.00	0	O'seas
Building Bridges (Christmas)	0	820.40	+179.60	1,000.00	0	Parish
Anglican Appeal	0	385.00		385.00	0	O'seas
Saanich Peninsula Lions Food Bank	0	500.00		500.00	0	Parish
Prayer Shawl Ministry	68.11				68.11	Parish
St. Matthew's Library [1]	3,577.02	669.06			4,246.08	O'seas
General Use:	0	1,179.60	-179.60	*as below*	0	
Legion #37 Poppy Fund				75.00		Parish
Cridge Centre for the Family				350.00		Diocese
Threshold Housing Society				450.00		Diocese
Anglican Foundation				125.00		National
TOTALS	**3,645.13**	**8,769.06**		**8,100.00**	**4,314.19**	
St. Mary's Bursary [2]	2,182.43	250.00		2,000.00	432.43	Parish

1. The funds for St. Matthew's Library have not been distributed as there has been no Incumbent in place and due to the political strife in Ethiopia.
2. The Bursary awarded in 2020 has been paid out and the Bursary awarded in 2021 was also paid out due to the nature of the trades/apprenticeship program that was being pursued by the candidate. Going forward the bursary will be paid in the year it is awarded.

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

THE ST. STEPHEN ANGLICAN CEMETERY: 2021 ANNUAL REPORT

2021 was a year of consolidation after the significant changes made in 2020.

1) With the elimination of all financial transfers to, and cost sharing with, St. Stephen's Church the long-term financial position of the Cemetery has improved. As shown in the 2021 financial reports, the revenue exceeded expenses by over $14,000 for the year. Significant expenses included payment for our new Custodian, Howard Kolson, and for maintenance. It should be noted that revenue is largely dependent on the number of interments, and in future years it may require funding from both Churches to maintain this healthy position.

2) The statistics for 2021 are (with 2020 data shown in brackets):
   - Interments of human remains: ……………………………… 0 (1)
   - Interment of cremated remains: ……………………………. 10 (5)
   - Reservations sold for the interment of human remains: …. 1 (3)
   - Reservations for interment of cremated remains: ………... 13 (5)

   The trend to interment of cremated remains rather than human remains will extend the overall cemetery life considerably.

3) Howie Kolson has quickly picked up the intricacies associated with managing a cemetery and has dealt sensitively with interments, potential clients looking for information, and managing ongoing maintenance.

4) Our current maintenance contract is with Elite Lawn and Garden (Tina Delgado) for a two-year term. Maintenance requires a fair degree of flexibility—given the seasonal variability and the restrictions due to visiting and interment activity. We had a very successful work party in the spring with over 15 volunteers, and will likely have the same again this year. A major snowfall at the end of 2020 resulted in significant damage to several of the larger trees. If you would like to assist with cemetery maintenance, please contact Howie at his office in the basement of St. Stephen's or by email at cemetery.st.stephen@outlook.com

5) Angela Dyck (Support & Maintenance contractor for the Cemetery Data Base) has continued entering information into the cemetery database. The new computer, purchased last year with Diocesan assistance, is working well with just some minor design changes occurring including adding a sign-in to access the database and adding a few new categories to the record forms. There remains enough storage to last a number of years in the database. The major achievement of 2021 was that we finally finished laying out plots in areas that needed them and the digital map has now been updated to reflect this. With Howie, two areas have been re-configured to add 19 plots to our inventory. We intend printing and erecting an outdoor Cemetery Map in 2022 to assist individuals to find their way around.

6) The revised Board structure is working well with the Incumbent (Lon Towstego), two wardens (Ian Stuart and Lynda Clifford), the Custodian (Howie Kolson), and four parishioners (Logan McMenamie, Don Wilson, Peter Simpson and David Stewart). Until the 2022 AGM, David and Lynda were elected Chair and Secretary respectively.

7) The Diocese has appointed Mark Oldnall as Diocesan Cemetery Manager, and we have preliminary contact with the intention of meeting in the next few months.

8) A sub-committee (Logan, Peter and David) has been set up review whether funds should be set aside to maintain existing graves. Several grave plots need repairs to the concrete surrounds and headstones. Mark Oldnall has been asked to provide input regarding current Diocesan practice.

9) Lynda Clifford's "Did You Know" with interesting facts about our Cemetery (see our website: St. Stephen's Cemetery | About | Parish of Central Saanich (parishcs.ca). continues to be well read, and any comments will be gratefully received by Lynda.

10) Further comments about the 2021 Financial P&L and Balance Sheet will be supplied prior to the AGM, once they have reviewed and approved by the Board and some minor glitches resolved.

St. Stephen's Cemetery
Balance Sheet
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1010 · Coast Capital Chequing Account	22,511.91	55,186.65	-59.2%
Total 1000 · CASH	22,511.91	55,186.65	-59.2%
Total Chequing/Savings	22,511.91	55,186.65	-59.2%
Accounts Receivable			
1410 · Accounts Receivable	250.00	994.75	-74.9%
Total Accounts Receivable	250.00	994.75	-74.9%
Other Current Assets			
1200 · INVESTMENTS			
1205 · General Funds Reserves			
1210 · GIC-702 (04-22) -Coast Capital	20,000.00	20,000.00	0.0%
1220 · GIC-703 (08-22) -Coast Capital	20,000.00	20,000.00	0.0%
1230 · GIC-704 (09-23) -Coat Capital	10,000.00	10,000.00	0.0%
Total 1205 · General Funds Reserves	50,000.00	50,000.00	0.0%
1250 · Perpetual Care Funds			
1270 · CTF -Esther Galbraith Fund	117,664.97	117,664.97	0.0%
1271 · CTF -Perpetual Care Fund	50,000.00	0.00	100.0%
Total 1250 · Perpetual Care Funds	167,664.97	117,664.97	42.5%
Total 1200 · INVESTMENTS	217,664.97	167,664.97	29.8%
1460 · GST -Refundable	122.38	24.60	397.5%
1800 · Capital Assets			
1850 · Custodian Computer (2020)	467.93	967.93	-51.7%
1800 · Capital Assets - Other	40,000.00	40,000.00	0.0%
Total 1800 · Capital Assets	40,467.93	40,967.93	-1.2%
Total Other Current Assets	258,255.28	208,657.50	23.8%
Total Current Assets	281,017.19	264,838.90	6.1%
TOTAL ASSETS	**281,017.19**	**264,838.90**	**6.1%**

St. Stephen's Cemetery
Balance Sheet
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	% Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable			
2100 · Internal Payables	1,362.04	2,042.88	-33.3%
2200 · Suppliers Payables	-800.00	512.50	-256.1%
2000 · Accounts Payable - Other	800.00	0.00	100.0%
Total 2000 · Accounts Payable	1,362.04	2,555.38	-46.7%
Total Accounts Payable	1,362.04	2,555.38	-46.7%
Total Current Liabilities	1,362.04	2,555.38	-46.7%
Total Liabilities	1,362.04	2,555.38	-46.7%
Equity			
30000 · Opening Bal Equity	231,034.17	230,321.24	0.3%
32000 · Unrestricted Net Assets	10,058.16	8,015.28	25.5%
32150 · Unrealized Gain/Loss	23,947.00	23,947.00	0.0%
Net Income	14,615.82	0.00	100.0%
Total Equity	279,655.15	262,283.52	6.6%
TOTAL LIABILITIES & EQUITY	**281,017.19**	**264,838.90**	**6.1%**

12:44 PM
01/07/22
Accrual Basis

St. Stephen's Cemetery
Profit & Loss
January through December 2021

	Jan - Dec 21	Jan - Dec 20	$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4100 · Gifts and Support			
4130 · Donations - General	250.00	3,771.67	-3,521.67
Total 4100 · Gifts and Support	250.00	3,771.67	-3,521.67
4200 · Interments			
4230 · Plot Opening/Closing Fees	6,500.00	2,000.00	4,500.00
Total 4200 · Interments	6,500.00	2,000.00	4,500.00
4300 · Reservations			
4310 · Burial Plot Reservations	4,400.00	8,500.00	-4,100.00
4320 · Cremation Plot Reservations	16,520.00	600.00	15,920.00
4330 · Ash Containers	0.00	500.00	-500.00
4340 · (20%) Perpetual Funds Reserve	5,230.00	0.00	5,230.00
Total 4300 · Reservations	26,150.00	9,600.00	16,550.00
4400 · Investment Income			
4410 · Funds Transfer	-994.75	1,848.63	-2,843.38
4440 · Interest	5,881.55	5,399.42	482.13
Total 4400 · Investment Income	4,886.80	7,248.05	-2,361.25
Total 4000 · OPERATING INCOME	37,786.80	22,619.72	15,167.08
Total Income	37,786.80	22,619.72	15,167.08
Expense			
5000 · General Expenses			
5200 · Operations			
5210 · Office Space paid to Church	0.00	0.00	0.00
5240 · Heating - share	0.00	300.00	-300.00
5245 · Maintenance	6,767.52	6,274.35	493.17
5250 · Plot Opening/Closing Costs	0.00	400.00	-400.00
Total 5200 · Operations	6,767.52	6,974.35	-206.83
5300 · Administration			
5310 · Data Base Project	0.00	520.00	-520.00
5315 · Bookkeeping	0.00	1,500.00	-1,500.00
5320 · Comsumer Protection Licence	59.00	0.00	59.00
5330 · Secretary	0.00	3,300.00	-3,300.00
5340 · Custodian Salary/Benefits	16,344.46	4,850.58	11,493.88
Total 5300 · Administration	16,403.46	10,170.58	6,232.88

St. Stephen's Cemetery
Profit & Loss
January through December 2021

	Jan - Dec 21	Jan - Dec 20	$ Change
5600 · Utilities			
5630 · Electrcity - share	0.00	300.00	-300.00
5640 · Internet - share	0.00	300.00	-300.00
5650 · Telephone - share	0.00	300.00	-300.00
Total 5600 · Utilities	0.00	900.00	-900.00
Total 5000 · General Expenses	23,170.98	18,044.93	5,126.05
5700 · Parish Transfers			
5750 · Transfer #4340 to #1275	0.00	4,550.00	-4,550.00
5700 · Parish Transfers - Other	0.00	0.00	0.00
Total 5700 · Parish Transfers	0.00	4,550.00	-4,550.00
5820 · GST (2.5%) Non Recovered	0.00	24.79	-24.79
Total Expense	23,170.98	22,619.72	551.26
Net Ordinary Income	14,615.82	0.00	14,615.82
Net Income	**14,615.82**	**0.00**	**14,615.82**

Report to Parish Leadership Team, from Incumbent,

Jan 18, 2022.

"Rejoice in the Lord always; again, I will say, Rejoice. Let your gentleness be known to everyone. The Lord is near." Philippians 4:4-5.

This scripture speaks to us about maintaining joy and in our relationship with God and others despite of, or perhaps even because of, what may be going on around us and in our lives. I encourage you and all of us to stay grounded in this as we look forward to and plan for 2022.

This does not mean simply that we are happy, happy all the time but that we dig deep into our faith to a well of joy that God gifts us each with and that we bring that up and into who we are. We enjoy God, We expect God, and we entreat or dwell in God.

As we look to challenging and difficult subjects like budgeting, I encourage you to first and foremost bring your Christian selves and Christian hope to the discussion. We share similarities with businesses and other entities and do well to draw on skills from these fields. We remember though that we are first a church, a group of gathered believers, disciples of Christ.

I chair Regional Clergy gatherings. I was struck in the recent Zoom gathering that all the parishes including ours were involved in some sort of Food Sustainability effort over Christmas and beyond. People are feeling called to help the larger community. Our Reverse Advent Program was a success, and I am sure can be expanded upon for the year coming.

We also continue to partner with Holy Trinity, North Saanich in "Walking Together with Neighbors" / "Building Bridges. The Rev. Paul Schumacher has been appointed as Interim Priest in charge there. He and I go back to the beginning of his ordination journey. I look forward to having Paul active in the Haro Region.

Our Christmas services went well considering COVID-19 and unfortunate weather. I feel that the outdoor service that we had at St. Stephen has potential. The next time we do it I would shorten the actual service part, a few less pieces of music, acoustic guitar etc.

As we contemplate 2022, with the Omicron Variant of COVID-19 in our lives I offer you a few thoughts and a resource.

- We all tend to look back and lament things given up. We all seem to need to do this from time to time. Let's not get stuck there.
- We look to be spiritually resilient especially as leaders in the church. We are called to be a calming presence in anxious times.
- We look with hope to the future. We cannot pretend that all will be normal soon. Rather we are called as Church to walk forward with creativity and with trust in God in our current reality.
- We look for exciting activities that we can do. For example, as it warms up, I foresee a once per month coffee hour outdoors. I don't have all the details in my mind yet and would look to others for that. Keeping it simple is the key.
- I want to thank all of you and many others for your leadership and support in 2021 and early 2022.

- The Archdeacons and Bishop meet next on Feb. 2. As of this writing there are no changes to COVID-19 protocol. We are encouraged to continue with our parish plans and to be cautious. It is really up to us how we proceed week to week.
- **The congregation that God is preparing us to meet:** Keep in prayer the group of people that we have not met yet but will, as they find there way to our services and or meet our people. God bless them.

A Resource for you. Please pass on to others.

How to build resilience when there's 'no end in sight' to the pandemic. From CBC.

https://apple.news/ALOZ_rJvAS-WvhaH4BggzCQ

> "So come to this table,
> you who have much faith
> and you who would like to have more.
> you who have tried to follow Jesus,
> And you who have struggled.
> Come.
> It is Christ who invites us to meet him here." From our Wednesday Celtic Liturgy

Thank-you, Lon+

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

Activities - completed

1) Prepared End of Year financial documentation.
2) Prepared a proposed 2022 budget for parish council based on 2021 results.
3) Advertised an on-line craft and preserves sale as a replacement for the Holly Fair with minimal success.
4) Updated St Mary's Operations Committee on finances and outstanding operational issues.
5) The phone system work as planned did not happen, however Daniel Pedlow has kindly visited and got Admin office, Lon's office and Hall phone lines working. The rest of the phones lines still need work which will happen as Daniel's schedule permits.
6) Arranged for snow clearing of the church property.
7) Outstanding current bursary payments have been completed.

Activities – Underway or planned

8) Complete the purge and organization of the materials from utility (janitors) room. This is an on-going project with at least one more round of sorting and clearing needed.
9) Arrange for a Central Saanich Fire Dept site visit to put the completed Fire Safety Plan into force now that the emergency lighting system is fully operational. This will wait until the Annual Inspection now and only if COVID -19 protocols allow them to enter the building.
10) Undertake to complete a Capital & Significant Operating Issues Plan.
11) Recent snow clearing has lifted one curb it needs to be reposition and new re-bar used to hold it place. Repainting the curbs at the entrance to the parking lot, and the parking lot lines should be planned for in 2022.
12) Encourage the Diocese to update the subscribed website format to the latest Tithe.ly version and support the website redesign committee.
13) Review the existing garden plots around the church with a view to simplifying the plantings in consultation with the gardeners which are still undertaking maintenance activities.
14) Complete the CRD required testing of the back flow systems on the church's water lines and dishwasher. On two waiting lists. No action has happened on this, phone calls will be made to confirm we are still on the list.
15) Upgrade the existing office computer system in 2022, some research on this has begun as to what is needed and possible computer types to use.
16) Cleaning of the church gutters, some more was done in areas needing it, additional treatment of the moss on some areas of the roof is needed in the spring.
17) During the recent cold weather, the Altar Guild sink drain froze causing damage to the drain piping, the sink trap and drain line has now been replaced. The wall area still needs further insulating with spray foam (unable to find any foam this past week). A heating routine needs to be established with the Altar Guild during colder weather.
18) Keep informed about upcoming Diocesan initiatives. Transforming Futures update/ Bishop Anna's Six Priorities.
19) The lighting for the church sign is not operational. The junction box for the line is full of water.

Respectfully submitted by Ian Stuart & Ken Pedlow

Wardens report - St Stephen December 2021

To be done:

- People needing Safe Church, this is being worked on
-Contact someone about rotting frame around the stain glass window
- Continue to watch glazing on the windows of the church, work needed
The above is something we should have been aware of prior to painting as many of the windows and also the chimney needs work done.
- Need more estimates re the blackberry clean up needed grounds
- Pianist search, may not be necessary, TBA. Job description is coming as is one for director of music, both of these to have on hand.
- Hall altar space needs new carpet or at least cleaned and lectern carpet needs repair or replace, it is a mess!
- Office needs tidy up, again can we get rid of the shelves and paint and possibly change the layout?
- Do we want the new cemetery office locked?
- Can we get some tidy up done in this storage area and remove the desk in there?? Paint cans?
- Investigation of fabrics for new frontal hangings in blue for Christmas is ongoing.
- Work party needed for shed tidy up. And specifically someone to sort through tools and all the "good junk" in there and reorganize.
- Put the other chairs under the BBQ shelter for now, covered well, or do we need to keep them??? Most are in poor shape.

- Can we leave the old cemetery office unlocked now, for easy access to storage area.
- Fund raising???
- Find a project to work with our First Nations neighbours
- Consider a bursary for First Nations student, similar to St. Mary's
-Work on church steps in the spring

Done:

- Passwords are in the safe as requested
-Terry is happy to do the church cleaning
- Fire permit for burning, there should not be a build up-cut-burn-cut.
- Burn pile left over, which didn't get removed post Pet memorial cleanup is being worked at by Tracy and Howie
- Completion of church exterior painting,
- Purchase and install new outside lights
- Decide what to do with the steps at the front of the church, Howie has a couple of quotes, something for the spring.
- Christmas planning
- Helpers to deliver Christmas surprise and as many as possible to deliver letters,many thanks to those who helped out, surprises were appreciated, many thanks to Eva for getting this going.
We did save on postage, with delivery of letters
- Christmas Nativity for Christmas Eve, was a wet evening, but memorable!! Thanks to all who participated.
-Christmas gift cards, Tsartlip and Bayside school.

-Food collection throughout Advent which was picked up by the Sidney FoodBank, this was a Parish event and successful!! Thank you!!
-Peter made an adjustment to the vestry door lock, much easier to open now.
Many thanks to those who helped out in many different ways over the snowing and ice.

Respectfully submitted
Lynda Clifford and Deb Butler

ANGLICAN DIOCESE
OF BRITISH COLUMBIA

The Right Rev. Anna Greenwood-Lee
900 Vancouver Street
Victoria BC V8V 3V7
p 250.386.7781 tf 1.800.582.8627
e bishop@bc.anglican.ca w bc.anglican.ca

January 11, 2022

To: Mr. Ralph Rowe

Cc: All parishes of the Diocese of British Columbia

Dear Mr. Rowe,

I am writing to inform you that effective immediately you are barred from every Anglican church and any affiliated entities in the Diocese of British Columbia, other than with the express prior written permission of the bishop. This means that you cannot be personally present on the property of any Anglican church in the Diocese of British Columbia for any reason. You are also not permitted to participate in any Anglican church activities by electronic or virtual means.

Through the incalculable harm you caused young people under your care when you were employed as a priest of the Anglican Church of Canada, by the harm you inflicted on their families, and in the soul damage you left in communities for which you were responsible, you have forfeited the privilege of attending communal worship.

As the bishop of the diocese, I have a duty to protect the fabric of the communities I serve, which includes protecting parishioners from threats to their personal safety.

I am sending a copy of this letter to every parish in the diocese so that they will know that you are persona non grata in the Anglican Diocese of British Columbia, barred from any of our churches or affiliated organizations.

In Christ's service,

+ Anna Greenwood-Lee

The Right Rev Anna Greenwood-Lee
bishop, Diocese of British Columbia

St. Stephen's December Financial Review

ITEM	Actual To Dec. 31/2021	% To Budget Target= 100%	BUDGET	REMARKS 2021 Budget to 2021 Actual
INCOME				
REGULAR OFFERINGS	$99,640.14	83.3%	$119,600	
OPEN OFFERING	$426.05	42.6%	$1,000	
FESTIVAL	$10,545.00	351.5%	$3,000	
HALL /PreSchool Donation	$6,788.00	97.0%	$7,000	
OTHER HALL DONATIONS	$990.00		$0	
WEDDINGS/ FUNERALS	$1,800.00	450.0%	$400	
OFFICE COST RECOVERY	$400.00		$0	
SOCIAL EVENTS	-$200.00		$0	Event Deposit Refund
INTEREST INCOME	$3,200.19	106.7%	$3,000	
DONATIONS/Targeted	$0.00		$0	
WAGE SUBSIDY	$15,655.58	0.0%	$0	$5,000.00 Estimated Due
PERPETUITY ACCOUNT	$0.00		$0	
DEFICIT RESERVE	$100.00		$0	
TOTAL RECEIPTS	$139,344.96	104.0%	$134,000	
TOTAL REVENUE	**$139,344.96**	104.0%	**$134,000**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$49,944.29	102.8%	$48,567	
RELIEF CLERGY	$287.50	95.8%	$300	
ASSIST CURATE	$3,658.74	124.0%	$2,951	
MUSIC1ANS	$5,500.00	110.0%	$5,000	
RELIEF MUSICIAN	$0.00	0.0%	$0	
ADMIN. ASST/BOOKKEEPER	$16,646.78	111.0%	$15,000	
PAYROLL BULK CHARGES	-$2,990.21	0.0%	$0	
DIOCESAN ASSESSMENT	$22,028.04	95.8%	$23,000	
BOOKKEEPING	$0.00	0.0%	$0	
CHRISTIAN EDUCATION	$150.00	50.0%	$300	
CLERGY CONFERENCES	$0.00	0.0%	$300	
MUSIC SUPPLIES	$673.60	224.5%	$300	
SANCTUARY SUPPLIES	$252.28	50.5%	$500	
ADVERTISING	$133.25	66.6%	$200	
INSURANCE	$5,235.03	103.7%	$5,047	
PHOTOCOPY	$2,298.56	76.6%	$3,000	
POSTAGE	$403.84	0.0%	$0	
STATIONARY(Print Paper/Pens)	$501.81	33.5%	$1,500	See Recovery Off-set above
PUBLICATIONS	$98.01	0.0%	$0	
OFFICE COMPUTERS	$401.87	80.4%	$500	
SOCIAL EVENTS	$0.00	0.0%	$200	
MAINTENANCE - GENERAL	$7,696.11	153.9%	$5,000	
SECURITY	$484.98	97.0%	$500	
MAINTENANCE - CLEANING CONTRA(	$2,916.07	72.9%	$4,000	
MAINTENANCE - CLEANING SUPPLIE!	$313.50	0.0%	$0	
MAINTENANCE - GROUNDS	$1,849.02	37.0%	$5,000	
GARBAGE	$885.51	88.6%	$1,000	
HYDRO	$3,926.99	71.4%	$5,500	
AMALGAMATION OF SERVICES			$0	
HEATING OIL (HALL)	$3,752.90	125.1%	$3,000	Credit $1200.00 USED
INTERNET	$1,482.75	296.6%	$500	
TELEPHONE	$864.92	108.1%	$800	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
BANK CHARGES & RECONCILIATIONS	$25.00	0.0%	$0	
MISCELLANEOUS EXPENSES	$0.00			
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$1,000	
TOTAL EXPENDITURES	**$129,421.14**	97.1%	**$133,265**	
OPERATING SURPLUS/DEFICIT	**$9,923.82**	1350.2%	**$735**	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	% Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1005 · Petty Cash	95.12	169.07	-43.7%
1010 · Coast Captial Operating Account	151,893.68	143,339.21	6.0%
Total 1000 · CASH	151,988.80	143,508.28	5.9%
Total Chequing/Savings	151,988.80	143,508.28	5.9%
Accounts Receivable			
1410 · ACCOUNTS RECEIVABLE			
1440 · Receivable -Internal	6,362.04	-712.93	992.4%
1410 · ACCOUNTS RECEIVABLE - Other	0.00	1,175.00	-100.0%
Total 1410 · ACCOUNTS RECEIVABLE	6,362.04	462.07	1,276.9%
Total Accounts Receivable	6,362.04	462.07	1,276.9%
Other Current Assets			
1400 · GST -(2.5%) Recoverable	1,124.44	658.19	70.8%
1500 · INVESTMENTS			
1505 · Diocesan Investment (CTF)	130,000.00	104,682.00	24.2%
1510 · GIC #3 (Coast Capital 05/21)	0.00	50,977.67	-100.0%
1520 · GIC #5 13-Mar-22	20,000.00	0.00	100.0%
Total 1500 · INVESTMENTS	150,000.00	155,659.67	-3.6%
Total Other Current Assets	151,124.44	156,317.86	-3.3%
Total Current Assets	309,475.28	300,288.21	3.1%
TOTAL ASSETS	**309,475.28**	**300,288.21**	**3.1%**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE			
2020 · Individuals Payable	0.00	-345.65	100.0%
2030 · Parish Payable	1,619.55	0.00	100.0%
2040 · Suppliers Payable	146.65	-36.60	500.7%
2000 · ACCOUNTS PAYABLE - Other	0.00	671.00	-100.0%
Total 2000 · ACCOUNTS PAYABLE	1,766.20	288.75	511.7%
Total Accounts Payable	1,766.20	288.75	511.7%
Other Current Liabilities			
3100 · CURRENT SPECIAL MINISTRIES			
3110 · Altar Flowers /Guild	55.77	92.51	-39.7%
3160 · Community Lunch (#5)	2,215.56	3,215.56	-31.1%
3175 · Sunday School / Christian Ed.	20.00	20.00	0.0%
Total 3100 · CURRENT SPECIAL MINISTRIES	2,291.33	3,328.07	-31.2%
3400 · OUTREACH PROJECTS			
3405 · African Orphans Support -HS	500.00	0.00	100.0%
3417 · Gendemi Mission	10,170.00	447.81	2,171.1%
3420 · General Outreach (Fairway)			
3422 · Christmas Hampers	55.75	0.00	100.0%
3420 · General Outreach (Fairway) - Other	0.00	42.00	-100.0%
Total 3420 · General Outreach (Fairway)	55.75	42.00	32.7%
3492 · Saanich Peninsula Food Bank	0.00	20.00	-100.0%
3493 · Prayer Shawls	-18.74	47.23	-139.7%
3495 · St. Matthew's Theo Library	1,020.00	0.00	100.0%
Total 3400 · OUTREACH PROJECTS	11,727.01	557.04	2,005.2%
Total Other Current Liabilities	14,018.34	3,885.11	260.8%
Total Current Liabilities	15,784.54	4,173.86	278.2%

	Dec 31, 21	Dec 31, 20	% Change
Long Term Liabilities			
3500 · DEFERRED SPECIAL PROJECTS			
3505 · Church Restoration (CTF)	96,395.13	100,556.23	-4.1%
3510 · Contingency Reserve Fund	25,895.90	25,045.90	3.4%
3520 · Garden Project (#5)	215.47	215.47	0.0%
3525 · Grounds Maintenance (CTF)	28,298.20	28,298.20	0.0%
3532 · King Project (#5)	0.00	5,738.31	-100.0%
3535 · Lych-gate (#5)	2,844.37	2,844.37	0.0%
3540 · Memorial Hall Fund			
3542 · Furnace (Smile Cards)	0.00	-1,756.04	100.0%
3543 · General Memorial Funds	45,392.38	45,894.92	-1.1%
Total 3540 · Memorial Hall Fund	45,392.38	44,138.88	2.8%
3545 · Pet Memorial (#5)	4,619.70	2,384.22	93.8%
3560 · Education Fund (#5)	4,988.91	5,988.91	-16.7%
3575 · Transforming Futures Fund	700.00	650.00	7.7%
Total 3500 · DEFERRED SPECIAL PROJECTS	209,350.06	215,860.49	-3.0%
Total Long Term Liabilities	209,350.06	215,860.49	-3.0%
Total Liabilities	225,134.60	220,034.35	2.3%
Equity			
30000 · Opening Bal Equity	40,712.67	40,712.67	0.0%
32000 · Retained Earnings	34,859.19	33,455.81	4.2%
32150 · Unrealized Gain/Loss	4,682.00	4,682.00	0.0%
Net Income	4,086.82	1,403.38	191.2%
Total Equity	84,340.68	80,253.86	5.1%
TOTAL LIABILITIES & EQUITY	**309,475.28**	**300,288.21**	**3.1%**

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through December 2021

	Jan - Dec 21	Jan - Dec 20	% Change
Ordinary Income/Expense			
Income			
4000 · OPERATING INCOME			
4050 · Targeted Donations	0.00	1,447.50	(100.0)%
4100 · Offering Income			
4110 · Open Offerings	426.05	796.69	(46.5)%
4120 · Identified Donors			
4122 · Canada Helps	4,918.99	1,032.86	376.3%
4120 · Identified Donors - Other	94,721.15	101,350.67	(6.5)%
Total 4120 · Identified Donors	99,640.14	102,383.53	(2.7)%
4130 · Festival Donations			
4131 · Easter Envelopes	1,180.00	2,650.00	(55.5)%
4132 · Thanksgiving / Harvest	885.00	605.00	46.3%
4133 · Christmas Season	8,480.00	240.00	3,433.3%
Total 4130 · Festival Donations	10,545.00	3,495.00	201.7%
4200 · Contingency Funds Transfer	100.00	0.00	100.0%
Total 4100 · Offering Income	110,711.19	106,675.22	3.8%
4300 · General Income			
4310 · Baptisms / Weddings / Funerals			
5331 · Office Supply Cost Recovery	400.00	0.00	100.0%
4310 · Baptisms / Weddings / Funerals - Other	1,800.00	250.00	620.0%
Total 4310 · Baptisms / Weddings / Funerals	2,200.00	250.00	780.0%
4350 · Miscellaneous Income	0.00	0.00	0.0%
4370 · Federal Wage Subsidy	15,655.58	6,736.34	132.4%
Total 4300 · General Income	17,855.58	6,986.34	155.6%
4330 · Facilities Income			
4332 · Incident Cemetery Support	0.00	6,000.00	(100.0)%
4334 · Community Facilities Use	250.00	429.65	(41.8)%
4335 · Community Grounds User	740.00	0.00	100.0%
4337 · Pre-School	6,788.00	6,942.00	(2.2)%
Total 4330 · Facilities Income	7,778.00	13,371.65	(41.8)%
4340 · Interest	3,200.19	7,076.57	(54.8)%
4400 · Transfers -IN			
4410 · Transfers in -General	0.00	7,000.00	(100.0)%
4415 · Loans or Support from Cemetery	0.00	4,550.00	(100.0)%
Total 4400 · Transfers -IN	0.00	11,550.00	(100.0)%
Total 4000 · OPERATING INCOME	139,544.96	147,107.28	(5.1)%
4095 · Total Income - Operations			
4020 · Hall Use Donations			
4029 · Other Rentals	(200.00)	0.00	(100.0)%
Total 4020 · Hall Use Donations	(200.00)	0.00	(100.0)%
4091 · Diocesan Direct Deposits	0.00	0.00	0.0%
Total 4095 · Total Income - Operations	(200.00)	0.00	(100.0)%
4950 · Funds (Deficit Asset Transfer)	(4,682.00)	0.00	(100.0)%
4990 · Uncategorized Income	0.00	0.00	0.0%
Total Income	134,662.96	147,107.28	(8.5)%
Expense			
Reconciliation Discrepancies	0.00	1,338.90	(100.0)%

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through December 2021

	Jan - Dec 21	Jan - Dec 20	% Change
5000 · General Expenditure			
5100 · Wages & Benefits			
5110 · Priest Salary/Benefits	49,944.29	48,547.49	2.9%
5130 · Administrator -Salary/Benefits	16,646.78	17,008.75	(2.1)%
5140 · Relief Clergy	287.50	0.00	100.0%
5150 · Musicians -Contract	5,500.00	4,575.00	20.2%
5155 · Cemetery Custodian Salary	0.00	0.00	0.0%
5170 · Curate -Salary/Benefits	4,325.74	18,907.42	(77.1)%
5172 · Curate -Diocese Support	(667.00)	(5,417.79)	87.7%
5180 · Payroll Variences	(2,990.21)	1,254.45	(338.4)%
Total 5100 · Wages & Benefits	73,047.10	84,875.32	(13.9)%
Total 5000 · General Expenditure	73,047.10	84,875.32	(13.9)%
5300 · General Administration			
5315 · Accounting Consultations	0.00	71.50	(100.0)%
5320 · Postage	403.84	180.20	124.1%
5330 · Office Supplies	501.81	1,301.90	(61.5)%
5332 · Office Computers / Software	401.87	279.48	43.8%
5340 · Photocopier	2,298.56	2,832.96	(18.9)%
5350 · Insurance	5,235.03	4,343.00	20.5%
5355 · Publications	98.01	66.00	48.5%
5360 · Diocesan Assessment	22,028.04	22,725.00	(3.1)%
5370 · Advertising	133.25	130.00	2.5%
5390 · Bank Charges /Error Correction	25.00	65.00	(61.5)%
Total 5300 · General Administration	31,125.41	31,995.04	(2.7)%
5400 · Ministry Expense			
5410 · Music Supplies	673.60	294.26	128.9%
5420 · Church & Sanctuary Supplies	252.28	407.19	(38.0)%
5430 · Christian Education (VBS/SS)	150.00	17.12	776.2%
5450 · Social Events	0.00	81.82	(100.0)%
Total 5400 · Ministry Expense	1,075.88	800.39	34.4%
5500 · Maintenence Expenses			
5510 · General Maintenance	7,696.11	2,099.01	266.7%
5520 · Cleaning Expense			
5521 · Janitorial Contract	2,916.07	3,525.00	(17.3)%
5522 · Cleaning Supplies	313.50	133.85	134.2%
Total 5520 · Cleaning Expense	3,229.57	3,658.85	(11.7)%
5530 · Grounds Keeping			
5531 · Grounds Keeping Supplies	0.00	198.27	(100.0)%
5532 · Grounds Equipment	746.18	263.93	182.7%
5533 · Grounds Labour	1,102.84	1,102.50	0.0%
Total 5530 · Grounds Keeping	1,849.02	1,564.70	18.2%
5550 · Security	484.98	1,137.98	(57.4)%
Total 5500 · Maintenence Expenses	13,259.68	8,460.54	56.7%
5600 · Utilities Expenses			
5620 · Hydro			
5621 · Electricity - Church	1,652.85	1,742.07	(5.1)%
5622 · Electricity - Hall	2,274.14	2,372.09	(4.1)%
Total 5620 · Hydro	3,926.99	4,114.16	(4.6)%
5630 · Heating Oil - Hall	3,752.90	3,194.76	17.5%
5640 · Telephone Links			
5642 · Office Line			
5643 · Long Distance Fees	2.75	0.00	100.0%
5642 · Office Line - Other	262.17	0.00	100.0%
Total 5642 · Office Line	264.92	0.00	100.0%
5644 · Rector's Cell	600.00	0.00	100.0%
5640 · Telephone Links - Other	0.00	831.91	(100.0)%
Total 5640 · Telephone Links	864.92	831.91	4.0%
5650 · Internet Service	1,482.75	1,340.89	10.6%
5660 · Garbage & Recycling	885.51	812.04	9.1%
Total 5600 · Utilities Expenses	10,913.07	10,293.76	6.0%

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through December 2021

	Jan - Dec 21	Jan - Dec 20	% Change
5700 · Transfers -OUT			
5710 · General Transfers	0.00	0.00	0.0%
5720 · Parish Transfers	0.00	0.00	0.0%
Total 5700 · Transfers -OUT	0.00	0.00	0.0%
5900 · GST (2.5%) -Non Recovered	0.00	657.72	(100.0)%
7910x · Cemetery Credits (Donor Cash)	0.00	1,600.00	(100.0)%
7955x · Transfers (Profit to Deficit)	0.00	5,682.23	(100.0)%
7980x · Uncategorized Expenses	1,175.00	0.00	100.0%
Total Expense	130,596.14	145,703.90	(10.4)%
Net Ordinary Income	4,066.82	1,403.38	189.8%
Other Income/Expense			
Other Expense			
80000 · Ask My Book-keeper	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	**4,066.82**	**1,403.38**	**189.8%**

St Stephen's Proposed 2022 Budget					
ITEM	**2021 Budget**	**Actuals to Dec. 31, 2021**	**% to 2021 Budget**	**Proposed 2022 Budget**	**Remarks**
Income					
Regular Offerings	$119,600	$99,640.14	83.3%	$119,600	
Open Offering	$1,000	$426.05	42.6%	$800	
Festival	$3,000	$10,545.00	351.5%	$3,000	
Hall/PreSchool Donatons	$7,000	$6,788.00	97.0%	$9,500	
Other Hall Donations	$0	$990.00	0.0%	$0	
Weddings/Funerals	$400	$1,800.00	450.0%	$400	
Office Cost Recovery	$0	$400.00	0.0%	$0	
Social Events	$0	-$200.00	0.0%	$0	
Interest Income	$3,000	$3,200.19	106.7%	$3,000	
Donations/Targeted	$0	$0.00	0.0%	$0	
Wage Subsidy	$0	$15,655.58	0.0%	$0	
Perpetuity Account		$0.00	0.0%	$0	
Deficit Reserve	$0	$100.00	0.0%	$0	
Total Income	**$134,000**	**$139,344.96**	**104.0%**	**$136,300**	
DISBURSEMENTS					
Stipend/Benefits - Rector	$48,567	$49,944.29	102.8%	$48,939	
Relief Clergy	$300	$287.50	95.8%	$500	
Assistant Clergy	$2,951	$3,658.74	124.0%	$2,000	7:45 Clergy {Last Year Curate)
Musicians	$5,000	$5,500.00	110.0%	$5,000	
Relief Musician	$0	$0.00	0.0%	$0	
Admin Asst/Bookkeeper	$15,000	$16,646.78	111.0%	$17,008	Incl 6% Needs Discussion
Payroll Bulk Charges	$0	-$2,990.21	0.0%	$0	
Diocesan Assessment	$23,000	$22,028.04	95.8%	$20,307	
Bookkeeping	$0	$0.00	0.0%	$0	
Christian Education	$300	$150.00	50.0%	$500	
Clergy Conferences	$300	$0.00	0.0%	$400	
Music Supplies	$300	$673.60	224.5%	$300	
Sanctuary Supplies	$500	$252.28	50.5%	$500	
Advertising	$200	$133.25	66.6%	$200	
Insurance	$5,047	$5,235.03	103.7%	$5,500	
Photocopy	$3,000	$2,298.56	76.6%	$3,000	
Postage	$0	$403.84	0.0%	$500	
Stationery (Print Paper/Pens)	$1,500	$501.81	33.5%	$1,000	
Publications	$0	$98.01	0.0%	$0	
Office Computers	$500	$401.87	80.4%	$500	
Social Events	$200	$0.00	0.0%	$200	
Maintenance - General	$5,000	$7,696.11	153.9%	$5,000	
Security	$500	$484.98	97.0%	$500	
Maintenance - Cleaning Contract	$4,000	$2,916.07	72.9%	$4,000	
Maintenance - Cleaning Supplies	$0	$313.50	0.0%	$0	
Maintenance - Grounds	$5,000	$1,849.02	37.0%	$3,000	
Garbage	$1,000	$885.51	88.6%	$1,000	
Hydro	$5,500	$3,926.99	71.4%	$5,000	
Amalgamation of Services	$0	$0.00	0.0%	$0	
Heating Oil (Hall)	$3,000	$3,752.90		$4,000	
Internet	$500	$1,482.75	296.6%	$1,500	
Telephone	$800	$864.92	108.1%	$1,000	
Youth Ministry	$100	$0.00	0.0%	$100	
Sunday School	$200	$0.00	0.0%	$200	
Bank Charges & Reconciliations	$0	$25.00	0.0%	$0	
Miscellaneous Expenses	$0	$0.00	0.0%	$0	
GST Paid (2.5%) non-refundable	$1,000	$0.00	0.0%	$0	
Total Disbursements/Expenditures	**$133,265**	**$129,421.14**	**97.1%**	**$131,654**	
Operating Surplus/Deficit	**$735**	**$9,923.82**	**1350.2%**	**$4,646**	