

DIOCESE OF RUPERT'S LAND
ANNUAL PARISH FINANCIAL STATEMENT SUMMARY
(include ALL funds)
FOR THE YEAR ENDED DECEMBER 31, _____

PARISH OF _____ City/Town _____ Province _____

Annual Parish Financial Statement Summary (Summaries) must be supported by Financial Statements for the Parish(es)

SEND ONE COPY TO ANGLICAN CENTRE BEFORE MARCH 1 OF EACH YEAR. KEEP ONE COPY FOR YOUR RECORDS

RECEIPTS

CURRENT YEAR

A. Operating Income:

- 1 Offerings-identifiable
- 2 Offerings - open
- 3 Parish Organization
- 4 Income from Projects
- 5 Donations (general)

SUB-TOTAL

6 Investment & Endowment Income

7 Rental Income

8 Other Income

Envelope offerings, identifiable cheques, pre-authorized donations, automatic deposits

Unidentified offerings

Donations from ACW, Men's group, youth group.etc

Net income from dinners, garage sales, events (income less the costs)

Special operating donations not included above

Interest, dividend, capital gains etc that is available for parish operations

Money received from renting the church, or parish hall

Used for operating purposes

TOTAL OPERATING INCOME

B. Non-Operating Income:

- 9 Diocesan Grants
10 Investment & Endowment Income
11 Bequests
12 Capital Projects
13 Specified Donations Parish Outreach
14 Specified Donations (PWRDF etc)
15 Other (Please specify)

TOTAL NON-OPERATING INCOME

Money received from the Diocese for project or special mission

Interest, dividends, capital gains etc that is dedicated to specific non-operating purposes

Memorial donations, income from wills etc

Money earmarked for renovations, or construction or retirement of capital debt.

Money that flows through the parish books for outreach - refugees, orphans, etc

Money that flows through the parish books for PWRDF Anglican Appeal, RLnews,

Money that flows through the parish books for other things -

TOTAL RECEIPTS

TOTAL RECEIPTS (carried forward)	_____	
EXPENDITURES FOR CURRENT YEAR		
OPERATING EXPENSES		
A. CLERGY		
1 Stipend, Housing & Car Expenses	_____	For parish priest and other paid clergy
2 Benefits (total of Clergy Pension, EI, CPP, Health Insurance, Con Ed, & EAP)	_____	For parish priest and other paid clergy
Total Clergy Expenditures	_____	
B. ADMINISTRATION		
3 Salaries	_____	For non clergy staff - secretary, treasurer, etc (not caretakers or organists)
4 Benefits	_____	For non clergy staff - secretary, treasurer, etc
5 Administration Expenses	_____	Telephone, photocopier, paper, pens, office supplies, interne -things that make the office function
Total Administration	_____	
C. WORSHIP, EDUCATION, & PROGRAM		
6 Organist/Choirmaster (salaries, fees etc.)	_____	Salaries, fees, benefits - contract costs
7 Youth leader (salaries, fees, etc)	_____	Salaries, fees, benefits - contract costs
8 Choir, Altar Guild, etc.	_____	Worship expenses - wine, wafers, candles, choir, music, robes, licenses
9 Sunday School, Literature etc.	_____	Materials, sissors, paste, etc
10 Other Program Expenses	_____	Adult education, other programs run by the parish, Synod, Faith Horizons etc.
Total Worship & Education	_____	
D. PARISH PROPERTY(buildings only)		
11 Caretaker (Salaries, Fees etc.)	_____	Caretaker salary, fee, contract costs, benefits
12 Supplies etc.	_____	Toilet paper, hand towels, wax, cleaners, etc
13 Taxes and Insurance	_____	City, provincial, municipal taxes and insurance
14 Utilities	_____	Heat, water, gas, light
15 Repairs & Maintenace	_____	Maintenance, repairs, security systems etc. - not capital expenditures
Total Parish Property	_____	
E. ACQUISITIONS		
16 Equipment & Furnishings	_____	Computers, desks, keyboards, pews, books,
F. COMMON MINISTRY & MISSION	_____	
TOTAL OPERATING EXPENSES	_____	
G. NON-OPERATING EXPENSES:		
17 Capital Expenditures (building & major repairs)	_____	Roof repairs, foundation repairs, renovations, additions
18 Interest on Loans	_____	Just the interest paid on a loan or mortgage
19 Parish Outreach non operating expenses	_____	What the parish is spending on outreach ministry
20 Special & other non operating expenses	_____	Any other non operating expense
21 Appeals(PWRDF, etc)	_____	RLN, Specified donations - PWRDF, orphan fund, Christmas Gift, etc
TOTAL NON-OPERATING EXPENSES	_____	
TOTAL EXPENSES	_____	
TOTAL INCOME LESS TOTAL EXPENSES	_____	
Loans & Mortgages - Capital Borrowed	_____	In current year
- Capital Repaid	_____	In current year

BALANCE SHEET FOR _____

Current Assets:

Bank Balance (all accounts)	_____
Term Deposits	_____
Bonds, Shares, Debentures, etc	_____
Prepaid Expenses	_____
Accounts Receivable	_____
Other	_____

Total Current Assets & Investments

Fixed Assets

Value of Land	_____	As indicated on year end records
Value of Buildings	_____	As indicated on year end records
Church	_____	As indicated on year end records
Hall	_____	As indicated on year end records
Rectory	_____	As indicated on year end records
Furniture & Equipment	_____	As indicated on year end records
Other (please specify)	_____	

Total Fixed Assets

TOTAL ASSETS

_____ **A**

Current Liabilities:

Bank Overdraft	_____
Accounts Payable	_____
Other Current Liabilities	_____

Money spent that is over the amount in the bank
What bills are not paid as of December 31
Short term loans, advance from somewhere for temporary use payable within one year.

Long Term Liabilities:

Bank Loans	_____
Mortgages	_____
Other Liabilities	_____

Long term borrowing from someplace other than a bank or credit union

Total Liabilities

Total Funds held for Capital Projects

Funds on hand for Capital purposes.

Parish Trust Funds

Funds held in trust for parish programs or functions, cemeteries etc.

Other Trust Funds

Funds held in trust for other organizations etc operating within the parish

Operating Surplus

Current assets less current liabilities

Net Fixed Assets

Fixed assets less mortgages/loans for capital purposes

Total Equity

B

(A should equal B)

Annual Insurance Report for 202_

Parish of _____

Last Appraisal on the Property and Contents was done: _____

Insurance coverage provided by: _____

if insurance is provided by other than AON Reed Steenhouse, please provide copy of policy and coverage

Insurance (Buildings)

Church	_____
Hall	_____
Rectory	_____
Other	_____
Total	_____

Insurance (Contents)

Church	_____
Hall	_____
Rectory	_____
Other	_____
Total	_____