Minutes of St. Mary's Operations Committee Meeting

Friday, January 13, 2023

Present:
John Beresford, Irene Feir, Ken Pedlow, Leslie Pedlow, Ian Stuart, Lon Towstego

Opening:
1:00 pm –Lon opened the meeting with a prayer.

Adoption of Agenda:
The agenda was accepted as presented.

Minutes of the November 2022 meeting:
Minutes were approved by electronic vote.

Thanks:
- to those who managed the snowfall

Review of Action Items:

Business Arising from the Minutes/Maintenance:

Financial Reports:
Ken reported that there is good news: the deficit is only $35.45 as of December 31, 2022. $15,000 came out of and went back into the Memorial Account.
Moved by Ken, seconded by John, that the Financial Reports be accepted as presented and recommended for acceptance by Council. Carried
Diaconate: Lon had a meeting with the Director of Deacons. Gil will be invited to serve on Parish Council. Lon suggested that $200.00 be in the Budget to allow for Gil to attend educational/professional development sessions.
Draft Budget: Ian presented the Draft Budget for the Committee's consideration and suggestions. The first suggestion Ian made was that we bring the regular offerings down to $100,000 (a more realistic figure). The other comments/suggestions were as follows:
- Festivals to be left the same as last year (the apparent surge was probably due to people putting 'deficit reduction' in their Christmas envelopes)
- hall use raised to $8000
- "hatch/match/dispatch" to be $2000
- remove the wage subsidy (a Covid measure)
- Holly Fair to be happening again – Judi Clark and Marian Towstego have volunteered to convene
- Thrift shops will happen again – likely just spring and fall
- Remove Deficit Reserve line
- Relief/Other Clergy to be raised to $1250.00 – co-ordinate with St. Stephen's
- Diaconate professional development to be line item - $200 – co-ordinate with St. Stephen's
- Music Director – might be lower? will know when negotiations are complete
- Costs of Administrative Assistant/Bookkeeper need to be reconfigured now that Leslie is working for both churches.
- Assessment will likely be $20,854
- raise amount for Clergy Conferences to $500
- Advertising up to $300
- Photocopying to be left at $3000
- Insurance will likely be raised by 15% - to $5725

- Maintenance General – parking lot lines to cost $1850; snow clearing ?; steeple soffits repair ?
- Website – the Diocese is off-loading its website and zoom costs to individual churches, likely in September

Ian will make these changes to the Budget and send them out by email. Moved by Ian, seconded by Ken that the Budget be accepted as amended. Carried.

Other Reports:
Diocesan Medal - Lon asked for the committee's endorsement of his nomination of one of our parishioners for a Diocesan medal of service to the Diocese. Moved by Lon, seconded by Ken that we support the nomination. Carried.
Country Grocer – Lon said that Country Grocer has a loyalty plan, too. With their store, we would just collect up all the tickertapes of everyone taking part and then present them to Country Grocer in return for gift cards. We just need someone to look after this. Ken and John will include this in the next Connexion.
Parish Council – Nominations are needed for people to serve on Parish Council. Ian announced that this was his last year as warden. John said he would not serve on Council again but he would remain on the Operations Committee.
General Maintenance and upgrade – There was some discussion about a new back door (onto the parking lot) and could the Thrifty's money pay for the new door? Ian said he would email a report to everyone.

Coldest Walk
St. Mary's will be hosting this event from 4:00 to 7:00 on February 25. Gail and John Bones are the organisers.

Correspondence:

Next Meeting:
Friday, March 10, 2023 – 1:00 pm

Adjournment:
Meeting adjourned at 3:10 and closed with a prayer and the Grace.

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Ian Stuart, Warden

St. Mary's Operation Committee Agenda – January 13, 2023

Regrets:

I. **Open meeting with Prayer - Lon**

II. **Adoption of Agenda**

III. **Minutes of the November, 2022 Meeting** – *Approved*

IV. **Thanks** –

V. **Financial Reports**
1. Financial Statement to December 31, 2022– Ken

✓ Motion to receive Financial Report, and recommend for adoption by Council

VI. **2023 Draft Preliminary Budget**
1. General Operating
2. Capital - ?

VII. **Other Reports**

Maintenance Update - Ian

✓ Discussion & Motion to receive non-financial reports

VIII. **New Business**

Nominations Committee recommendations - Lon

IX. **Next Meeting -** (at 1:00 p.m.)
- Do we need to meet before AGM – February ?
- 2023 Schedule:
  - March 10
  - May 12
  - July 14
  - Sept. 8 or 15?
  - Nov. 10

X. **Closing with Prayer and Grace**

St. Mary's December 2022 Financial Review

ITEM	Actual To 31-Dec	% To Budget Target=100%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
INCOME				
REGULAR OFFERINGS	$99,934.90	94.3%	$106,000	
OPEN OFFERING	$682.00	136.4%	$500	
FESTIVAL	$10,285.00	137.1%	$7,500	Easter/Thanksgiving/Christmas
HALL /FACILITIES USE DONATIONS	$7,370.00	737.0%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$3,500.00	437.5%	$800	
MISCELLANEOUS	$190.00	38.0%	$500	
WAGE SUBSIDY	$1,408.44	100.0%	$1,408	No further Action
TX FROM HOLLY FAIR	$2,430.00	121.5%	$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	$5,600.00	0.0%	$0	
TRANSFER FROM MEMORIAL ACCOUNT	$15,000.00			Operating Loan Transfer In
TRANSFER - OTHER	$700.00			
DEFICIT RESERVE	$0.00	0.0%	$0	
TOTAL REVENUE	**$150,550.34**	123.4%	**$121,958**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$47,600.17	97.3%	$48,939	
RELIEF CLERGY	$825.00	165.0%	$500	
ASSIST CLERGY	$712.50	35.6%	$2,000	
MUSIC DIRECTOR	$10,512.20	88.7%	$11,845	
RELIEF MUSICIAN	$750.00	187.5%	$400	
ADMIN. ASST/BOOKKEEPER	$26,441.60	95.1%	$27,791	
SALARIES - PAYROLL VARIANCES	$0.00	0.0%	$0	
DIOCESAN ASSESSMENT	$21,807.00	100.0%	$21,807	
CHRISTIAN EDUCATION	$136.43	68.2%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$847.90	113.1%	$750	
SANCTUARY SUPPLIES	$319.14	106.4%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$4,762.00	100.0%	$4,762	No Further Action
PHOTOCOPY	$2,233.52	74.5%	$3,000	Includes recoveries
POSTAGE	$44.80	16.3%	$275	
STATIONERY	$317.41	31.7%	$1,000	Includes recoveries
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$1,938.23	64.6%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$3,602.87	90.1%	$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	$7,469.15	99.6%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$70.80	70.8%	$100	
INTERNET	$2,517.96	100.7%	$2,500	
TELEPHONE	$1,247.40	99.8%	$1,250	
WATER/SEWER	$531.65	76.0%	$700	
MISCELLANEOUS	$23.66	9.5%	$250	
BANK CHARGES & RECONCILIATIONS	$214.19	107.1%	$200	New Cheques Purchased
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TRANSFER TO MEMORIAL ACCOUNT	$15,000.00	0.0%	$0	Operating Loan Transfer Out
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$150,585.79**	102.4%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$35.45**	0.1%	**-$25,086**	

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

		31 Dec 22
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	6,703.63	
1110 · St. Mary's Church Events	5,909.86	
1210 · St. Mary's Memorial Operating	119,042.33	
Total 1005 · Consolidated Bank Account		131,655.82
1500 · Investments - GIC's		
1592 · Memorial Account GIC (115)	50,853.60	
Total 1500 · Investments - GIC's		50,853.60
Total Chequing/Savings		182,509.42
Accounts Receivable		
1400 · GST Receivable		488.91
Total Accounts Receivable		488.91
Total Current Assets		182,998.33
TOTAL ASSETS		**182,998.33**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,453.58	
3120 · Church Events - Flower	1,065.12	
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	1.82	
3135 · Church Events - Holly Fair Prev	55.00	
Total 3130 · Church Events - Holly Fair	56.82	
3150 · Church Events - General	42.84	
3160 · Church Events - Church Sales	43.85	
3170 · Church Events - Social Fund	256.80	
3190 · Church Events- Recycle Refunds	1,442.00	
Total 3100 · Current Special Ministries - CE		4,361.01
3400 · Outreach Funds		
3440 · Outreach-General Use	0.62	
3493 · Prayer Shawl Ministry	68.11	
Total 3400 · Outreach Funds		68.73

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

	31 Dec 22
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	2,918.00
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	800.00
Total 3500 · Deferred Sp. Ministries - Mem.	40,103.00
Total Long Term Liabilities	44,532.74
Total Liabilities	44,532.74
Equity	
32000 · Retained Earnings	10,671.70
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,265.41
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-35.45
Total Equity	138,465.59
TOTAL LIABILITIES & EQUITY	**182,998.33**

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

	Jan - Dec 22			
Income				
4000 · INCOME - General				
4100 · Offering Income				
4110 · Offering-Open Offering		682.00		
4120 · Offering-Weekly		99,934.90		
4130 · Offering - Festivals				
4131 · Offeirng-Festival-Easter	2,220.00			
4132 · Offering-Festival-Thanksgiving	2,920.00			
4133 · Offering - Festival-Christmas	5,145.00			
Total 4130 · Offering - Festivals		10,285.00		
Total 4100 · Offering Income			110,901.90	
4200 · Income-Deficit Elimination			5,600.00	
4300 · General Income				
4310 · General Income-Bapt./Wed/Funer.		3,500.00		
4330 · General Income-Facilities Use		7,370.00		
4360 · General Income-Misc./Interest		190.00		
4370 · General Income - Wage Subsidy		1,408.44		
Total 4300 · General Income			12,468.44	
4400 · Transfers IN-General				
4410 · Transfer IN-CE-Holly Fair		2,430.00		
4420 · Transfer IN-CE-Church Sales		3,450.00		
4430 · Transfer IN-CE-Other		700.00		
4440 · Transfers IN-Mem. Acct (Loan)		15,000.00		
Total 4400 · Transfers IN-General			21,580.00	
Total 4000 · INCOME - General				150,550.34
Total Income				150,550.34
Expense				
5000 · EXPENDITURES - General				
5100 · Wages & Benefits - General				
5110 · Salary/Benefits - Rector		47,600.17		
5120 · Salary/Benefits-Music Director		10,512.20		
5130 · Salary/Benefits-Admin./Bookeep.		26,441.60		
5140 · Relief Clergy		825.00		
5150 · Relief Musician		750.00		
5170 · Assisting Clergy		712.50		
5180 · Salaries - Payroll Variances		0.00		
Total 5100 · Wages & Benefits - General			86,841.47	

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

		Jan - Dec 22	
5300 · Expenditures - Admin - General			
5310 · Website/Electronic. Media		70.80	
5320 · Postage		44.80	
5330 · Stationery Expenses			
5331 · Stationery - General	317.41		
Total 5330 · Stationery Expenses		317.41	
5340 · Photocopier - General		2,233.52	
5350 · Insurance		4,762.00	
5360 · Diocesan Assessment		21,807.00	
5390 · Bank Charges/Errors - General		214.19	
Total 5300 · Expenditures - Admin - General			29,449.72
5400 · Expenditures-Ministries-General			
5410 · Music		847.90	
5420 · Sanctuary		319.14	
5430 · Christian Education		136.43	
Total 5400 · Expenditures-Ministries-General			1,303.47
5500 · Expenditures-Maintenance-Gener.			
5510 · General Maintenance		1,938.23	
5520 · Cleaning-General			
5521 · Cleaning-Contract	3,602.87		
5522 · Cleaning-Supplies	228.96		
Total 5520 · Cleaning-General		3,831.83	
5530 · Grounds and Equipment		91.90	
Total 5500 · Expenditures-Maintenance-Gener.			5,861.96
5600 · Expenditures-Utilities-General			
5610 · Water/Sewer		531.65	
5620 · Hydro		7,469.15	
5640 · Telephone		1,247.40	
5650 · Internet		2,517.96	
5660 · Garbage Disposal		339.35	
Total 5600 · Expenditures-Utilities-General			12,105.51
5700 · Expenditures-Trans. OUT			
5720 · Transfer to Memorial Acc't Gen.		15,000.00	
Total 5700 · Expenditures-Trans. OUT			15,000.00

	Jan - Dec 22
5800 · Miscellaneous Expenses-General	23.66
Total 5000 · EXPENDITURES - General	150,585.79
Total Expense	150,585.79
Net Income	**-35.45**