

Parish of Central Saanich Council Minutes
March 21, 2023 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Ken & Small Group	Review 2013 Governance Terms of Reference	

Participants: The Ven. Dr. Lon Towstego, Chair The Rev. Gil Shoesmith
Lynda Clifford Deb Butler Ken Pedlow Ian Stuart
Judi Clark David Cooper Lynn Fallan Karen McColm
Gary Moss Sandra Scarth Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: Terry Hartley

I Open meeting with Prayer – Lon called the meeting to order at 7:00 p.m. and opened with prayer. Lon welcomed new members Judi Clark and David Cooper

II Housekeeping:

1. Leslie Pedlow was appointed as Recording Secretary (not a member of Council – No vote but a voice)
2. Don Wilson was Commissioned as a member of the 2023 Leadership Team with a prayer by Lon.
3. Lon asked everyone to go around the table and introduce themselves for the sake of the newest members.
4. Lon commented briefly on confidentiality. While business is not intended to be conducted in secrecy, there are times where issues arise where confidentiality needs to be maintained and members will be advised as such. As an example, there may be times when Council could go in camera. He asked all members to exercise their leadership, especially when you might be confronted by inaccurate information or disgruntlement. He also asked that you seek his advice on these situations so that corrective steps might be taken to alleviate any concerns.
5. Lon explained that the voting procedure for Diocesan Council does not allow for people to abstain unless there is a conflict of interest. All members are encouraged to exercise their vote – whether yes or no. Lon encouraged all members of the Leader Team to follow this example. It is important to hear all sides. Unanimity is not required.

III Changes or Additions to the Agenda? – Lon asked that we add one piece of correspondence re Liturgical Assistants and item (d) under New Business – Vacation Bible School.

It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford that the Agenda be accepted as amended. **Carried.**

IV Minutes:

1. Council Meetings – January 17, 2023 were approved by electronically.
2. Draft Minutes of the Annual General Meeting – February 26, 2023 – Lon advised that the honorific on the last page should be updated to Venerable from Reverend. He misses just being the jail chaplain!

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It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford that the Draft AGM Minutes be received as circulated and posted to the website in draft form.

Carried

V Reports

1. Rector – Lon advised that the word ‘Priest’ was missing from his report in regard to the retirement of the incumbent of the Parish of Salt Spring. There were no questions or comments.

2. Deacon - Gil

3. Wardens:

St. Mary – Lon indicated that the Synod in May was not a “General” Synod but a Diocesan Synod. It was meant to be a small ‘g’. There were no other comments or questions.

St. Stephen – Lynda advised that she has approach Central Saanich Fire to discuss a possible training session for the Parish on the AED’s. The leak that had been noticed seems to have been cleared up. There were no other comments or questions

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

4. Financials:

a) St. Mary Statements to February 28, 2023 – presented by Ken Pedlow who indicated that we are slightly ahead of where we were last year. In looking ahead he is optimistic noting the increase in facilities use and planned fundraising events. Lon reminded the Leadership Team members that with the increase in facilities usage, that space must be booked through the office.

It was **Moved** by Ken Pedlow, **Seconded** by Judi Clark that the St. Mary Financial Statements to February 28, 2022 be adopted. **Carried.**

b) St. Stephen Statements to December 31, 2022 – Council was advised that there was a bookkeeping omission that was discovered during the reconciliation of the January 2023 bank statement. The correction resulted in an approximately \$500 increase in the deficit at year-end. It is important to have this on the record as it will be a noticeable change from the statements that were passed at the AGM. Leslie has offered her apologies to the Wardens.

It was **Moved** by Don Wilson, **Seconded** by Lynda Clifford, that the revised statements be adopted and presented to the next AGM for clarification.

c) St. Stephen Statements to February 28, 2023 - presented by Lynda Clifford. David Cooper inquired about the “pending info” remark against the Admin/Bookkeeping expense and was advised that it was carried forward from the budget and should now be deleted. He asked if this should have been an accounts payable for 2022 and Leslie advised that the information required to do so was not received in a timely manner to allow for the statements to be

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finalized for the AGM report.

It was **Moved** by Lynda Clifford, **Seconded** by Don Wilson that the St. Stephen Financial Statements to February 28, 2023 be adopted. **Carried**.

VI Business Arising/Discussion from Minutes

Ian Stuart advised that the 2023 Insurance had still not been billed.

VII Correspondence

- a) Council Member Contact List - Confidential - Leslie advised members that the list was for internal use only and that it would not be attached to the Council package when the Minutes were posted to the website. Leslie was asked to update Gil's email address to the bc.anglican system.
- b) Lay Leadership Certificate – After successful completion of the Lay Leadership course, Lon presented Gary Moss with his certificate from the Bishop authorizing him to preside at non-eucharistic services for a period of five years. Ian Stuart also been authorized under this new program and received his certificate earlier. Council Members congratulated Ian and Gary with a round of applause. Lon advised that the next cohort will begin September 14th.

VIII New Business

- a) Stewardship – Lon reviewed the “Rhythm” of Life found on page 555 of the Book of Common Prayer and discussed each point.
- b) What is the Call to Parish Leadership Team – Lon reviewed his thoughts on the topic. He asked members of the Leadership Team to be the Vision of the Church – not just for today but in the years ahead. Show your enthusiasm and authenticity. Use your combined gifts for the betterment. Other than special in-camera situations, be transparent.
- c) Governance and a small Team to look at it. The Team: Ken Pedlow, Don Wilson, Lynn Fallan, David Cooper. Task – to review the terms of reference set in 2013 and see how it is going and whether there are updates needed. Ken has suggested that this be undertaken on a confidential basis until the team has reported back to Council. It was agreed.
- d) Vacation Bible School – Gary showed the Leadership Team a curriculum that he and Rachel had picked up at Christian Book and Music. There were numerous questions. Lon indicated that he would like to review the curriculum material. Council felt that the biggest challenge will be finding the human resources. Gary was asked to put together a concrete plan, complete with a budget and how the required positions will be filled and present it to Parish Council. The timeline is tight. If it is going to be done, it must be done well.
- e) May 7th Service – Leslie reminded Lon that we had not discussed this item that was raised in his report. There had been a suggestion that the Parish recognize the Coronation of King Charles III which will have taken place on May 6th by holding a combined service and refreshments. Lon indicated that there was already a combined service planned on June 4th for Trinity Sunday at St. Stephen. After researching the Church of England suggested plans for the Sunday following the Coronation, it was found that churches are being advised to observe the regular Sunday using the lectionary of the day, perhaps followed

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by “Big Lunches”. This is in keeping with the Diocese . As such, Lon has indicated that the Sunday services will be kept simple, with the addition of the singing of God Save the King. He is certainly in favour of the “big lunch” concept if there were to be a church picnic at St. Stephen following the 11:15 a.m. service. A small group will be tasked to look into holding something.

(Post Meeting – a discussion was held and it was determined that a church picnic would not be held)

IX Next Meeting

April 18, 2023 at 7:00 p.m. at St. Mary

Lon reminded everyone of the Clergy Conference April 24-27 and Synod on May 12-13.

Ken Pedlow Motion for adjournment at 9:10 p.m.

X Closing with Prayer and the Grace

The Grace was said together.



The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – March 21, 2023

7:00 p.m. at St. Mary

Please arrive 15 to 30 Minutes early for Photographs

(Bring Completed Social Media Form – attached)

Regrets:

I Open meeting with Prayer

II Housekeeping:

1. Appointment of Leslie Pedlow as Recording Secretary
(not a member of Council)
2. Commissioning of anyone who missed March 5th service
3. Voting Procedures – info for new members

III Changes or Additions to the Agenda?

IV Minutes:

1. Council Meeting – January 17, 2023 - approved electronically
2. Draft Minutes of the Annual General Meeting – February 26, 2023
 - a) Errors or omissions?
✓ Motion to receive Draft Minutes as circulated/amended & post to website

V Reports

1. Rector – Lon
2. Deacon - Gil
3. Wardens – St. Mary
- St. Stephen
✓ *Motion to receive above reports*
3. Financials:
 - a) St. Mary Statements to February 28, 2023 – Ken
✓ *Motion to adopt*
 - b) St. Stephen 2022 Year-end Statements- Revised
✓ *Motion to adopt*
 - c) St. Stephen Statements to February 28, 2023 - Lynda
✓ *Motion to adopt*

VI Business Arising/Discussion from Minutes

VII Correspondence

- a) Council Member Contact List - Confidential

VIII New Business

- a) Stewardship
- b) Lon: Teaching and discussion. What is the Call to Parish Leadership Team
- c) Governance and a small Team to look at it.

IX Next Meeting

April 18, 2023 at 7:00 p.m.

Motion for adjournment

X Closing with Prayer and the Grace



Media Consent Form

The Diocese of British Columbia is seeking your consent to collect, keep, use and share photographs, videos, images, and/or names of you or your child/ward on our website(s), publications, digital communications, posters, social media sites and videos for promotional purposes.

Event Information: This event information will give the parish/diocese details about events shown in submitted media. It will allow us to post details with the media if needed.

The Event/Activity	
Date(s)	
Location	
Leader name(s) If applicable	

Name of Participant: _____

I hereby give permission to the Parish of _____ and the Diocese of British Columbia to use my name and photographic/video likeness in all forms and media for advertising, trade, and any other lawful purpose and transfer to the Diocese of British Columbia any and all rights, including copyright, which I may have in this material.

If the participant is less than 18 years of age:

Age of Participant: _____ Relationship to Participant: _____

I, _____, am the parent/legal guardian of the individual named above. On behalf of my child/ward, I have read this release and give my permission as set out above.

I give my permission as set out above: Name: _____ Date: _____ Signature: _____	I DO NOT give my permission: Name: _____ Date: _____ Signature: _____
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Please submit completed form to the parish or email to Tara Saracuse tsaracuse@bc.anglican.ca
Office of the Bishop, Diocese of British Columbia, 900 Vancouver St Victoria BC V8V 3V7.

MINUTES OF 2022 VESTRY
THE PARISH OF CENTRAL SAANICH
ANNUAL VESTRY MEETING HELD AT ST. MARY
Sunday, February 26, 2023

The 2022 Annual Vestry Meeting was called to order by the Ven. Lon Towstego, Chair, at 12:00 p.m. sharp. The chair reminded people to sign the attendance list.

Lon Towstego opened with a prayer and the Land Acknowledgement.

Lon spoke about procedural matters. He noted that no questions were received in advance of the meeting. For those wishing to ask a question, please wait until the microphone is brought to you. Questions should be addressed to the Chair and not across the room. Lon hoped that the business could be concluded within an hour to an hour and a half as he had to conduct a service at Legion Manor.

Lon prayed those who have died: Kenneth Brind, Susan Burns, Suzie Wells Beresford, Martin & Sheila Ellis, Christopher Gosling, Barbara Hale, George Hammond, Doreen Harrison, Carl Johnson, Peter Lawson, Gladys Otto, Jean Piacente, Michael Pidgeon, Robert Pollard, Pam Reynolds, Joan Smith, Patricia Stanlake, Rosalind Stoba, Neville & Trish Tate, Sofia Ruth Tuffin, John Tutte, Bruce Watson, Margaret Sherwood and any others on our hearts.

Lon confirmed that the Canons state that a quorum for this sized parish is the Priest, one Warden and 10 people. We had an attendance of 35 including the Chair.

Leslie Pedlow accepted the appointment as Recording Secretary.

MINUTES:

Moved by Howard Kolson, **seconded** by Carl Schwazer, that the Minutes of the February 27, 2022 Annual Vestry Meeting be adopted as circulated. **Carried.**

APPOINTMENTS:

The appointments for 2023 are as follows:

Rector's Wardens – Ian Stuart & Lynda Clifford

Envelope Secretaries – Judi Clark for St. Mary & Lynda Clifford for St. Stephen

Financial Reviewers - Karen McColm for St. Mary's, Don Wilson for St. Stephen's

Parish Treasurer – Remains vacant. Lon is in discussion with a person and with the wardens about this person. They will meet soon after this AGM to discuss moving forward. The Executive Archdeacon has approved that the Wardens may act as Treasurer in the interim.

THE NOMINATING COMMITTEE REPORT:

The Nominating Committee was comprised of Deb Butler, Lynda Clifford, Ken Pedlow and Ian Stuart. Ian expressed thanks to John Beresford for his service as he retires from Council.

Lon reiterated that the Leadership Team meets on the third Tuesday of each month.

As there was no Synod in 2022, St. Mary retains two delegates and St. Stephen one delegate. Don Wilson asked for clarification regarding Synod Reps being ex-officio to Council and those who are elected to serve as Members-at-Large.

Synod Reps:

Ian Stuart (St. M), David Cooper (St. M), Don Wilson (St. S)

Sandra Scarth and Ken Pedlow agreed to serve as the Alternate Synod Delegates. Although Alternate Synod Delegates do not have to sit on Council, it has been a pattern for the Parish to select Alternates from those already on Council.

The following names were put forward on behalf of the Nominating Committee and the Chair asked for further nominations from the floor for each position. There being none, the people below were acclaimed.

St. Mary's:

People's Warden – Ken Pedlow
Member-at-large – Judi Clark
Member-at-large – Lynn Fallan
Member-at-large – Karen McColm

St. Stephen's:

People's Warden – Deb Butler
Member-at-large – Terry Hartley
Member-at-large – Sandra Scarth
Member-at-large - Gary Moss

The installation of officers will take place at the 9:00a.m and 11:15a.m. Services on March 5th.

RECEPTION OF NON-FINANCIAL REPORTS:

Moved by Greg Robinson, **seconded** by John Beresford, that all of the non-financial Reports be received as circulated. There were no questions submitted or asked and the motion **Carried**.

Moved by Ken Pedlow, **seconded** by Ian Stuart, that St. Mary's use the list below (as presented in the Annual Report) as the 2023 Monthly Outreach Designations. **Carried**.

Ken noted that the only change was to the February monthly outreach, switching from St. Matthew's Library to Threshold Housing Society.

OUTREACH: ST. MARY'S:

January	Rector's Discretionary Fund	July	General Outreach
February	Threshold Housing	August	Anglican Appeal
March	General Outreach	September	Saanich Peninsula Hospital & Healthcare Foundation - Chaplaincy
April	Primates World Relief and Development Fund	October	Rector's Discretionary Fund
May	Saanich Peninsula Lions Food Bank	November	South Island Centre for Counselling and Training
June	ORCCA Dental Clinic	December	General Outreach

OUTREACH: ST. STEPHEN'S:

Moved by Lynda Clifford, **seconded** by Deb Butler, that St. Stephen use the list below (as presented in the Annual Report) as the 2023 Monthly Outreach Designations. **Carried**.

January	Saanich Peninsula Lions Food Bank	July	Rector's Discretionary Fund
February	Saanich Peninsula Hospital & Healthcare Foundation - Chaplaincy	August	Victoria Humane Society
March	Rector's Discretionary Fund	September	Primates World Relief and Development Fund
April	General Outreach	October	Grief & Loss Lunch Program
May	South Island Centre for Counselling and Training	November	Christmas Hampers
June	Anglican Appeal	December	General Outreach

Lon explained the ruling from the Diocese that has led to the removal of Gendemi, the mission that used to be led by Hilda Shilliday and St. Matthew's Library. After many meetings and consultations, the ruling states that we absolutely cannot accept funds for organizations that do not have CRA Charitable Status. Greg Robinson has information on an organization back east that will direct donations outside of Canada for a fee. Please liaise with Greg if you want more details.

FINANCIAL REPORTS:

St. Stephen Cemetery Report:

Ian Stuart highlighted a few points from his written report. He acknowledged the excellent work being done by Howie Kolson to ensure the smooth operation of the Cemetery.

Howie Kolson also wanted to thank Tracy Stubbs for taking on the role of digging the interment spaces after he found that he was unable due to back problems. After a test period, Tracy was found to be most capable and has continued in the role of parishioner/digger. Lon Towstego added that both Howie and Tracy go about their work in a most respectful way and are both held in high esteem.

David Cooper asked if there was going to be anything put on-line that may be accessed by the public. Ian responded that it was currently a work in progress and will be solely based on what the Diocese has advised that we are able to provide under privacy information laws.

David also asked if there would be any video or photograph records available of the Cemetery's headstones and markers, similar to ones that he is able to access in England. Unfortunately, this kind of task is usually undertaken by volunteers who are scarce.

It was **moved** by Bob Quicke, **seconded** by Lynda Clifford that the 2022 Financial Statements of St. Stephen Cemetery be adopted. **Carried**

St. Stephen Cemetery Budget:

It was noted that this is always a difficult exercise but has been finely tuned by notifications from families that they will want to proceed with interments in the better weather or when more family are available.

It was **moved** by Ian Stuart, **seconded** by Lynda Clifford, that the 2023 Budget for St. Stephen Cemetery be adopted. **Carried.**

The Financial Statements for the legal entity Parish of Central Saanich. This bank account mostly serves as a flow through account for cheques that are made payable to the legal entity. We are pleased that Karen McCollm undertook a review of this account and, as per her statement, found it to be in order. Thank you, Karen, for your work.

It was **moved** by Ken Pedlow, **seconded** by Judi Clark, that the 2022 Financial Statements of the Parish of Central Saanich be adopted. There were no questions submitted or asked. The motion **Carried.**

St. Mary 2022 Financial Statements:

Ken Pedlow presented the statements with a brief recap. He explained how the \$15,000 Operating Loan worked – a transfer early in the year and then paid back at year-end. He thanked the congregation for their efforts and was pleased that the deficit at year-end was only -\$35.45. David Cooper expressed concern that the money coming in was not sufficient to cover the cost of running the Parish. David was thanked for his observation.

Moved by Ken Pedlow, **seconded** by Ian Stuart, that St. Mary 2022 Financial Statements be adopted as presented in the Annual Report. **Carried.**

St. Mary 2023 Budget:

Ken Pedlow presented the 2023 Budget for St. Mary. There were no questions submitted or asked.

Moved by Ken Pedlow, **seconded** by John Beresford that St. Mary 2023 Budget be adopted as circulated. **Carried.**

St. Stephen Financial Statements:

Lynda Clifford presented the 2022 Financial Statements. She noted that \$11,400 was used from the Contingency Reserve Fund. There was also money used from the Church Restoration Fund to repair the stained-glass window. Some donations have been received to offset the expense but not entirely.

It was **moved** by Terry Hartley and **seconded** by Marian Towstego, that the 2022 Financial Statements of St. Stephen be adopted as presented. **Carried**

St. Stephen 2023 Budget:

Lynda noted that a new expense item has been added to the budget for Diaconate Professional Development. There was nothing to add to the remarks as noted on the budget. She was reminded to mention that even though we had been advised that the insurance premium would increase by approximately thirty percent, we still did not have the exact figure.

It was **moved** by Deb Butler, **seconded** by Sandra Scarth, that the 2023 Budget for St. Stephen's be adopted as circulated. **Carried.**

OTHER BUSINESS

- a) **Installation of Officers:** The Installation of officers will take place at the 9:00 a.m and 11:15 a.m. Services on March 5th. Those who are unable to attend will be installed at the next available opportunity
- b) **Announcements –**
 - a) David Scarth rose to ask if there might be funds available to erect a marker in the cemetery noting the burial of black pioneers who are buried at St. Stephen. There was support for the concept and David was asked to put his request in writing to the Cemetery Board for their consideration. Bob Quicke expressed his support of this important and timely idea as well as something to acknowledge veterans.
 - b) Karen McColm rose to thank all of those who were at the head table for looking after our Parish so well.
 - c) David Cooper acknowledged that it has been ten years since a committee was formed to set out a new governance model for the Parish of Central Saanich and will be nine years in March, 2024 that the newly formed Parish of Central Saanich Council met for the first time. David asked if the 2023 Leadership Team might take the time in 2023 to evaluate the model and how we might come together even more. Lon thanked David for his leadership.
 - d) Lon took time to mention the importance of making ourselves acquainted to our newer members and making them feel welcome.
 - e) Greg Robinson offered a vote of thanks to Lon for his leadership, spiritual and pastoral care.
- f) **Adjournment: Ken Pedlow moved to adjourn at 12:55 p.m.**

At Lon's request, Jackie Kolson said a closing prayer.

The Rev. Lon Towstego, Chair

Report from Incumbent, to Parish Leadership, March 21, 2023

Welcome Judi Clark, welcome back David Cooper to our Parish Leadership Team and welcome back to everyone else. Thank-you for showing leadership and taking on this role. I like to have my and our reports point forward as possible with a bit of review of the month(s) behind us.

I look forward to finishing our Lenten Time with a meaningful Holy Week and Easter Sunday and forward. We are planning a combined outdoor service for June 4 at St. Stephen

Coronation Day, May 6: From information coming out of Churches in England resources for the day we learn that many communities will be sharing in local activities or lunches (the 'Coronation Big Lunch') on Sunday May 7. Could we discuss at our meeting possibly having a 12:30 lunch in the yard, weather permitting.

- Since the AGM I have been involved in planning Lenten, Holy Week and Easter Services with musician for both St. Stephen and St. Mary and with Leslie.
- Lead and prepare weekly Bible Studies.
- Operations Committee Meetings at both St. S and St. M.
- Met with various parish members, some new and some otherwise.
- Attend and offer leadership with the Grief and Healing Circle that Holy Trinity and our parish are invited to with local First Nation Community. **Joint Parish Ministry.**
- I presided at six funerals/interments in February and am working with the Dyer family to plan Louise Clare's (Josie's mother) service for April 8.
- Gil and I did a number of home visits with Communion together.
- I did numerous hospital visits.
- Gil and I also attended a Gala for the RCMP hosted by the RCMP Vets group to which we both do ministry. **(Ministry outside the parish).** We also worked together with a family to plan a Celebration for a former member.
- Worked with the Parish Team discerning with Gary Moss as he senses a Call to ordained ministry.
- I did training, with Gil of Maria King as she will begin in April as a Lay Assistant at St. Stephen. Lynn Schumacher is coming back to St.

Mary as she and her husband are moving out this way. Her husband Paul is priest and does quite a lot of Interim Ministry. He will join us when he can. Lynn is experienced with Lay Ministry and beginning in May will supplement our team of Ken and Ian well.

- **Diocesan and Regional Ministry:** One Archdeacon's, Meeting with Bishop Anna. bi-weekly Human Resources Team meetings. Attended a few other diocesan groups, Challenging Racism and Ministry Discernment and Cursillo.
- I spend time with wardens of parishes in the midst of transition of ordained clergy. We have two success stories with Holy Trinity, North Saanich, and St. Michael and All Angels, Royal Oak. Both parishes with have Induction Services for their new rectors in June. **The Rev Denise Doerksen is at Holy Trinity and The Rev. John Perris** will be at St. Michaels.
- I work with The Parish of Salt Spring Island as their Parish retires May 28. We are setting up a rota of retired clergy for Phase 1 of their interim time. I also worked with and continue to a lesser degree with The Parish of Pender and Saturna Island since their rector died in January. Things are smoothening out there despite the tragic loss of Rev. Ellen Willingham,
- I chaired the Regional Meeting March 10 in preparation for Synod. Thank-you to all from our parish who attended.
- **Selfcare:** Living by Page 555 of BCP, Rhythm of Life. I begin and end each day in prayer. I am an Associate Member of Sister of St. John the Divine. I am in the process of exploring and considering the Franciscan calling. Marian and I are working on Vacation planning probably for this summer. Dates TBD soon.

**I am honored to serve and look to God for ongoing guidance.
Thank-you. Lon+**

Wardens' Report for St Mary's to Parish Council – March 21, 2023

Activities – completed.

- 1) Prepared the year end financial, budget and Treasurer's report for the Annual General Mtg. package.
- 2) Prepared a St Mary's Wardens' Report for the AGM package and participated in the AGM.
- 3) Prepared financial, budget and maintenance project information for the Mar 10th Ops Comm meeting.
- 4) Worked on completing the Safe Church and Criminal check requirements of the Diocese for Wardens.
- 5) Completed the interview and selection process for Jill Ann Siemens the new church musician for St Mary.
- 6) Completed the hiring documentation required for the church musician.
- 7) Participated in the Shrove Tuesday pancake supper parish event.
- 8) Participated in the discernment process for Gary Moss.
- 9) Prepared the St Mary tax receipts for 2022 identified givers.
- 10) Scheduled the Spring Clean up of the property for Saturday April 1st.
- 11) Approved, along with the Operations Committee, the replacement of the hall entrance door.
- 12) Ensured that the new United Church Electronic Collection Plate system was implemented by March 1st.

Activities – Underway or planned.

- 13) Get final sign off on the approved Fire Safety Plan and post.
- 14) Repair and rebuild of the circular window frame in the spring of 2023.
- 15) Order the remaining new phones and complete the rest of the phone system repairs.
- 16) Resolve the emergency lighting issue and get Capital City Fire sign off.
- 17) Undertake to complete a Capital & Significant Operating Issues Plan.
- 18) Plan and budget for the repainting of the parking lot lines (Estimated cost \$1,849).
- 19) Refresh the website appearance and upgrade the functionality to a more modern level.
- 20) Review the gardens around the church in light of simplifying the maintenance requirements.
- 21) Coordinate the office computer systems upgrades required for both churches to meet future needs.
- 22) Improve the networking of the computers between the two churches in the parish.
- 23) Additional treatment of the moss on some areas of the roof is needed in the spring.
- 24) Keep informed about Diocesan initiatives. Planning for the Spring General Synod and changes to the Electronic Collection Plate.
- 25) Investigate the purchase of internet operatable thermostats to reduce unnecessary heating of the building.
- 26) Making efforts to have unused keys returned.
- 27) Review the facilities usage fees for implementation in 2023.
- 28) Review the quality and waste of paper product supplies in the washrooms.
- 29) Repair damaged roof soffit area on the church in the spring.
- 30) Upgrade sound system wiring and connections to improve performance and reliability.
- 31) Replace the hall entrance door to include a keypad lock. (est. \$4,200). Now approved and the doors ordered. 14 weeks before delivery.
- 32) Prepare the Parish Annual Return for the Diocese by March 31st.
- 33) Prepare the Canada Revenue Agency Charitable Return for 2022 by Jun 30th.
- 34) Prepare for the Holy Week Services coming up.

Respectfully submitted by Ian Stuart & Ken Pedlow

ST. STEPHEN WARDENS' REPORT

Inventory needs to be done, areas needing help, Music and all related equipment, ? Gary Moss, Kitchen- Group, Office and equipment ? -, 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.

Mail is now received at the community mail box and no longer using the PO Box. Notices went out with Income tax receipts.

Peter is continues to work on upgrade for alarm system, also a new and better and greener light over the Lychgate, Fire testing appt booked.

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

Storage area, under the hall, clean up is required, paint to recycle and several signs can be disposed of, maybe the desk.... Some items could go to be sold. Peter and I had a start at it recently when trying to uncover the wood to be used for boxes for Cremation ashes., these are made by Jack Watters.

Frontal fabrics and Altar hangings under discussion

Advent Candles for next year.

Fundraising plans, Community Garage Sale in the spring? St Mary is having a Spring Fling late May, so when would work?

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

Church steps, waiting until the weather is dryer _ spring

Fence around Cemetery to be painted when weather permits, Howie will contact for us.

Trying to find new volunteers for things like coffee time and counting helpers. Ongoing!!

Diana has offered to take care of the receipts for the Country Grocer fund raiser..

Raised beds are looking well cared for and will be showing signs of life soon, thanks to community volunteers work. And of course Don who has worked to be rid of Acacia tree roots. Peter took the tree down recently and Don removed the wood.

We are waiting to hear from the Fire Department regarding a demo update for the use of the AED.

Preschool contract is ready but we are awaiting their decision about being open on Friday mornings for Play and Stay. There is an increase in rent for the Friday mornings and also an increase yearly (10 mths)

Peter has done several things around the hall recently - removal and clean up and hopefully deter the rebuilding of bird nests.

Checked out water leak in ladies downstairs bathroom. Replaced wooden worn toilet seats in the upper ladies bathroom, due to wear and tear from preschool kids seats. Tried unsuccessfully to unblock the toilet in the vestry upstairs, used by preschool. Suggested a sign be made so the teachers can use the mens bathroom during preschool days. (In use by adults from Preschool)

Septic Tank emptied in error, gate issue we now have a code for the main gate and can replace the lock on the gate behind the church with our own lock, so no need to call on Tsartlip for opening re septic holding tank empty for church.

Successful Sock-hop held March 18th. Thanks to band 12 0clock Rock

We need to work on a clear procedure for the receiving of applications and funds for the Pet Memorial Garden.

Consider painting the hall when there is money available to do so.

Burning to be done as soon as appropriate venting index and a person with time.

Completed

Find a project that we can work on with our First Nations Neighbours Grief and Loss Lunch

Floor in entrance way has been looked at but will follow up after preschool is out for the summer.

Shed Clean up, empty bottles removed, Peter emptied and disposed of these. There are a few wine making items that could be sold. Still some clean up to be done.

Collection of bottles and is ongoing

Submitted,
Lynda and Deb

St. Mary's February 2023 Financial Review

ITEM	Actual To	% To Budget Target=17%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
	28-Feb			
INCOME				
REGULAR OFFERINGS	\$16,494.06	16.5%	\$100,000	
OPEN OFFERING	\$155.00	31.0%	\$500	
FESTIVAL	\$0.00	0.0%	\$7,500	
HALL /FACILITIES USE DONATIONS	\$2,810.00	35.1%	\$8,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$150.00	7.5%	\$2,000	
MISCELLANEOUS	\$80.00	16.0%	\$500	
INCOME FROM HOLLY FAIR	\$0.00	0.0%	\$3,000	
PARISH THRIFT SALES	\$0.00	0.0%	\$5,000	
SPECIFIC DONATIONS	\$0.00	0.0%	\$250	
NEW BEQUESTS	\$0.00		\$0	
DEFICIT ELIMINATION APPEAL - 2022	\$0.00		\$0	
DEFICIT RESERVE	\$0.00		\$0	
TRANSFER FROM MEMORIAL ACCOUNT			\$0	
TOTAL REVENUE	\$19,689.06	15.5%	\$126,750	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$8,646.74	17.3%	\$50,027	
RELIEF CLERGY	\$0.00	0.0%	\$1,250	
CHURCH MUSICIAN	\$0.00	0.0%	\$11,328	Pending paper work
RELIEF MUSICIAN	\$625.00	52.1%	\$1,200	
ADMIN. ASST/BOOKKEEPER	\$7,306.82	29.0%	\$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	\$3,475.66	16.7%	\$20,854	
CHRISTIAN EDUCATION	\$0.00	0.0%	\$250	
DIACONATE PROFESS DEVELOPMENT	\$0.00	0.0%	\$200	
CLERGY CONFERENCES	\$0.00	0.0%	\$500	
MUSIC MINISTRY	\$166.22	19.0%	\$875	
SANCTUARY SUPPLIES	\$38.30	11.8%	\$325	
ADVERTISING	\$77.63	25.9%	\$300	
INSURANCE	\$0.00	0.0%	\$5,725	
PHOTOCOPY	\$490.26	16.3%	\$3,000	
POSTAGE	\$0.00	0.0%	\$150	
STATIONERY		0.0%	\$750	
COMPUTER EXPENSES	\$0.00	0.0%	\$1,500	
MAINTENANCE - GENERAL	\$0.00	0.0%	\$5,250	
MAINTENANCE - CLEANING CONTRACT	\$615.00	14.6%	\$4,200	
MAINTENANCE - CLEANING SUPPLIES	\$105.11	26.3%	\$400	
MAINTENANCE - GARDENING	\$0.00	0.0%	\$1,000	
GARBAGE	\$240.96	48.2%	\$500	January-June
HYDRO	\$782.38	8.9%	\$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	\$0.00	0.0%	\$600	
INTERNET	\$459.22	16.7%	\$2,750	
TELEPHONE	\$170.87	12.2%	\$1,400	
WATER/SEWER	\$0.00	0.0%	\$800	
MISCELLANEOUS	\$0.00	0.0%	\$500	
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$50	
TRANSFER TO MEMORIAL ACCOUNT	\$0.00		\$0	
TOTAL EXPENDITURES	\$23,200.17	15.5%	\$149,684	
OPERATING SURPLUS/DEFICIT	-\$3,511.11	15.3%	-\$22,934	

St. Mary's Anglican Church
Balance Sheet
As of 28 February 2023

	28 Feb 23
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	5,181.16
1110 · St. Mary's Church Events	6,602.02
1210 · St. Mary's Memorial Operating	118,723.33
Total 1005 · Consolidated Bank Account	130,506.51
1500 · Investments - GIC's	
1592 · Memorial Account GIC (115)	50,853.60
Total 1500 · Investments - GIC's	50,853.60
Total Chequing/Savings	181,360.11
Accounts Receivable	
1400 · GST Receivable	597.07
Total Accounts Receivable	597.07
Total Current Assets	181,957.18
TOTAL ASSETS	181,957.18
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,453.58
3120 · Church Events - Flower	1,035.08
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	58.84
3160 · Church Events - Church Sales	43.85
3170 · Church Events - Social Fund	963.80
3190 · Church Events- Recycle Refunds	1,442.00
Total 3100 · Current Special Ministries - CE	5,053.97
3400 · Outreach Funds	
3415 · Outreach-Threshold Housing	360.00
3420 · Outreach-ORRCA Dental Clinic	10.00
3440 · Outreach-General Use	105.62
3460 · Outreach-Saan. Pen. Hospital	10.00
3470 · Outreach-SICCT	10.00
3480 · Outreach-PWRDF	10.00
3491 · Outreach-Anglican Appeal	10.00

St. Mary's Anglican Church
Balance Sheet
As of 28 February 2023

	28 Feb 23
3492 · Outreach-S. P. Lions Food Bank	10.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	1,593.73
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	3,170.00
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.	40,355.00
Total Long Term Liabilities	47,002.70
Total Liabilities	47,002.70
Equity	
32000 · Retained Earnings	10,636.25
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	-3,511.11
Total Equity	134,954.48
TOTAL LIABILITIES & EQUITY	181,957.18

St. Mary's Anglican Church
Profit & Loss
January through February 2023

	Jan - Feb 23
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	155.00
4120 · Offering-Weekly	16,494.06
Total 4100 · Offering Income	16,649.06
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	150.00
4330 · General Income-Facilities Use	2,810.00
4360 · General Income-Misc./Interest	80.00
Total 4300 · General Income	3,040.00
Total 4000 · INCOME - General	19,689.06
Total Income	19,689.06
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	8,646.74
5130 · Salary/Benefits-Admin./Bookeep.	7,306.82
5150 · Relief Musician	625.00
Total 5100 · Wages & Benefits - General	16,578.56
5300 · Expenditures - Admin - General	
5340 · Photocopier - General	490.26
5360 · Diocesan Assessment	3,475.66
5370 · Advertising	77.63
Total 5300 · Expenditures - Admin - General	4,043.55
5400 · Expenditures-Ministries-General	
5410 · Music	166.22
5420 · Sanctuary	38.30
Total 5400 · Expenditures-Ministries-General	204.52
5500 · Expenditures-Maintenance-Gener.	
5520 · Cleaning-General	
5521 · Cleaning-Contract	615.00
5522 · Cleaning-Supplies	105.11
Total 5520 · Cleaning-General	720.11
Total 5500 · Expenditures-Maintenance-Gener.	720.11

St. Mary's Anglican Church
Profit & Loss
January through February 2023

	Jan - Feb 23
5600 · Expenditures-Utilities-General	
5620 · Hydro	782.38
5640 · Telephone	170.87
5650 · Internet	459.22
5660 · Garbage Disposal	240.96
Total 5600 · Expenditures-Utilities-General	1,653.43
Total 5000 · EXPENDITURES - General	23,200.17
Total Expense	23,200.17
Net Income	-3,511.11

St Stephen's December 2022 Financial Review - Revised

ITEM	Actual To	% To Budget Target=100%	2022 BUDGET	REMARKS 2022 Budget to 2022 Actuals
	December 31, 2022			
INCOME				
REGULAR OFFERINGS	\$86,344.81	72.2%	\$119,600	
OPEN OFFERING	\$1,843.65	230.5%	\$800	
FESTIVAL	\$1,985.00	66.2%	\$3,000	
HALL /Preschool Donation	\$11,700.00	123.2%	\$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	\$3,183.70	0.0%	\$0	Includes Grounds Users (\$1,080)
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	\$6,258.03	208.6%	\$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	\$11,400.00	0.0%	\$0	
MISCELLANEOUS INCOME	\$1,224.39	0.0%	\$0	Includes \$371.43 uncategorized income
TOTAL REVENUE	\$126,339.58	92.7%	\$136,300	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$48,254.75	98.6%	\$48,939	
RELIEF CLERGY	\$712.50	142.5%	\$500	
ASSIST CLERGY	\$750.00	37.5%	\$2,000	
MUSICIANS	\$7,244.35	116.8%	\$6,200	
RELIEF MUSICIAN	\$2,262.50	0.0%	\$0	Includes \$500 for sound/projection
ADMIN. ASST/BOOKKEEPER	\$11,845.08	67.1%	\$17,645	4 months of 2022 salary owing in 2023
SALARIES - PAYROLL VARIANCES	\$1,671.08	0.0%	\$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	\$20,307.00	100.0%	\$20,307	Will increase for 2023
FINANCIAL CONSULTANTS	\$0.00	0.0%	\$0	Category to be eliminated in 2023
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	\$646.19	43.1%	\$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	\$2,750.36	55.0%	\$5,000	
SECURITY	\$589.74	117.9%	\$500	
MAINTENANCE - CLEANING CONTRACT	\$3,497.59	99.9%	\$3,500	Change from previous year end statement
MAINTENANCE - CLEANING SUPPLIES	\$416.69	83.3%	\$500	Change from previous year end statement
MAINTENANCE - GROUNDS	\$891.93	29.7%	\$3,000	
GARBAGE	\$810.21	81.0%	\$1,000	
HYDRO	\$4,462.73	89.3%	\$5,000	
WEB MAINTENANCE	\$70.80	0.0%	\$0	Diocese Licences and Fees
HEATING OIL (HALL)	\$6,778.31	135.6%	\$5,000	New contractor as of Mar 16th, 2022
INTERNET	\$1,480.47	98.7%	\$1,500	
TELEPHONE	\$865.18	86.5%	\$1,000	
YOUTH MINISTRY			\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
MISCELLANEOUS	\$34.42	0.0%	\$0	
BANK CHARGES & RECONCILIATIONS	\$90.00	0.0%	\$0	
RECONCILIATION VARIANCES	-\$6.38	0.0%	\$0	Owed to cemetery / Discrepancy
TOTAL EXPENDITURES	\$126,899.36	93.9%	\$135,213	
OPERATING SURPLUS/DEFICIT	-\$559.78	-51.5%	\$1,087	

St. Stephen Church -Anglican ParishCS

Profit & Loss

January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	1,843.65
4120 · Identified Donors	
4122 · Canada Helps	5,157.79
4120 · Identified Donors - Other	81,187.02
Total 4120 · Identified Donors	86,344.81
4130 · Festival Donations	
4131 · Easter Envelopes	695.00
4132 · Thanksgiving / Harvest	600.00
4133 · Christmas Season	690.00
Total 4130 · Festival Donations	1,985.00
Total 4100 · Offering Income	90,173.46
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	852.96
Total 4300 · General Income	3,252.96
4330 · Facilities Income	
4332 · Incident Cemetery Support	0.00
4334 · Community Facilities Use	1,855.00
4335 · Community Grounds User	1,080.00
4337 · Pre-School	11,700.00
4339 · Donation Boxes	248.70
Total 4330 · Facilities Income	14,883.70
4340 · Interest	6,258.03
4400 · Transfers -IN	
4410 · Transfers in -General	11,400.00
4415 · Loans or Support from Cemetery	0.00
Total 4400 · Transfers -IN	11,400.00
Total 4000 · OPERATING INCOME	125,968.15
4095 · Total Income - Operations	
4091 · Diocesan Direct Deposits	0.00
Total 4095 · Total Income - Operations	0.00
4990 · Uncategorized Income	371.43
Total Income	126,339.58
Gross Profit	126,339.58
Expense	
Reconciliation Discrepancies	(6.38)
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	48,254.75
5130 · Administrator -Salary/Benefits	11,845.08
5140 · Relief Clergy	712.50
5150 · Musicians	
5151 · Musicians -Contract	7,244.35
5152 · Occasional Musicians	1,762.50

St. Stephen Church -Anglican ParishCS

Profit & Loss

January through December 2022

	Jan - Dec 22
5153 · Sound/Projection	500.00
Total 5150 · Musicians	9,506.85
5170 · Assistant Clergy	750.00
5180 · Payroll Variances	1,671.08
Total 5100 · Wages & Benefits	72,740.26
Total 5000 · General Expenditure	72,740.26
5300 · General Administration	
5310 · Web Maintenance	70.80
5320 · Post Box & Postage	287.97
5330 · Office Supplies	646.19
5332 · Office Computers / Software	208.24
5340 · Photocopier	2,994.07
5350 · Insurance	5,722.00
5355 · Publications	222.20
5360 · Diocesan Assessment	20,307.00
5370 · Advertising	133.25
5390 · Bank Charges /Error Correction	90.00
Total 5300 · General Administration	30,681.72
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 · Maintenance Expenses	
5510 · General Maintenance	2,750.36
5520 · Cleaning Expense	
5521 · Janitorial Contract	3,497.59
5522 · Cleaning Supplies	416.69
Total 5520 · Cleaning Expense	3,914.28
5530 · Grounds Keeping	
5531 · Grounds Keeping Supplies	157.31
5532 · Grounds Equipment	0.00
5533 · Grounds Labour	734.62
Total 5530 · Grounds Keeping	891.93
5550 · Security	589.74
Total 5500 · Maintenance Expenses	8,146.31
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	2,169.29
5622 · Electricity - Hall	2,293.44
Total 5620 · Hydro	4,462.73
5630 · Heating Oil - Hall	6,778.31
5640 · Telephone Links	
5642 · Office Line	
5643 · Long Distance Fees	1.04
5642 · Office Line - Other	264.14
Total 5642 · Office Line	265.18
5644 · Rector's Cell	600.00
Total 5640 · Telephone Links	865.18

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03/06/23

Accrual Basis

St. Stephen Church -Anglican ParishCS

Profit & Loss

January through December 2022

	Jan - Dec 22
5650 · Internet Service	1,480.47
5660 · Garbage & Recycling	810.21
Total 5600 · Utilities Expenses	14,396.90
5700 · Transfers -OUT	
5720 · Parish Transfers	
5728 · Owed to Cemetery	0.00
Total 5720 · Parish Transfers	0.00
Total 5700 · Transfers -OUT	0.00
7980x · Uncategorized Expenses	34.42
Total Expense	126,899.36
Net Ordinary Income	(559.78)
Other Income/Expense	
Other Expense	
80000 · Ask My Book-keeper	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	(559.78)

St. Stephen Church -Anglican ParishCS

Balance Sheet

As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH	
1005 · Petty Cash	167.80
1010 · Coast Capital Operating Account	137,958.68
Total 1000 · CASH	138,126.48
Total Chequing/Savings	138,126.48
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	869.92
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	148,870.92
Total Current Assets	287,847.40
TOTAL ASSETS	287,847.40
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	25.11
3160 · Community Lunch (#5)	215.56
3175 · Sunday School / Christian Ed.	20.00
Total 3100 · CURRENT SPECIAL MINISTRIES	260.67
3400 · OUTREACH PROJECTS	
3405 · African Childrens' Support -HS	20.00
3415 · Grief & Support Lunch	(24.65)
3420 · General Outreach	368.05
3425 · Christmas Hampers	25.75
3492 · Saanich Peninsula Food Bank	25.00
3493 · Prayer Shawls	71.56
Total 3400 · OUTREACH PROJECTS	485.71
Total Other Current Liabilities	746.38
Total Current Liabilities	621.38
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	

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

	Dec 31, 22
3505 · Church Restoration (CTF)	89,400.78
3510 · Contingency Reserve Fund	15,395.90
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)	6,031.45
3560 · Education Fund (#5)	4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS	190,798.84
Total Long Term Liabilities	190,798.84
Total Liabilities	191,420.22
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	38,273.29
32150 · Unrealized Gain/Loss	18,001.00
Net Income	(559.78)
Total Equity	96,427.18
TOTAL LIABILITIES & EQUITY	287,847.40

St Stephen's February 2023 Financial Review

ITEM	Actual To	% To Budget Target=17%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
	February 28/23			
INCOME				
REGULAR OFFERINGS	\$13,913.71	13.9%	\$100,000	
OPEN OFFERING	\$505.25	63.2%	\$800	
FESTIVAL	\$30.00	1.2%	\$2,500	
HALL /Preschool Donation	\$2,000.00	19.0%	\$10,500	
OTHER HALL DONATIONS	\$1,150.00	0.0%	\$0	Includes \$300 for grounds use.
WEDDINGS/ FUNERALS	\$600.00	150.0%	\$400	
FUNERAL BULLETIN FEES	\$0.00	0.0%	\$0	
SOCIAL EVENTS	\$0.00	0.0%	\$0	
INTEREST INCOME	\$0.00	0.0%	\$6,000	
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	\$1.23	0.0%	\$0	
TOTAL REVENUE	\$18,200.19	15.1%	\$120,200	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$8,646.97	17.3%	\$50,027	
RELIEF & OTHER CLERGY	\$0.00	0.0%	\$1,200	Combined - not in past
CHURCH MUSICIAN	\$1,327.32	17.7%	\$7,500	
RELIEF MUSICIANS	\$475.00	23.8%	\$2,000	Includes \$100 for sound/projection
ADMIN. ASST/BOOKKEEPER	\$4,480.12	32.5%	\$13,800	Pending info
DIOCESAN ASSESSMENT	\$3,520.34	16.7%	\$21,122	Based on income two years ago
CHRISTIAN EDUCATION	\$0.00	0.0%	\$500	
DIACONATE PROFESS. DEVELOPMENT			\$200	New Fund for Deacon training
CLERGY CONFERENCES	\$0.00	0.0%	\$500	as per the Diocese
MUSIC SUPPLIES	\$0.00	0.0%	\$300	
SANCTUARY SUPPLIES	\$0.00	0.0%	\$500	
ADVERTISING	\$81.50	40.8%	\$200	
INSURANCE	\$0.00	0.0%	\$7,284	30% increase as per Diocese
PHOTOCOPY	\$876.58	29.2%	\$3,000	2 more years on lease
POSTAGE	\$78.55	19.6%	\$400	
STATIONERY	\$98.85	9.9%	\$1,000	Includes recoveries
OFFICE COMPUTERS	\$0.00	0.0%	\$2,000	New computer purchase planned for admin.
SOCIAL EVENTS	\$11.99	4.0%	\$300	After service coffee
MAINTENANCE - GENERAL	\$14.61	0.3%	\$5,500	Painting needed
SECURITY	\$107.07	16.5%	\$650	
MAINTENANCE - CLEANING CONTRACT	\$615.00	17.6%	\$3,500	
MAINTENANCE - CLEANING SUPPLIES	\$0.00	0.0%	\$500	
MAINTENANCE - GROUNDS	\$314.85	10.5%	\$3,000	
GARBAGE	\$253.37	25.3%	\$1,000	
HYDRO	\$880.74	16.0%	\$5,500	
WEB MAINTENANCE	\$0.00	0.0%	\$600	Diocese Licences and Fees
HEATING OIL (HALL)	\$1,476.66	21.1%	\$7,000	
INTERNET	\$129.00	8.3%	\$1,550	
TELEPHONE	\$22.00	2.2%	\$1,000	
YOUTH MINISTRY			\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
MISCELLANEOUS	\$0.00	0.0%	\$0	
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$100	
RECONCILIATION VARIANCES	\$0.00	0.0%	\$0	
TOTAL EXPENDITURES	\$23,410.52	16.5%	\$142,033	
OPERATING SURPLUS/DEFICIT	-\$5,210.33	23.9%	-\$21,833	

St. Stephen Church -Anglican ParishCS

Balance Sheet

As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH	
1005 · Petty Cash	167.80
1010 · Coast Capital Operating Account	133,362.10
Total 1000 · CASH	133,529.90
Total Chequing/Savings	133,529.90
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	975.22
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	148,976.22
Total Current Assets	283,356.12
TOTAL ASSETS	283,356.12
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	(24.83)
3160 · Community Lunch (#5)	215.56
3175 · Sunday School / Christian Ed.	20.00
Total 3100 · CURRENT SPECIAL MINISTRIES	210.73
3400 · OUTREACH PROJECTS	
3405 · African Childrens' Support -HS	20.00
3410 · Rector's Discretionary Fund	400.00
3415 · Grief & Support Lunch	25.35
3420 · General Outreach	407.04
3425 · Christmas Hampers	25.75
3435 · Saan.Pen. Hosp/Health Found.	65.00
3480 · PWRDF	20.00
3492 · Saanich Peninsula Food Bank	95.00
3493 · Prayer Shawls	71.56
Total 3400 · OUTREACH PROJECTS	1,129.70
Total Other Current Liabilities	1,340.43

St. Stephen Church -Anglican ParishCS

Balance Sheet

As of February 28, 2023

	Feb 28, 23
Total Current Liabilities	1,215.43
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	89,525.78
3510 · Contingency Reserve Fund	15,395.90
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)	6,031.45
3560 · Education Fund (#5)	4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS	190,923.84
Total Long Term Liabilities	190,923.84
Total Liabilities	192,139.27
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	37,713.51
32150 · Unrealized Gain/Loss	18,001.00
Net Income	(5,210.33)
Total Equity	91,216.85
TOTAL LIABILITIES & EQUITY	283,356.12

St. Stephen Church -Anglican ParishCS

Profit & Loss

January through February 2023

	Jan - Feb 23
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	505.25
4120 · Identified Donors	13,913.71
4130 · Festival Donations	
4133 · Christmas Season	30.00
Total 4130 · Festival Donations	30.00
Total 4100 · Offering Income	14,448.96
4300 · General Income	
4310 · Weddings / Funerals	600.00
Total 4300 · General Income	600.00
4330 · Facilities Income	
4334 · Community Facilities Use	850.00
4335 · Community Grounds User	300.00
4337 · Pre-School	2,000.00
Total 4330 · Facilities Income	3,150.00
Total 4000 · OPERATING INCOME	18,198.96
4990 · Uncategorized Income	1.23
Total Income	18,200.19
Gross Profit	18,200.19
Expense	
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	8,646.97
5130 · Administrator -Salary/Benefits	4,480.12
5150 · Musicians	
5151 · Musicians -Contract	1,327.32
5152 · Occasional Musicians	375.00
5153 · Sound/Projection	100.00
Total 5150 · Musicians	1,802.32
Total 5100 · Wages & Benefits	14,929.41
Total 5000 · General Expenditure	14,929.41
5300 · General Administration	
5320 · Post Box & Postage	78.55
5330 · Office Supplies	98.85
5340 · Photocopier	876.58
5360 · Diocesan Assessment	3,520.34
5370 · Advertising	81.50
Total 5300 · General Administration	4,655.82
5400 · Ministry Expense	
5450 · Social Events	11.99
Total 5400 · Ministry Expense	11.99
5500 · Maintenance Expenses	
5510 · General Maintenance	14.61
5520 · Cleaning Expense	
5521 · Janitorial Contract	615.00
Total 5520 · Cleaning Expense	615.00
5530 · Grounds Keeping	

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through February 2023

	Jan - Feb 23
5532 · Grounds Equipment	314.85
5533 · Grounds Labour	0.00
Total 5530 · Grounds Keeping	314.85
5550 · Security	107.07
Total 5500 · Maintenance Expenses	1,051.53
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	408.16
5622 · Electricity - Hall	472.58
Total 5620 · Hydro	880.74
5630 · Heating Oil - Hall	1,476.66
5640 · Telephone Links	
5642 · Office Line	22.00
Total 5640 · Telephone Links	22.00
5650 · Internet Service	129.00
5660 · Garbage & Recycling	253.37
Total 5600 · Utilities Expenses	2,761.77
Total Expense	23,410.52
Net Ordinary Income	(5,210.33)
Net Income	(5,210.33)