

Parish of Central Saanich Council Minutes
June 20, 2023 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Ken & Small Group	Review 2013 Governance Terms of Reference	
Leslie	Add Claude Heywood to Memorials List of next AGM	

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

Regrets: Don Wilson

I **Open meeting with Prayer** – Lon called the meeting to order at 7:00 p.m. He opened with the land acknowledgement and, it being the eve of National Indigenous Day of Prayer, prayed for healing and reconciliation and also for the deliberations of the meeting. He gave thanks to all members for their continued participation and service.

II **Changes or Additions to the Agenda?** – Lon asked if there were any changes to the Agenda. None were noted.

It was **Moved** by David Cooper, **Seconded** by Lynda Clifford that the Agenda be accepted and the meeting proceeded.

III **Minutes:**

1. **Council Meetings** – May 24, 2023, were circulated for feedback. There was an update to the attendance list during the feedback period and a couple of typing edits.

It was **Moved** by David Cooper, **Seconded** by Karen McColm that the May 24, 2023 Minutes be adopted. **Carried**

IV **Reports**

1. Rector – Lon reported on the Admin/New Clergy day that he and Leslie attended today. Lon asked if there were any questions. David Cooper asked if Lon had attended the Aurora Housing Open House. Lon indicated that he did and that it was a nice facility but was disappointed that the commitment to house people in need from the local community does not appear to have come to fruition. David urged us to reach out to those in the supportive housing section of the facility and was assured by Lon that the local churches/MLA were hoping to host a bbq once all of the clients are moved in. There was other general discussion about the working logistics of the complex.
2. Deacon – Gil – Lon advised Council that Gil continues to give strong support by working along side Lon as the Chaplain to the Retired RCMP group and by taking the Legion Manor Communion service as needed. Gil thanked Greg Robinson for

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his musical talents at those services and Patricia Winters for her pastoral care and attention to those being served.

3. Wardens:

St. Mary – Ken reported that the Charitable Return to the CRA had been sent by Express Post on June 15th. He has begun work on the Permissive Tax exemption that is due in July. He called for questions or comments and were received.

St. Stephen – Lynda reported that she has spoken with the Diocese regarding coverage for volunteers who were doing gardening and grass cutting. She was pleased to report that volunteers would be covered. She was delighted to report that there had been some volunteers from the community come forward to see if they could help. Lynda and Peter Simpson met with the painters to look at the back wall of the church where the painting work continues to have unsatisfactory results. The painters have agreed to repair and repaint again. There have been a couple of water leak issues that are being resolved. There were no other questions or comments.

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

4. Financials:

a) St. Mary Statements to May 31, 2023 – presented by Ken Pedlow. He indicated that the insurance invoice had been received in June and has been paid. The cost was higher than expected, even though we budgeted for an increase in accordance with the recommendation of the Diocese. Ian reported that St. Mary's facility had been reassessed and the changed in valuation resulted in an astronomical increase in our premium which the Diocese fought on our behalf, managing to get a reduction for 2023. Unfortunately, it will likely go up again in 2024.

It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that the St. Mary Financial Statements to May 31, 2023 be adopted. **Carried**.

b) St. Stephen Statements to May 31, 2023 - presented by Lynda Clifford who indicated that the insurance invoice came in close to budget. Ian indicated that the valuations for the St. Stephen facilities were dropped which resulted in a lower increase than St. Mary. Ian indicated that the Parish will need to be very proactive come the Fall in calling into question the valuations that were completed in 2023 for accuracy. Lynda reported that a bequest of \$10,000 had been received. Unfortunately, it was made payable to the Diocese and it had to be processed through their banking system. We are currently awaiting receipt of a cheque from the Diocese made payable to St. Stephen. There were no questions.

It was **Moved** by Lynda Clifford, **Seconded** by Sandra Scarth that the St. Stephen Financial Statements to May 31, 2023 be adopted. **Carried**.

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V Business Arising/Discussion from Minutes

a) Vacation Bible School Update – Gary Moss gave an update.

VI Correspondence – Leslie passed on to the Rector, Wardens and Parish Council David Cooper's appreciation for the honour to be the parish nominee for the Order of the Diocese of British Columbia which has now been accepted by the Bishop. He expressed that he has very much enjoyed the opportunity to serve and minister in the parish, diocese and at Mount Douglas Seniors Housing Society over the 20 or so years of his retirement from the RCN and to be able to make some small contributions to those ministries. His letter of acknowledgement and appreciation to the Secretary of the Order for the acceptance of the nomination was included in the Council package.

VII New Business

a) Community Lunch: Lynda Clifford and Deb Butler outlined a proposal to host a community lunch at St. Mary's, once per month. The suggested dates were September 13, October 11 and November 8th at Noon. This would need to be self-support and there would need to be enough volunteers committed to this ministry. An appeal for volunteers will go out over the summer.

VIII Dates to Note:

- Date to be Confirmed, 9:00 a.m. – Men's Breakfast at St. Stephen

IX Next Meeting

September 19, 2023 at 7:00 p.m. at St. Mary

Ken Pedlow made a Motion for adjournment at 8:18 p.m.

X Closing with Prayer and the Grace

Ian Stuart closed in prayer and The Grace was said together.



The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – June 20, 2023

7:00 p.m. to 8:30 p.m. at St. Mary

Regrets:

I Open meeting with Prayer

II Changes or Additions to the Agenda?

III Minutes:

1. Council Meeting – May 24, 2023 – Vote required
- ✓ Motion to receive Draft Minutes

IV Reports

1. Rector – Lon
2. Deacon - Gil
3. Wardens – St. Mary
 - St. Stephen
- ✓ *Motion to receive above reports*
4. Financials:
 - a) St. Mary Statements to May 31, 2023 – Ken
 - ✓ *Motion to adopt*
 - b) St. Stephen Statements to May 31, 2023 - Lynda
 - ✓ *Motion to adopt*

V Business Arising/Discussion from Minutes

- a) Vacation Bible School Update

VI Correspondence

- a) Note from David Cooper

VII New Business

- a) Community Lunch – Deb & Lynda

VIII Upcoming Dates of Interest

- Thursday, July 6, 9:00 a.m. Paddling Together Workshop at Holy Trinity
- TBD – Men's Breakfast at St. Stephen

IX Next Meeting

September 19, 2023 at 7:00 p.m.

Motion for adjournment

X Closing with Prayer and the Grace

Report from Incumbent, to Parish Leadership, for June 20, 2023

- General worship and sermon preparation.
- Attend Diocesan Human Resources, Safe Church, and Archdeacon Meetings on Zoom
- Toured the Aurora Housing and met with the multi-denominational group following. Worked with Ron Sewell regarding his application.
- Legion Manor Communion Service
- Attended and presided at Eucharist for Sisters of St. John, Western Associates, Quiet Day at St. Stephen.
- Numerous Home, office, coffee shop and Hospital visits.
- Attended St. Stephen Operations Team Meeting.
- Attend three Induction Services for, Rev. Denise Doerksen at Holy Trinity, the Rev. Allen Doerksen at St. Philip Oak Bay, and Rev. John Perris at St. Michael and All Angels. I was inducting archdeacon at two of the three.
- Attended Indigenous Perspectives workshop at Holy Trinity offered with our help. We had four parishioners and me in attendance. Continued to support Grief and Loss Circle as well.
- Interment of Sally Waite, Suzie Wells-Beresford. Various meeting of people regarding cemetery matters.
- Celebration
- Attended Vacation Bible School volunteer meet and greet.
- Attended New Clergy and Admin Day. Archdeacons were aske to be present. Leslie attended as well.

Wardens' Report for St Mary's to Parish Council – June 20, 2023

Activities – completed.

- 1) Worked on completing the Safe Church and Criminal check requirements of the Diocese for Wardens.
- 2) Renegotiated an updated contract with the Church Musician which is awaiting final acceptance.
- 3) Readjustment of women's washroom door undertaken but the root problem is how the door is used by patrons which will require appropriate signage.
- 4) Prepared the Canada Revenue Agency Charitable Return for 2022 by Jun 30th. Express mailed June 16th.
- 5) Assisted with the Spring Fling sale on May 27th.
- 6) Arranged for and assisted with the repair of the organ speakers. Replacement of the sub-woofers.
- 7) Prepared financial review documentation for both churches.

Activities – Underway or planned.

- 8) Get final sign off on the approved Fire Safety Plan and post.
- 9) Repair and rebuild of the circular window frame in the spring of 2023.
- 10) Order the remaining new phones and complete the rest of the phone system repairs.
- 11) Install shortly the new LED emergency light fixtures have arrived and get Capital City Fire sign off.
- 12) Undertake to complete a Capital & Significant Operating Issues Plan.
- 13) Complete the painting of the parking lot lines on July 5 (\$1,849). Will require power washing of the pavement by us prior to the work being done.
- 14) Refresh the website appearance and upgrade the functionality to a more modern level.
- 15) Continue simplifying the maintenance requirements of the gardens around the church.
- 16) Purchase a laptop computer for use at both churches and complete the networking and coordination of their computer systems.
- 17) Keep informed about Diocesan initiatives and any changes resulting from the recent Synod.
- 18) Investigate the purchase of internet operatable thermostats to reduce unnecessary heating of the building.
- 19) Review the quality and waste of paper product supplies in the washrooms.
- 20) Repair damaged roof soffit, repaint spire and install harness clips on the roof peak to facilitate this work. A man lift costing \$1,900 will be required to provide access for this project to be undertaken this summer.
- 21) De-mossing of the church roof will be completed once the harness clips are installed to provide safe access.
- 22) Upgrade sound system wiring and connections to improve performance and reliability.
- 23) Replace the hall entrance door to include a keypad lock. (est. \$4,200) scheduled for the end of June.
- 24) Men's washroom floor needs stripping and recoating to resolve stickiness issue related to deteriorating floor material.
- 25) Complete the cleaning of the remaining carpets in the sanctuary.
- 26) Returned the large ladder to the church hall. Still needs proper hanging brackets and a covering.
- 27) Complete the permissive property tax exemption documentation for Central Saanich by July 31st.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen's Wardens' Report – June Meeting

Completed:

- Grass cutting being done by volunteers. We require more help for busy months.
- Preschool contract is out for signing
- Parts are on order for dishwasher
- Insurance costs have been received
- Reports on outdoor service were favourable. There were attendees from both congregations

To be done:

- Lynda and Peter to meet Envision on Monday to discuss paint condition on back wall of church
- VBS plans going ahead. Seed money was approved. Group met last week to learn more details
- Ron Sewell continues to weed garden. We appreciate the time he spends there.
- Don has planted vegetables in garden area. When they are ready to harvest he hopes that they will go to Centennial Church for distribution.
- Pot holes are still a problem.
- Blackberries need to be cut. May have to outsource this project.

Submitted by Lynda and Deb

St. Mary's May 2023 Financial Review

ITEM	Actual To	% To Budget Target=42%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
	31-May			
INCOME				
REGULAR OFFERINGS	\$41,837.80	41.8%	\$100,000	
OPEN OFFERING	\$465.25	93.1%	\$500	
FESTIVAL	\$3,312.00	44.2%	\$7,500	
HALL /FACILITIES USE DONATIONS	\$5,855.00	73.2%	\$8,000	
BAPTISMS/ WEDDINGS/ FUNERALS	\$550.00	27.5%	\$2,000	
MISCELLANEOUS	\$85.00	17.0%	\$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	\$52,105.05	41.1%	\$126,750	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$21,792.08	43.6%	\$50,027	
RELIEF CLERGY	\$0.00	0.0%	\$1,250	
CHURCH MUSICIAN	\$4,024.31	35.5%	\$11,328	Back pay issued resolved
RELIEF MUSICIAN	\$625.00	52.1%	\$1,200	
ADMIN. ASST/BOOKKEEPER	\$13,515.14	53.6%	\$25,200	Includes Retro COLA from 2021 & 2022
DIOCESAN ASSESSMENT	\$8,689.15	41.7%	\$20,854	
CHRISTIAN EDUCATION	\$83.41	33.4%	\$250	
DIACONATE PROFESS DEVELOPMENT	\$0.00	0.0%	\$200	
CLERGY CONFERENCES	\$290.40	58.1%	\$500	
MUSIC MINISTRY	\$226.22	25.9%	\$875	
SANCTUARY SUPPLIES	\$125.42	38.6%	\$325	
ADVERTISING	\$77.63	25.9%	\$300	
INSURANCE	\$0.00	0.0%	\$5,725	
PHOTOCOPY	\$1,074.88	35.8%	\$3,000	
POSTAGE	\$96.39	64.3%	\$150	
STATIONERY	\$235.54	31.4%	\$750	
COMPUTER EXPENSES	\$0.00	0.0%	\$1,500	
MAINTENANCE - GENERAL	\$0.00	0.0%	\$5,250	
MAINTENANCE - CLEANING CONTRACT	\$1,537.50	36.6%	\$4,200	
MAINTENANCE - CLEANING SUPPLIES	\$273.38	68.3%	\$400	
MAINTENANCE - GARDENING	\$73.22	7.3%	\$1,000	
GARBAGE	\$240.96	48.2%	\$500	January-June
HYDRO	\$2,424.03	27.5%	\$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	\$0.00	0.0%	\$600	
INTERNET	\$1,207.39	43.9%	\$2,750	
TELEPHONE	\$335.42	24.0%	\$1,400	
WATER/SEWER	\$372.97	46.6%	\$800	
MISCELLANEOUS	\$139.53	27.9%	\$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$50	
TRANSFER TO MEMORIAL ACCOUNT	\$0.00		\$0	
TOTAL EXPENDITURES	\$57,459.97	38.4%	\$149,684	
OPERATING SURPLUS/DEFICIT	-\$5,354.92	23.3%	-\$22,934	

St. Mary's Anglican Church Balance Sheet

As of 31 May 2023

31 May 23

ASSETS

Current Assets

Chequing/Savings

1005 · Consolidated Bank Account

1010 · General Operating Account 10,214.06

1110 · St. Mary's Church Events 5,611.84

1210 · St. Mary's Memorial Operating 116,245.98

Total 1005 · Consolidated Bank Account 132,071.88

1500 · Investments - GIC's

1592 · Memorial Account GIC (115) 50,853.60

Total 1500 · Investments - GIC's 50,853.60

Total Chequing/Savings 182,925.48

Accounts Receivable

1400 · GST Receivable 266.29

Total Accounts Receivable 266.29

Total Current Assets

#REF!

TOTAL ASSETS

#REF!

LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

3100 · Current Special Ministries - CE

3110 · Church Events - Altar Fund 1,503.58

3120 · Church Events - Flower 1,226.43

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 64.84

3160 · Church Events - Church Sales 3,370.01

3170 · Church Events - Social Fund 767.04

3190 · Church Events- Recycle Refunds 1,442.00

Total 3100 · Current Special Ministries - CE 8,430.72

3400 · Outreach Funds

3420 · Outreach-ORRCA Dental Clinic 10.00

3440 · Outreach-General Use 465.62

3460 · Outreach-Saan. Pen. Hospital 10.00

3470 · Outreach-SICCT 10.00

3480 · Outreach-PWRDF 2,120.00

3491 · Outreach-Anglican Appeal 10.00

3492 · Outreach-S. P. Lions Food Bank 532.00

3493 · Prayer Shawl Ministry 68.11

3495 · Outreach-St. Matthews Library 1,000.00

Total 3400 · Outreach Funds 4,225.73

3500 · Deferred Sp. Ministries - Mem.

3510 · Memorial-General 17,390.01

St. Mary's Anglican Church
Balance Sheet

As of 31 May 2023

	<u>31 May 23</u>
3520 · Memorial- Thrifty's	554.18
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
3590 · Memorial-Sound/Video	900.00
Total 3500 · Deferred Sp. Ministries - Mem.	<u>37,424.65</u>
Total Long Term Liabilities	<u>50,081.10</u>
Total Liabilities	50,081.10
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	<u>-5,354.92</u>
Total Equity	<u>133,110.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>183,191.77</u></u>

St. Mary's Anglican Church
Profit & Loss

January through May 2023

Jan - May 23

Income

4000 · INCOME - General

4100 · Offering Income

4110 · Offering-Open Offering 465.25

4120 · Offering-Weekly 41,837.80

4130 · Offering - Festivals

4131 · Offerirng-Festival-Easter 3,312.00

Total 4130 · Offering - Festivals 3,312.00

Total 4100 · Offering Income 45,615.05

4300 · General Income

4310 · General Income-Bapt./Wed/Funer. 550.00

4330 · General Income-Facilities Use 5,855.00

4360 · General Income-Misc./Interest 85.00

Total 4300 · General Income 6,490.00

Total 4000 · INCOME - General 52,105.05

Total Income 52,105.05

Expense

5000 · EXPENDITURES - General

5100 · Wages & Benefits - General

5110 · Salary/Benefits - Rector 21,792.08

5120 · Salary/Benefits-Music Director 4,024.31

5130 · Salary/Benefits-Admin./Bookeep. 13,515.14

5150 · Relief Musician 625.00

Total 5100 · Wages & Benefits - General 39,956.53

5300 · Expenditures - Admin - General

5320 · Postage 96.39

5330 · Stationery Expenses

5331 · Stationery - General 235.54

Total 5330 · Stationery Expenses 235.54

5340 · Photocopier - General 1,074.88

5360 · Diocesan Assessment 8,689.15

5370 · Advertising 77.63

5380 · Fundraising Expenses 116.43

Total 5300 · Expenditures - Admin - General 10,290.02

5400 · Expenditures-Ministries-General

5410 · Music 226.22

5420 · Sanctuary 125.42

5430 · Christian Education 83.41

5440 · Conferences 290.40

Total 5400 · Expenditures-Ministries-General 725.45

5500 · Expenditures-Maintenance-Gener.

5520 · Cleaning-General

5521 · Cleaning-Contract 1,537.50

5522 · Cleaning-Supplies 273.38

Total 5520 · Cleaning-General 1,810.88

12:02 PM
2023-06-01
Accrual Basis

St. Mary's Anglican Church
Profit & Loss

January through May 2023

	Jan - May 23
5530 · Grounds and Equipment	73.22
Total 5500 · Expenditures-Maintenance-Gener.	1,884.10
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	372.97
5620 · Hydro	2,424.03
5640 · Telephone	335.42
5650 · Internet	1,207.39
5660 · Garbage Disposal	240.96
Total 5600 · Expenditures-Utilities-General	4,580.77
5800 · Miscellaneous Expenses-General	23.10
Total 5000 · EXPENDITURES - General	57,459.97
Total Expense	57,459.97
Net Income	-5,354.92

St Stephen's May 2023 Financial Review

ITEM	Actual To	% To Budget Target=42%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
	31-May			
INCOME				
REGULAR OFFERINGS	\$32,690.04	32.7%	\$100,000	
OPEN OFFERING	\$763.25	95.4%	\$800	
FESTIVAL	\$1,155.00	46.2%	\$2,500	
HALL /Preschool Donation	\$5,620.00	53.5%	\$10,500	
OTHER HALL DONATIONS	\$2,732.60	0.0%	\$0	Includes \$975 for grounds use.
WEDDINGS/ FUNERALS	\$900.00	225.0%	\$400	
FUNERAL BULLETIN FEES	\$0.00	0.0%	\$0	
SOCIAL EVENTS	\$0.00	0.0%	\$0	
INTEREST INCOME	\$2,806.90	46.8%	\$6,000	\$1,542.14 of this amount owed to cemetery.
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	\$226.13	0.0%	\$0	
TOTAL REVENUE	\$46,893.92	39.0%	\$120,200	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	\$21,792.67	43.6%	\$50,027	
RELIEF & OTHER CLERGY	\$0.00	0.0%	\$1,200	
CHURCH MUSICIAN	\$3,318.30	44.2%	\$7,500	
RELIEF MUSICIANS	\$975.00	48.8%	\$2,000	Includes \$100 for sound/projection
ADMIN. ASST/BOOKKEEPER	\$7,583.74	55.0%	\$13,800	Includes 2022 salary underpayment
PAYROLL VARIANCES	\$119.89			Payroll error mid May - to be resolved
DIOCESAN ASSESSMENT	\$8,800.85	41.7%	\$21,122	
CHRISTIAN EDUCATION	\$0.00	0.0%	\$500	
DIACONATE PROFESS. DEVELOPMENT	\$0.00	0.0%	\$200	
CLERGY CONFERENCES	\$290.40	58.1%	\$500	
MUSIC SUPPLIES	\$0.00	0.0%	\$300	
SANCTUARY SUPPLIES	\$112.06	22.4%	\$500	
ADVERTISING	\$81.50	40.8%	\$200	
INSURANCE	\$0.00	0.0%	\$7,284	
PHOTOCOPY	\$1,645.22	54.8%	\$3,000	
POSTAGE	\$78.55	19.6%	\$400	
STATIONERY	\$218.85	21.9%	\$1,000	\$120 for shredding backlog
OFFICE COMPUTERS	\$0.00	0.0%	\$2,000	
SOCIAL EVENTS	\$0.00	0.0%	\$300	Moved to special fund.
MAINTENANCE - GENERAL	\$1,622.37	29.5%	\$5,500	
SECURITY	\$214.14	32.9%	\$650	
MAINTENANCE - CLEANING CONTRACT	\$1,537.50	43.9%	\$3,500	
MAINTENANCE - CLEANING SUPPLIES	\$19.70	3.9%	\$500	
MAINTENANCE - GROUNDS	\$314.85	10.5%	\$3,000	
GARBAGE	\$597.65	59.8%	\$1,000	
HYDRO	\$3,171.11	57.7%	\$5,500	
WEB MAINTENANCE	\$0.00	0.0%	\$600	
HEATING OIL (HALL)	\$2,587.52	37.0%	\$7,000	
INTERNET	\$604.09	39.0%	\$1,550	
TELEPHONE	\$154.00	15.4%	\$1,000	
YOUTH MINISTRY	\$0.00	0.0%	\$100	
SUNDAY SCHOOL	\$0.00	0.0%	\$200	
MISCELLANEOUS	\$25.89	0.0%	\$0	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	\$0.00	0.0%	\$100	
RECONCILIATION VARIANCES	\$0.00	0.0%	\$0	
TOTAL EXPENDITURES	\$55,865.85	39.3%	\$142,033	
OPERATING SURPLUS/DEFICIT	-\$8,971.93	41.1%	-\$21,833	

St. Stephen Church -Anglican ParishCS

Balance Sheet

As of May 31, 2023

Accrual Basis

	May 31, 23
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH	
1010 · Coast Capital Operating Account	131,106.44
Total 1000 · CASH	131,106.44
Total Chequing/Savings	131,106.44
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	1,144.15
1500 · INVESTMENTS	
1505 · Diocesan Investment (CTF)	
1506 · CTF Market Value Fluctuation	18,001.00
1505 · Diocesan Investment (CTF) - O...	130,000.00
Total 1505 · Diocesan Investment (CTF)	148,001.00
Total 1500 · INVESTMENTS	148,001.00
Total Other Current Assets	149,145.15
Total Current Assets	281,101.59
TOTAL ASSETS	281,101.59
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	-21.78
3160 · Community Lunch (#5)	215.56
3175 · Sunday School / Christian Ed.	20.00
3190 · Social Fund	281.66
Total 3100 · CURRENT SPECIAL MINIS...	495.44
3400 · OUTREACH PROJECTS	
3405 · African Childrens' Support -HS	20.00
3410 · Rector's Discretionary Fund	200.00
3415 · Grief & Support Lunch	19.04
3420 · General Outreach	534.54
3425 · Christmas Hampers	25.75
3435 · Saan.Pen. Hosp/Health Found.	95.00
3480 · PWRDF	20.00
3492 · Saanich Peninsula Food Bank	170.00

	May 31, 23
3493 · Prayer Shawls	47.48
Total 3400 · OUTREACH PROJECTS	1,131.81
Total Other Current Liabilities	1,627.25
Total Current Liabilities	1,502.25
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	90,238.28
3510 · Contingency Reserve Fund	15,895.90
3520 · Garden Project (#5)	215.47
3525 · Grounds Maintenance (CTF)	26,529.58
3535 · Lych-gate (#5)	2,844.37
3540 · Memorial Hall Fund	
3543 · General Memorial Funds	45,392.38
Total 3540 · Memorial Hall Fund	45,392.38
3545 · Pet Memorial (#5)	6,039.20
3560 · Education Fund (#5)	4,988.91
Total 3500 · DEFERRED SPECIAL PROJE...	192,144.09
Total Long Term Liabilities	192,144.09
Total Liabilities	193,646.34
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	37,713.51
32150 · Unrealized Gain/Loss	18,001.00
Net Income	-8,971.93
Total Equity	87,455.25
TOTAL LIABILITIES & EQUITY	281,101.59

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

	Jan - May 23
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	763.25
4120 · Identified Donors	32,690.04
4130 · Festival Donations	
4131 · Easter Envelopes	1,125.00
4133 · Christmas Season	30.00
Total 4130 · Festival Donations	1,155.00
Total 4100 · Offering Income	34,608.29
4300 · General Income	
4310 · Weddings / Funerals	900.00
Total 4300 · General Income	900.00
4330 · Facilities Income	
4334 · Community Facilities Use	1,510.00
4335 · Community Grounds User	975.00
4337 · Pre-School	5,620.00
4339 · Donation Boxes	247.60
Total 4330 · Facilities Income	8,352.60
4340 · Interest	2,806.90
Total 4000 · OPERATING INCOME	46,667.79
4990 · Uncategorized Income	226.13
Total Income	46,893.92
Gross Profit	46,893.92
Expense	
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	21,792.67
5130 · Administrator -Salary/Benefits	7,583.74
5150 · Musicians	
5151 · Musicians -Contract	3,318.30
5152 · Occasional Musicians	875.00
5153 · Sound/Projection	100.00
Total 5150 · Musicians	4,293.30
5180 · Payroll Variances	119.89
Total 5100 · Wages & Benefits	33,789.60
Total 5000 · General Expenditure	33,789.60
5300 · General Administration	
5320 · Post Box & Postage	78.55

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

	Jan - May 23
5330 · Office Supplies	218.85
5340 · Photocopier	1,645.22
5360 · Diocesan Assessment	8,800.85
5370 · Advertising	81.50
5380 · Fundraising Expenses	25.89
Total 5300 · General Administration	10,850.86
5400 · Ministry Expense	
5420 · Church & Sanctuary Supplies	112.06
5440 · Conferences	290.40
Total 5400 · Ministry Expense	402.46
5500 · Maintenance Expenses	
5510 · General Maintenance	1,622.37
5520 · Cleaning Expense	
5521 · Janitorial Contract	1,537.50
5522 · Cleaning Supplies	19.70
Total 5520 · Cleaning Expense	1,557.20
5530 · Grounds Keeping	
5532 · Grounds Equipment	314.85
5533 · Grounds Labour	0.00
Total 5530 · Grounds Keeping	314.85
5550 · Security	214.14
Total 5500 · Maintenance Expenses	3,708.56
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	1,456.48
5622 · Electricity - Hall	1,714.63
Total 5620 · Hydro	3,171.11
5630 · Heating Oil - Hall	2,587.52
5640 · Telephone Links	
5642 · Office Line	154.00
Total 5640 · Telephone Links	154.00
5650 · Internet Service	604.09
5660 · Garbage & Recycling	597.65
Total 5600 · Utilities Expenses	7,114.37
Total Expense	55,865.85
Net Ordinary Income	(8,971.93)
Net Income	(8,971.93)

6520A Bella Vista Drive
Victoria, BC
V8Z 6X1

7th June 2023

The Rev'd Canon Ian Powell
Secretary
Order of the Diocese of British Columbia
900 Vancouver Street
Victoria, BC
V8V 3V7

Dear Canon Powell:

It is a significant honour to be nominated by the Parish of Central Saanich and for the nomination to be accepted by the Head of the Order for membership in the Order of the Diocese of British Columbia. Kindly pass my appreciation for this honour and award to the Bishop.

It was my privilege to be able to serve both my parish and the diocese in various ways in my retirement from the Royal Canadian Navy. I trust that my contributions to both the parish and the diocese as a member of Diocesan Council and some of its committees were able to forward the work and ministry of both. The challenges facing the church today are increasing and need continuous support and prayer.

I look forward to the investiture service on 21st October 2023 – the 218th anniversary of the Battle of Trafalgar!

Kindest regards,

A handwritten signature in black ink, reading "David R.E. Cooper". The signature is written in a cursive, flowing style.

David R.E. Cooper
Commander, RCN Ret'd

Telephone: 250 652-6580
Email: drecooper@shaw.ca