Parish of Central Saanich Council Minutes
October 17, 2023 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Leslie	Add Claude Heywood to Memorials List of next AGM	Reminder for 2024

Participants: The Ven. Dr. Lon Towstego, Chair
Lynda Clifford, Deb Butler, Ken Pedlow, Ian Stuart
Judi Clark, David Cooper, Terry Hartley, Karen McColm
Gary Moss, Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: Lynn Fallan, Sandra Scarth, The Rev. Gil Shoesmith, Deacon

I **Open meeting with Prayer** – Lon called the meeting to order at 7:00 p.m. He opened with a prayer and the land acknowledgement.

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

It was **Moved** by Ian Stuart, **Seconded** by Ken Pedlow that the Agenda be adopted. **CARRIED**.

III **Minutes:**

1. Council Meetings – September 19, 2023, were circulated for feedback. There were a couple of typing edits.

   It was **Moved** by Don Wilson, **Seconded** by Judi Clark, that the September 19, 2023 Minutes be adopted. **Carried**

IV **Reports**

1. Rector – Lon asked if there were any questions. He added that Aurora Housing has added two new staff members. While it does not allow them to be staffed 24/7, they now have security in place as needed. He also advised that the Doctor Bones Project (John & Gail Bones group) will perform at the Centennial Park field house on Saturday, October 21 as a welcome gathering for residents. This is not meant to be a public event.

2. Deacon – Gil was busy preparing for the Deacons' Retreat on Wednesday.

3. Wardens:
   St. Mary – Ken called for questions. None were received. Karen McColm commended the good job done on the Permissive Tax Exemption. Lon thanked Ken for his coordination and work on the Parish submission. Ken commented that he was pleased with the response to the appeal for donations toward the new AED.

   St. Stephen – Lynda called for questions. Gary Moss indicated that the Gilbert and Sullivan Society were holding a Christmas 'Music Hall-style' concert (A Victorian Christmas) at Berwick House and were looking for a venue for a second show. Gary wondered if there might be an opportunity to host the second show in lieu of an in-house event. Lon suggested that the logistics be left to Lynda, Leslie and Gary to see if a suitable arrangement could be made.

It was **Moved** by Don Wilson, **Seconded** by Karen McColm that Council endorse in principle, the Gilbert & Sullivan concert subject to the logistics. **CARRIED**.

Lynda reported that the battery on the St. Stephen's AED was also running low. Peter Simpson is researching the cost of battery replacement versus purchasing a new device. St. Mary's will supply Lynda and Peter with the research that they have.

It was **Moved** by Lynda Clifford, **Seconded** by Terry Hartley that the Non-Financial reports be received. **Carried.**

Lon also suggested that perhaps Council could send a card to Gil. Although Gil has received numerous cards over the past while, he has had a rather difficult time and Lon would like Gil to know that he has Council's support to take whatever time he needs.

4. Financials:
   a) St. Mary Statements to September 30, 2023 – presented by Ken Pedlow. There were no questions. Ken commented that he was pleased to see that we are tracking to budget

      It was **Moved** by Ken Pedlow, **Seconded** by Judi Clark that the St. Mary Financial Statements to September 30, 2023 by adopted. **Carried**.

   b) St. Stephen Statements to September 30, 2023 - presented by Lynda Clifford. There were no questions or comments.

      It was **Moved** by Lynda Clifford, **Seconded** by Terry Hartley that the St. Stephen Financial Statements to September 30, 2023 by adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) Science, Technology, Engineering, Math Camp – Lynda reported that she had a positive meeting with the Director. She reported that the Camp would be using 22 laptops on site. Gary asked if the current WiFi infrastructure was adequate. Ian acknowledged that it is not but that he is currently negotiating with Rogers (Shaw) on upgrades to the service at both churches as the cost has increased since the five-year contract expired and the quality and performance of the service has definitely declined. There is some difficulty in getting Rogers to recognize that while classified as a "business" the church does not require everything that an average business might. He hopes to hear back soon with a revised estimate.

VI Correspondence:

a) Lon reported that the Bishop has emailed the clergy following an meeting of the Archdeacons, about COVID protocols. While she is not going to issue an 'edict' there was agreement at the Archdeacons meeting that the officiant and eucharistic ministers should be masked while serving Communion. This protocol has been put in place and will not change unless there are updated Provincial Health Measures enacted.

VII New Business

a) Invite, Welcome, Connect Workshops – Lynda reported that both she and Lon attended this workshop hosted by Church of the Advent and felt it was very informative with many positive ideas. Lynda acknowledged that the most difficult piece of the puzzle was the "invite" part but hopes we will all begin to practice it. Lon felt that now, post-covid, reinstatement of the Greeters would be a welcome and positive action. Lon also asked to be involved in the 'training' of the Greeters. He felt that the parish was doing a good job on the welcome and connect and gave a positive example. The Diocese is preparing an in-house video based on this workshop for use at the local level.

b) Stewardship – Lon indicated that he wished he had thought about having Alastair's sermon recorded so that those who were unable to attend could hear it. However, Alastair didn't expressly speak about Stewardship. While Lon indicated that many churches are doing Stewardship campaigns and programs, he feels that Stewardship is a spiritual practice and it is important that it be an ongoing topic and he will continue to speak on it more over the next few weeks. Gary also reminded Council that there should also be a focus on time and talents as well as financial giving. Lon acknowledged that those aspects are also very important in the overall picture of Stewardship.
There was a brief discussion about the overall increased cost of living as well as the overall costs of doing business. Leslie took a moment to remind Council that we will need to be looking at the valuations of our properties now so that we might be prepared to argue our case when it comes to 2024 insurance premiums.

VIII Dates to Note:

- Saturday, October 21, 10:30 a.m. – Investiture – Order of the Diocese of BC
- Saturday, October 28, 9:30 a.m. – Men's Breakfast at St. Stephen – Lon thanked Gary and Ian for their ongoing work.
- November 2-5 – Cursillo Weekend (Gary Moss as candidate, Rachel on Music Team)
- Saturday, November 4, 9:30 – 2:30 Wardens and Treasurers Day – St. Paul, Nanaimo. Leslie has also been asked to attend and confirmed that she has registered.

IX Next Meeting

November 21, 2023 at 7:00 p.m. at St. Mary

Ken Pedlow made a Motion for adjournment at 8:10 p.m.

X Closing with the Grace

The Grace was said together.

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The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – October 17, 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 – September 19, 2023 – Vote required *(updated copy attached)*

✓ 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 September 30, 2023 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to September 30, 2023 - Lynda

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Science, Technology, Engineering, Math Camp (STEM)

VI **Correspondence**

a)

VII **New Business**

a) Invite, Welcome, Connect – Lynda
b) Stewardship

VIII **Upcoming Dates of Interest**

- October 21, 10:30 a.m. Investiture - Order of the Diocese of BC
- Saturday, October 28, 9:30 a.m. – Men's Breakfast at St. Stephen
- Saturday, November 4, 9:30 – 2:30 – Wardens and Treasurers Day – St. Paul, Nanaimo

IX **Next Meeting**

November 21, 2023 at 7:00 p.m.

Motion for adjournment

X **Closing with Prayer and the Grace**

Report from Incumbent, to Parish Leadership, for October 17, 2023
Recent Activities.

- Attended in person the Invite, Welcome, Connect workshops at The Church of the Advent, Oct 12-13. Lynda will further report. There is a Parish resource being prepared for use in early 2024.

- General worship and sermon preparation.

- Preparation for Advent and Christmas 2023. St. Mary music finalized.

- Met with Ops Committee at St. Stephen.

- I can update regarding of the Aurora Housing Citizens Advisory Committee. They were able to secure 24/7 coverage by hiring security guards for the overnight shifts.

- Attend Diocesan Human Resources, Safe Church, and Archdeacon Meeting on Zoom.

- I worked with the priest and Parish Council from Church of the Advent, on an employee collaborative Assessment tool with their priest, Sr. Ingrid Andersen. We may adapt it for diocesan use.

- Hospital and pastoral care calls and visits.

- Attended an online Mid-day Prayer Service from Vancouver School of Theology (VST), which Linda, our Primate preached at.

- Attended Celebration of Life for Gil Shoesmith's Son in law, Matt.

- Several Interments and services.

- Attended Community Breakfast and Event for Orange Shirt day, September 30 at Holy Trinity, North Saanich.

- I attended the Thrift Sale at St. Mary. Thank-you to all who organized and or took part in any way.

- Met with several clergy including Bob Baillie, Logan McMenamie, Brett Cane. I am planning Advent programming and planning with Logan for Lent 2024 offering.

- Re-started our Wednesday Communion and Bible Study with good attendance.

- Attended Book Study.

- Planned and carried out the Pet Blessing. The collaboration with Gail Rodger and the Parish of St. Peter and Paul went well.

- Planning Stewardship emphasis moving forward.

- Planned our “Pulpit Exchange” with the Ven. Alastair McCollum for October 14. We met on October 10.

I am honored to serve this parish.

Lon+

Wardens' Report for St Mary's to Parish Council – October 17, 2023

Activities – completed.

1) Assisted with the Blessing of the Animals service at St. Stephen and the Thrift Shop at St. Mary.
2) Assisted with the Towstego and Cane slide shows. Thank you to Lynn Fallan for kitchen coordination.
3) Prepared financial review documentation for both churches.
4) On September 25th Central Saanich approved the permissive property tax exemptions for both churches.
5) Backflow preventer was tested on September 18th.
6) Replaced the AED in Cooper Hall, a call for donations has elicited $1,130.
7) Prepared a revised Church Musician job description and began the process to fill the position. Made the Ad more visible on the parish website.
8) Confirmed Michael Denton to do music relief through until Christmas.

Activities – Underway or planned.

9) Posting the Fire Safety Plan in its metal box.
10) Repair and rebuild of the circular window frame in 2023.
11) Order the remaining new phones and complete the rest of the phone system repairs.
12) Undertake to complete a Capital & Significant Operating Issues Plan.
13) Refresh the website appearance and upgrade the functionality to a more modern level.
14) Continue simplifying the maintenance requirements of the gardens around the church.
15) Purchase a laptop computer for use at both churches and complete the networking and coordination of their computer systems.
16) Keep informed about Diocesan initiatives and any changes resulting from the recent Synod.
17) Investigate the purchase of internet operatable thermostats to reduce unnecessary heating of the building.
18) Review the quality and waste of paper product supplies in the washrooms.
19) 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 fall.
20) De-mossing of the church roof will be completed once the harness clips are installed to provide safe access.
21) Upgrade sound system wiring and connections to improve performance and reliability.
22) Replace the hall entrance door to include a keypad lock. (est. $4,200) planned for October, doors and hardware are on site.
23) Men's washroom floor needs stripping/recoating to resolve stickiness related to deteriorating floor material.
24) Complete the cleaning of the remaining carpets in the sanctuary.
25) Get the Country Grocer loyalty program operational at St Mary's.
26) Implement the new stormwater source control monitoring requirements for parking lot catch basins and prepare mitigation kit for hazardous spills in the parking lot in accordance with CRD bylaws/regulations.
27) Transfer funds to the Diocesan Trust Fund for investment.
28) Arranged for the sanctuary piano to be tuned on October 18th.

Respectfully submitted by Ian Stuart & Ken Pedlow

Parish Council October 17/23
Wardens report for St. Stephen

- Another successful men's breakfast was held in September, with plans for another in October.

- The pet blessing was held on a lovely Sunday afternoon with visitors from the community and St Peter and St Paul. We have discussed about hopefully getting a story ready for the Faith Tides for next September so that we may reach others, with the idea of a larger participation. This will also give us an opportunity to share more about the Pet Memorial Path and garden area, which has ongoing additions to the path. This project is bringing in $$ with each brick placed.

- Wonderful harvest from the church garden, veggies and flowers, many of which were donated to the local food supply distribution at the Baptist church on Wallace Drive and to the church. We have been happy to have neighbours working in the garden and helping out and enjoying our property.

- Don's garlic, which he grew at home and sold at the Thrift sale, has provided multiple gift cards to the same group as above.

- A good site visit with the CEO of the STEM summer camps. Lots more info gained and it sounds like it could be a good fit for us. We were required to give them our rental costs which we have done, $6500 for the 9 weeks. As we have some issues with the Wi-Fi in the hall, we plan to have that checked and there has been assistance offered if needed from the Camp IT person, if we are successful. They would be using multiple laptops.

- Many thanks for the Thanksgiving decorations and collection of food donations to the food bank.

- Peter has emptied the donation containers in the parking lots and brought in over $100 at the end of September and again this past week. He sure had a great idea when he planned and completed this project.

- Our operations committee meetings are going well. We have good participation and find that it helps our council meetings run more smoothly.

- We have a booking for the hall in mid November. A memorial tea is booked at the end of October.

- Repairing and protecting the window in the church was paid for from the Church Restoration Fund for a total cost of $14,287.50. We hoped to replace the funds used and the amount that has been received for this purpose is $5,271.90. We plan to put this information into the next bulletin to brings folks up to date.

- We have had a suggestion that we work on cleaning some of our chairs, which we plan to sort through in the next month or so and then work at cleaning by hand. Any that need to be cleaned can to stacked in the nursery area.

- In our operations meeting it was suggested that we might find something we could present to the community as a service. This could be done in a lecture format or as an evening of multiple tables with information and hand outs from people like BC Hydro, RCMP, CRD, Local Police, or ???? Possibly this could happen in the early new year. We also discussed investigating the possibility of offering our facility to the Emergency program. It would mean working with them as they are the group who would be the people with the plan. We are looking for someone who is willing to investigate how to make contact with the right people.

- Hopefully, we can plan a fun evening in November for the parish and friends.

- Will we do another community Christmas sing along this year? Need some planning time.

- We have received the bills for the painting of the fence around the Cemetery and for the repair of the dishwasher in the hall.

- Having been part of the Invite, Welcome, Connect workshop last week, hope there will be lot of ideas coming, but one of the things that was mentioned which I have been thinking about recently is the use of Greeters at the Door to the church each week. We gave up this when COVID forced changes, but it is past time to begin again and we need different volunteers weekly. This could also be combined with a Sideperson who will bring the offertory forward and assist in guiding the congregation to the altar for communion. When the weather is reasonable standing outside is ideal, because just inside the door gets rather congested. Feeling welcome is BIG.

Questions welcome.

Respectfully submitted
Lynda, Deb

St. Mary's September 2023 Financial Review

ITEM	Actual To 30-Sep	% To Budget Target=75%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$79,002.60	79.0%	$100,000	
OPEN OFFERING	$770.25	154.1%	$500	
FESTIVAL	$3,312.00	44.2%	$7,500	
HALL /FACILITIES USE DONATIONS	$8,295.00	103.7%	$8,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$850.00	42.5%	$2,000	
MISCELLANEOUS	$85.00	17.0%	$500	
INCOME FROM HOLLY FAIR	$0.00	0.0%	$3,000	
PARISH THRIFT SALES	$3,600.00	72.0%	$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	**$95,914.85**	75.7%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$39,405.96	78.8%	$50,027	Vacation Accrual Credit Pending
RELIEF CLERGY	$300.00	24.0%	$1,250	
CHURCH MUSICIAN	$5,922.36	52.3%	$11,328	No further Action for Now
RELIEF MUSICIAN	$2,325.00	193.8%	$1,200	
ADMIN. ASST/BOOKKEEPER	$21,299.56	84.5%	$25,200	COLA for 2021 & 2022/Vacation Accrual
DIOCESAN ASSESSMENT	$15,640.47	75.0%	$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	$519.15	59.3%	$875	
SANCTUARY SUPPLIES	$207.50	63.8%	$325	
ADVERTISING	$77.63	25.9%	$300	
INSURANCE	$7,198.00	125.7%	$5,725	No Further Action Required
PHOTOCOPY	$2,634.38	87.8%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$185.54	24.7%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$2,964.60	56.5%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$2,767.50	65.9%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$434.00	108.5%	$400	
MAINTENANCE - GARDENING	$73.22	7.3%	$1,000	
GARBAGE	$481.92	96.4%	$500	
HYDRO	$4,653.97	52.9%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$2,204.95	80.2%	$2,750	
TELEPHONE	$1,154.82	82.5%	$1,400	
WATER/SEWER	$659.99	82.5%	$800	
MISCELLANEOUS	$204.33	40.9%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$111,785.05**	74.7%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$15,870.20**	69.2%	**-$22,934**	

St. Mary's Anglican Church
Balance Sheet
As of 30 September 2023

	30 Sep 23
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	1,536.46
1110 · St. Mary's Church Events	1,563.32
1210 · St. Mary's Memorial Operating	166,105.88
Total 1005 · Consolidated Bank Account	169,205.66
Total Chequing/Savings	169,205.66
Accounts Receivable	
1400 · GST Receivable	501.60
Total Accounts Receivable	501.60
Total Current Assets	169,707.26
TOTAL ASSETS	**169,707.26**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,693.58
3120 · Church Events - Flower	1,297.80
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	-830.09
3170 · Church Events - Social Fund	663.57
3190 · Church Events- Recycle Refunds	1,442.00
Total 3100 · Current Special Ministries - CE	4,388.52
3400 · Outreach Funds	
3420 · Outreach-ORRCA Dental Clinic	532.00
3440 · Outreach-General Use	1,012.62
3460 · Outreach-Saan. Pen. Hospital	422.00
3470 · Outreach-SICCT	10.00
3480 · Outreach-PWRDF	2,320.00
3490 · Outreach-Christmas Hampers	
3496 · Outreach - Building Bridges	47.50
Total 3490 · Outreach-Christmas Hampers	47.50
3491 · Outreach-Anglican Appeal	270.00
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	6,214.23
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01

St. Mary's Anglican Church
Balance Sheet
As of 30 September 2023

	30 Sep 23
3520 · Memorial- Thrifty's	915.11
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	-611.35
3560 · Memorial-Guild	2,041.86
3570 · Memorial-Ron Smith Legacy	5,086.97
3590 · Memorial-Sound/Video	1,000.00
Total 3500 · Deferred Sp. Ministries - Mem.	35,822.60
Total Long Term Liabilities	46,425.35
Total Liabilities	46,425.35
Equity	
32000 · Retained Earnings	10,636.25
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,951.93
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-15,870.20
Total Equity	123,281.91
TOTAL LIABILITIES & EQUITY	**169,707.26**

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

	Jan - Sep 23
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	770.25
4120 · Offering-Weekly	79,002.60
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,312.00
Total 4130 · Offering - Festivals	3,312.00
Total 4100 · Offering Income	83,084.85
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	850.00
4330 · General Income-Facilities Use	8,295.00
4360 · General Income-Misc./Interest	85.00
Total 4300 · General Income	9,230.00
4400 · Transfers IN-General	
4420 · Transfer IN-CE-Church Sales	3,600.00
Total 4400 · Transfers IN-General	3,600.00
Total 4000 · INCOME - General	95,914.85
Total Income	95,914.85
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	39,405.96
5120 · Salary/Benefits-Music Director	5,922.36
5130 · Salary/Benefits-Admin./Bookeep.	21,299.56
5140 · Relief Clergy/Other Clergy	300.00
5150 · Relief Musician	2,325.00
Total 5100 · Wages & Benefits - General	69,252.88
5300 · Expenditures - Admin - General	
5320 · Postage	96.39
5330 · Stationery Expenses	
5331 · Stationery - General	185.54
Total 5330 · Stationery Expenses	185.54
5340 · Photocopier - General	2,634.38
5350 · Insurance	7,198.00
5360 · Diocesan Assessment	15,640.47
5370 · Advertising	77.63
5380 · Fundraising Expenses	171.43
Total 5300 · Expenditures - Admin - General	26,003.84
5400 · Expenditures-Ministries-General	
5410 · Music	519.15
5420 · Sanctuary	207.50
5430 · Christian Education	83.41
5440 · Conferences	290.40
Total 5400 · Expenditures-Ministries-General	1,100.46

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

	Jan - Sep 23
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	2,964.60
5520 · Cleaning-General	
5521 · Cleaning-Contract	2,767.50
5522 · Cleaning-Supplies	434.00
Total 5520 · Cleaning-General	3,201.50
5530 · Grounds and Equipment	73.22
Total 5500 · Expenditures-Maintenance-Gener.	6,239.32
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	659.99
5620 · Hydro	4,653.97
5640 · Telephone	1,154.82
5650 · Internet	2,204.95
5660 · Garbage Disposal	481.92
Total 5600 · Expenditures-Utilities-General	9,155.65
5800 · Miscellaneous Expenses-General	32.90
Total 5000 · EXPENDITURES - General	111,785.05
Total Expense	111,785.05
Net Income	**-15,870.20**

St Stephen's September 2023 Financial Review

ITEM	Actual To 30-Sep	% To Budget Target=75%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$55,016.38	55.0%	$100,000	
OPEN OFFERING	$1,405.72	175.7%	$800	
FESTIVAL	$1,155.00	46.2%	$2,500	
HALL /Preschool Donation	$7,920.00	75.4%	$10,500	
OTHER HALL DONATIONS	$5,043.45	0.0%	$0	Includes $2,075.85 for grounds use.
WEDDINGS/ FUNERALS	$2,100.00	525.0%	$400	
FUNERAL BULLETIN FEES	$0.00	0.0%	$0	
SOCIAL EVENTS	$0.00	0.0%	$0	
INTEREST INCOME	$5,336.42	88.9%	$6,000	3rd Quarter interest for Cemetery Included
DONATIONS/Targeted	$0.00	0.0%	$0	
WAGE SUBSIDY	$0.00	0.0%	$0	
CEMETERY SUPPORT	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
MISCELLANEOUS INCOME	$226.13	0.0%	$0	
NEW BEQUESTS	$10,000.00			
TOTAL REVENUE	**$88,203.10**	73.4%	**$120,200**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$39,406.79	78.8%	$50,027	Vacation Accrual Credit Pending
RELIEF & OTHER CLERGY	$300.00	25.0%	$1,200	
CHURCH MUSICIAN	$5,972.94	79.6%	$7,500	
RELIEF MUSICIANS	$1,375.00	68.8%	$2,000	Includes $100 for sound/projection
ADMIN. ASST/BOOKKEEPER	$11,721.90	84.9%	$13,800	2022 salary/Vacation accrual credit pending
PAYROLL VARIANCES	$119.89			Payroll error mid May - to be resolved
DIOCESAN ASSESSMENT	$15,841.53	75.0%	$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	$217.00	72.3%	$300	
SANCTUARY SUPPLIES	$155.96	31.2%	$500	
ADVERTISING	$214.75	107.4%	$200	
INSURANCE	$7,121.00	97.8%	$7,284	No Further Action
PHOTOCOPY	$2,483.86	82.8%	$3,000	
POSTAGE	$172.75	43.2%	$400	
STATIONERY	$218.85	21.9%	$1,000	$120 for shredding backlog
OFFICE COMPUTERS	$77.99	3.9%	$2,000	
SOCIAL EVENTS	$0.00	0.0%	$300	Moved to special fund.
MAINTENANCE - GENERAL	$2,718.08	49.4%	$5,500	
SECURITY	$321.21	49.4%	$650	
MAINTENANCE - CLEANING CONTRACT	$2,183.24	62.4%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$195.10	39.0%	$500	
MAINTENANCE - GROUNDS	$314.85	10.5%	$3,000	
GARBAGE	$855.86	85.6%	$1,000	
HYDRO	$4,037.57	73.4%	$5,500	
WEB MAINTENANCE	$0.00	0.0%	$600	
HEATING OIL (HALL)	$2,587.52	37.0%	$7,000	
INTERNET	$1,147.70	74.0%	$1,550	
TELEPHONE	$821.12	82.1%	$1,000	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$62.41	0.0%	$0	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$100	
RECONCILIATRION VARIANCES	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$100,935.27**	71.1%	**$142,033**	
OPERATING SURPLUS/DEFICIT	**-$12,732.17**	58.3%	**-$21,833**	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 30 September 2023

			30 Sep 23
ASSETS			
Current Assets			
Chequing/Savings			
1000 · CASH			
1010 · Coast Captial Operating Account		128,533.83	
Total 1000 · CASH			128,533.83
Total Chequing/Savings			128,533.83
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			1,237.63
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			149,238.63
Total Current Assets			278,622.46
TOTAL ASSETS			**278,622.46**
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		53.22	
3160 · Community Lunch (#5)		215.56	
3175 · Sunday School / Christian Ed.		20.00	
3190 · Social Fund		178.77	
Total 3100 · CURRENT SPECIAL MINISTRIES			467.55

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 30 September 2023

		30 Sep 23
3400 · OUTREACH PROJECTS		
3405 · African Childrens' Support -HS		20.00
3410 · Rector's Discretionary Fund		500.00
3415 · Grief & Support Lunch		19.04
3420 · General Outreach		431.79
3425 · Christmas Hampers		25.75
3435 · Saan.Pen. Hosp/Health Found.		95.00
3455 · Victoria Animal Humane Society		20.00
3480 · PWRDF		115.00
3492 · Saanich Peninsula Food Bank		270.00
3493 · Prayer Shawls		394.23
Total 3400 · OUTREACH PROJECTS		1,890.81
Total Other Current Liabilities		2,358.36
Total Current Liabilities		2,233.36
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)		6,589.20
3560 · Education Fund (#5)		4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS		192,694.09
Total Long Term Liabilities		192,694.09
Total Liabilities		194,927.45
Equity		
30000 · Opening Bal Equity		40,712.67
32000 · Retained Earnings		37,713.51
32150 · Unrealized Gain/Loss		18,001.00
Net Income		(12,732.17)
Total Equity		83,695.01
TOTAL LIABILITIES & EQUITY		**278,622.46**

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

					Jan - Sep 23
Ordinary Income/Expense					
Income					
4000 · OPERATING INCOME					
4100 · Offering Income					
4110 · Open Offerings		1,405.72			
4120 · Identified Donors		55,016.38			
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			57,577.10		
4300 · General Income					
4310 · Weddings / Funerals		2,100.00			
4380 · General Income - New Bequests		10,000.00			
Total 4300 · General Income			12,100.00		
4330 · Facilities Income					
4334 · Community Facilities Use		2,400.00			
4335 · Community Grounds User		2,075.85			
4337 · Pre-School		7,920.00			
4339 · Donation Boxes		567.60			
Total 4330 · Facilities Income			12,963.45		
4340 · Interest			5,336.42		
Total 4000 · OPERATING INCOME				87,976.97	
4990 · Uncategorized Income				226.13	
Total Income				88,203.10	
Gross Profit				88,203.10	
Expense					
5000 · General Expenditure					
5100 · Wages & Benefits					
5110 · Priest Salary/Benefits		39,406.79			
5130 · Administrator -Salary/Benefits		11,721.90			
5140 · Relief Clergy		300.00			
5150 · Musicians					
5151 · Musicians -Contract	5,972.94				
5152 · Occasional Musicians	1,275.00				
5153 · Sound/Projection	100.00				
Total 5150 · Musicians		7,347.94			

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

			Jan - Sep 23
5180 · Payroll Variences	119.89		
Total 5100 · Wages & Benefits		58,896.52	
Total 5000 · General Expenditure			58,896.52
5300 · General Administration			
5320 · Post Box & Postage		172.75	
5330 · Office Supplies		218.85	
5332 · Office Computers / Software		77.99	
5340 · Photocopier		2,483.86	
5350 · Insurance		7,121.00	
5360 · Diocesan Assessment		15,841.53	
5370 · Advertising		214.75	
5380 · Fundraising Expenses		62.41	
Total 5300 · General Administration			26,193.14
5400 · Ministry Expense			
5410 · Music Supplies		217.00	
5420 · Church & Sanctuary Supplies		155.96	
5440 · Conferences		290.40	
Total 5400 · Ministry Expense			663.36
5500 · Maintenence Expenses			
5510 · General Maintenance		2,718.08	
5520 · Cleaning Expense			
5521 · Janitorial Contract	2,183.24		
5522 · Cleaning Supplies	195.10		
Total 5520 · Cleaning Expense		2,378.34	
5530 · Grounds Keeping			
5532 · Grounds Equipment	314.85		
5533 · Grounds Labour	0.00		
Total 5530 · Grounds Keeping		314.85	
5550 · Security		321.21	
Total 5500 · Maintenence Expenses			5,732.48
5600 · Utilities Expenses			
5620 · Hydro			
5621 · Electricity - Church	1,646.59		
5622 · Electricity - Hall	2,390.98		
Total 5620 · Hydro		4,037.57	
5630 · Heating Oil - Hall		2,587.52	
5640 · Telephone Links			
5642 · Office Line	221.12		
5644 · Rector's Cell	600.00		
Total 5640 · Telephone Links		821.12	

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

	Jan - Sep 23
5650 · Internet Service	1,147.70
5660 · Garbage & Recycling	855.86
Total 5600 · Utilities Expenses	9,449.77
Total Expense	100,935.27
Net Ordinary Income	(12,732.17)
Net Income	**(12,732.17)**