Parish of Central Saanich Council Minutes
March 22, 2022 - 7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Date
Lon	Fall start up of 7:45am service	
Wardens & David Stewart	Event to brainstorm worship perhaps with social aspect	When we are fully back in our bldgs..

Participants: The Rev. Lon Towstego, Chair

Lynda Clifford	Deb Butler	Ken Pedlow	Ian Stuart
John Beresford	Lynn Fallan	Terry Hartley	Karen McColm
Gary Moss	David Stewart	Leslie Pedlow (Recording Secretary)	

Regrets: Sandra Scarth, Don Wilson

I **Open meeting with Prayer** – Lon called the meeting to order at 7:00 p.m. and opened with prayer. Lon welcomed members back to the first in-person meeting in two years.

II **Housekeeping:**

1. Leslie Pedlow was appointed as Recording Secretary (not a member of Council – No vote but a voice)
2. Karen McColm was Commissioned as a member of the 2022 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?** – Since Leslie Flynn is not in attendance Lon asked that we add plans for her farewell be added to the agenda. David Stewart also asked if he might speak on the Cemetery.

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

IV **Minutes:**

1. Council Meetings – January 18, 2022 and February 8, 2022 were approved by electronically.

2. Draft Minutes of the Annual General Meeting – February 27, 2022
   Ian reminded Leslie that she was going to add the RESPECT PowerPoint slide from the AGM to the minutes.
   It was **Moved** by Lynda Clifford, **Seconded** by Lynn Fallan that the Draft AGM Minutes be received as circulated and posted to the website in draft form.
   Carried

V Reports

1. Rector – Lon – There were no questions or comments.
2. Wardens – St. Mary – There were no comments or questions.
   - St. Stephen - There were no comments or questions

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

3. Financials:
   a) St. Mary Statements to February 28, 2022 – presented by Ken Pedlow. He reported that the Operations Committee has approved a $15,000 Operating Loan from the Memorial Fund. He indicated that it would appear on the QuickBooks Profit and Loss Statement but that the Budget Review Summary will not include those funds so that any surplus does not get artificially inflated. Ken also noted that the Committee felt that it would be useful to report to the congregation quarterly on the financial status whether by a bulletin announcement or a message in the ConneXion. Lon indicated that while it may seem like we are always speaking about money, it is important that we keep stewardship foremost on our minds. Any questions were asked and answered prior to the meeting.

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

   b) St. Stephen Statements to February 28, 2022 – presented by Lynda Clifford. There were no questions or comments.

   It was **Moved** by Lynda Clifford, **Seconded** by Deb Butler that the St. Stephen Financial Statements to February 28, 2022 by adopted. **Carried**.

VI Business Arising/Discussion from Minutes

a) 7:45 a.m. Book of Common Prayer Service – Lon advised that this service will be on hold for the summer following the May 15th Service due to Logan McMenamie being on extended assignment and vacations of the incumbent and retired clergy. This will be reviewed again for the Fall. Lon reminded Council that the original purpose of the 7:45 a.m. service was to spread attendance out during Covid.

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. Ian took the opportunity to stress the importance of using the Diocesan email system for any church-related business. He has created emails in the parishcs.ca system for each council member. Please be in touch with him for instructions on how to activate your email and advise Leslie when your account is active so that she may update the Contact List.

VIII **New Business**

a) Parish Identity – Lon asked everyone in the circle to give their one or two line statement on "why do you go to your church?" After concluding, he asked members to email their statements to Leslie for compilation into one document.

b) Leslie Flynn Farewell – Her last Sunday is April 24th. It was suggested that it would be appropriate to have a combined service. It was agreed that the main service would be held at 10:00 a.m. at St. Mary's. Lon will leave it to Council to organize a fellowship time following the service for those who would like to attend. Ian and Leslie Pedlow will work together to craft an announcement to go out via the website email indicating how contributions to a "purse" might be made as a farewell gift.

c) Cemetery – David Stewart summarized his visit with Mark Odnell, Diocesan Cemetery Coordinator and reported that there would be a meeting with the inspector from the Consumer Branch the day following the Council meeting and he didn't expect any issues. He also briefly mentioned the situation regarding the Burial Register at St. Stephen which starts at 1970. The prior Register is in the Diocesan Archives. The current one will be submitted to the Archives once all of the necessary information has been gleaned from it. Lon thanked the Cemetery board for its good work.

IX **Next Meeting**

April 19, 2022 at 7:00 p.m.

Ken Pedlow Motion for adjournment at 8:07 p.m.

X **Closing with Prayer and the Grace**

The Grace was said together.

Lon Towstego, Chair

Parish of Central Saanich Council Agenda – March 22, 2022
7:00 p.m. at St. Mary

Regrets:

I **Open meeting with Prayer**

II **Housekeeping:**

1. Appointment of Leslie Pedlow as Recording Secretary (not a member of Council)
2. Commissioning of Karen McColm and Don Wilson
3. Voting Procedures

III **Changes or Additions to the Agenda?**

IV **Minutes:**

1. Council Meeting – January 18, 2022 & February 8, 2022 approved electronically
2. Draft Minutes of the Annual General Meeting – February 27, 2022
   a) Errors or omissions?
   ✓ Motion to receive Draft Minutes as circulated/amended & post to website

V **Reports**

1. Rector – Lon
2. Wardens – St. Mary
   - St. Stephen

✓ *Motion to receive above reports*

3. Financials:
   a) St. Mary Statements to February 28, 2022 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to February 28, 2022 - Lynda

✓ *Motion to adopt*

VI **Business Arising/Discussion from Minutes**

a) 7:45 am Book of Common Prayer Service
b)

VII **Correspondence**

a) Council Member Contact List - Confidential

VIII **New Business**

a) Parish Identity

IX **Next Meeting**

April 19, 2022 at 7:00 p.m.

Motion for adjournment

X **Closing with Prayer and the Grace**

MINUTES OF 2021 VESTRY
THE PARISH OF CENTRAL SAANICH
ANNUAL VESTRY MEETING HELD VIA ZOOM PLATFORM
Sunday, February 27, 2022

The 2021 Annual Vestry Meeting was called to order by the Ven. Lon Towstego, Chair, at l:07 p.m. to allow those who were having difficulty to log into the meeting. The meeting flow was assisted by the posting of PowerPoint slides.

Lon Towstego opened with a prayer and the Land Acknowledgement.

Ian Stuart announced that he was beginning to record the meeting.

A video recording of ***Be Thou My Vision*** by Abby and Rachel Moss and Cathy Quicke was played. Lon thanked them for their offering.

Lon prayed those who have died: Phil Dagger, Fr. Harry Donald, Hannah Gill, Jenny Jenner, Patricia McRae, Gillian Mackie, Marion Noble, Phyllis Ohman, Tony Pollard, Ross Pomeroy, Joan Smith, Neville Tate, Patricia Tate, Christopher Gosling and any others on our hearts.

Leslie Pedlow accepted the appointment as Recording Secretary.

Ian presented a slide relating to respectful communication using the acronym RESPECT. It is attached to the Minutes for information.

REPORT OF THE REGISTRAR – Ian Stuart with Deb Butler reported that all of those in attendance were noted. There were 34 people in attendance including the Chair and four Wardens. This was followed up by a declaration of a Quorum by the Chair. The Chair expressed his hope that people would not abstain from voting on the motions presented at the meeting.

MINUTES:
Moved by Gay Miller, **seconded** by John McAllister, that the Minutes of the February 27, 2021 Annual Vestry Meeting be adopted as circulated. **Carried.**

APPOINTMENTS:
The appointments for 2022 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 acknowledged that the bookkeepers and Wardens have done an admirable job but we really need to pursue the appointment of a Parish Treasurer. Lon asked any one feels called to speak with him outside of the meeting.

THE NOMINATING COMMITTEE REPORT:
The Nominating Committee was comprised of Deb Butler, Lynda Clifford, Ken Pedlow and Ian Stuart. Ian expressed thanks to Tracy Stubbs and David Cooper for their service as they retire from Council.

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

Ian shared a PowerPoint slide outlining the nominations. He drew attention to the footnote at the bottom of the slide explaining that the number of Synod Delegates from each church rotates every two years if the Parish is eligible for three delegates. If this pattern continues St. Stephen will elect two delegates in 2023 and St. Mary's will elect one.

Don Wilson indicated that there appeared to be an error on the slide with regard to Synod Delegates and Members-at-Large. Don was correct and the nominations below reflect the corrected information.

Synod Reps:

David Stewart (St. M), Ken Pedlow (St. M), Don Wilson (St. S)
Ian Stuart & Sandra Scarth agreed to serve as the Alternate Synod Delegates

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 - Karen McColm
Member-at-large – John Beresford
Member-at-large – Lynn Fallan

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 6th.

David Stewart asked if there should be an official representative from the Cemetery Board on Parish Council.

Moved by David Cooper, **seconded** by Bob Quicke that the Chair of the Cemetery Board be a Member of Parish Council. **Carried.**

David Stewart has been elected as a Synod Delegate and is already holding a position on Council which satisfies the intent of the Motion.

RECEPTION OF TEAM/COMMITTEE REPORTS:
Moved by Don Wilson, **seconded** by John Beresford, that all of the Team/Committee (non-financial) Reports be received as circulated. There were no questions submitted and the motion **Carried**.

It was noted that the usual number of reports had been reduced due to the impact of the COVID-19 closures.

Moved by Ken Pedlow, **seconded** by John McAllister, that St. Mary's use the list below (as presented in the Annual Report) as the 2022 Monthly Outreach Designations. **Carried.**

OUTREACH: ST. MARY`S:

January	Rector's Discretionary Fund	**July**	General Outreach
February	St. Matthews Community Library in Addis Ababa, Ethiopia	**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

FINANCIAL REPORTS:

St. Stephen Cemetery Report:

David Stewart highlighted a few points from his written report.
It was **moved** by David Stewart, s**econded** by John McAllister that the 2021 Financial Statements of St. Stephen Cemetery be adopted. **Carried**

St. Stephen Cemetery Budget:

David Stewart acknowledged that budgeting for the Cemetery is extremely difficulted based on many unknown factors.
It was **moved** by Lynda Clifford, **seconded** by Jackie Kolson, that the 2022 Budget for St. Stephen Cemetery by 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 McColm 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 Heather Geddes, that the 2021 Financial Statements of the Parish of Central Saanich be adopted. There were no questions submitted or asked. The motion **Carried**.

St. Mary 2021 Financial Statements:
Ken Pedlow presented the statements. He acknowledged that we were impacted by the loss of revenue from Facilities Use and Fundraisers such as the Thrift Sales and the Holly Fair. Ken thanked the congregation for their generous contributions. Together with the Wage Subsidy, $4,500 from our Deficit Reserve Fund and a $5,000 bequest, we achieved a small surplus. He has hope that we can rebuild going forward in 2022 and 2023.

Moved by Ken Pedlow, **seconded** by Gay Miller, that St. Mary 2021 Financial Statements be adopted as presented in the Annual Report. **Carried**.

As Gail Gauthier, the Diocesan Financial Officer, moves toward retirement at the end of April, the Vestry offered a vote of thanks to for her work, especially with regard to the Wage Subsidy.

St. Mary 2022 Budget:
Ken Pedlow presented the 2022 Budget for St. Mary and explained that a conservative approach has been taken with regard to Facilities Use and fundraising because, at the time of writing, we did not know what Covid restrictions would allow and that there would be no further Wage Subsidy funds.
David Stewart encouraged St. Mary's to be proactive with regard to resuming fundraisers as other churches had done late last year. Ken responded that he hopes restrictions will be such that people would be comfortable to undertake them. David Cooper commented that it will take time to rebuild our customer base.
Bob Quicke asked if Facilities Use and Fundraising would normally cover the projected $25,000 deficit.
Ken indicated that in 2019 (pre-covid) those two sources of income realized $30,000.
Lindsay Pedlow asked about the two music licenses in the music budget. She was advised that they related to St. Mary's portion of the Parish licenses for CCLI and One License. Each license relates to different styles of music and we were advised to make sure we were covered as we were posting services to YouTube.

Moved by Ken Pedlow, **seconded** by David Cooper that St. Mary 2022 Budget be adopted as circulated. **Carried**.

St. Stephen Financial Statements:
Lynda Clifford presented the 2021 Financial Statements and thanked Bob Quicke and those at St. Mary's who assisted. Lynda reiterated her comment from her written report that, although not expected, some people who have worked on the buildings and grounds have donated the cost of their expenditures back to the church. She expressed her gratitude to those who do. Bob Quicke commented that all of the volunteer hours that are spent at St. Stephen save substantial expenses. Greg Robinson asked what will happen with the Deficit Reserve Fund. Lynda advised that it will increase by $5,157.

It was **moved** by Lynda Clifford and **seconded** by Howie Kolson, that the 2021 Financial Statements of St. Stephen be adopted as presented. **Carried**

St. Stephen 2022 Budget:

Lynda did not have any specific details to add to the remarks on the budget. She did, however, note that she had done a quick calculation and that in order to make ends meet, $2,700 would need to be brought in every week.

David Cooper advised that he would be abstaining from voting for the motion

It was **moved** by Lynda Clifford , **seconded** by Greg Robinson, that the 2022 Budget for St. Stephen's be adopted as circulated. **Carried with 1 abstention**.

<u>OTHER BUSINESS</u>

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 6th. Those who are unable to attend will be installed at the next available opportunity

b) **Announcements –**
   a. Please note the information that will be distributed about Shrove Tuesday. It is more than just feasting!
   b. Ash Wednesday Services on March 2nd – 10:00 a.m. at St. Mary and 7:00 p.m. at St. Stephen. Imposition of Ashes will be offered this year to those who are willing.

c) **Adjournment: Ken Pedlow moved to adjourn at 2:20 p.m.**

At Lon's request, Cathy Quicke said a closing prayer.

Greg Robinson thanked Lon for shepherding us through these last two unusual years! Everyone concurred.

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The Rev. Lon Towstego, Chair

Incumbent's Report to Parish Leadership Team, March 22, 2022

Thank-you for agreeing to be on our 2022-23 leadership Team. I will look back briefly and then look to point us forward. A few happenings of the past month and some things to come.

- Two great **studies before and during Lent 2022**, one led by Leslie and one by me.
- Also, during Lent, I have been one of the facilitators for the **Intersections, Facing Racism BC, Diocesan Zoom sessions.**
- I completed the full on-line **Safe Church Program** as required by the diocese for clergy. It is very thorough. Over time I can guide our safe church people and the wardens through the modules that they are to do and then we can invite others in the parish that are required to do it.
- Activity outside the church and in the community: 1)As **Chaplain of the RCMP Vet's Association of Victoria**, I have attended executive meetings by Zoom and a first return March 17 to in person luncheon meeting. Gil assists as he is available. 2) We continue the gathering of faith leaders interested in the **Prosser Road Development**. We are making friends and some of the people from the group are attending our parish. 3) I attended the **Saanichton Village Association** Annual General Meeting and am building rapport with the group. Our parish is well respected there due to activities that the parish has done previously.
- I presided at **several interments and funerals**/celebrations of life.
- We are preparing three people for **Confirmation** May 7 and have been meeting regularly. Our candidates are Matthew Stuart, Gary Moss, Terry Hartley.
- We are preparing and excitedly anticipating three **baptisms** at St. Mary on Easter Sunday. Baby, Ananya Taylor, and 2 adults Alireza and Fatima Shafeioun.

- We are welcoming a number of new members and attendees which is nice and hints of a hunger for faith life in our area especially post-covid.
- As a parish as we navigate re-opening fully and all that this entails, I invite us into a journey of looking at our **parish identity.** We are likely to do more work on this with the diocese in the near future.
- On that note, please reflect on what the parish means to you personally. How are you willing to tension consumerism, your own personal views with what is the community perspective? All I am asking is that you come up with one sentence that says aloud what the parish means to you. A way to frame is to ask yourself how you might respond to friend or family member that asks you, "**Why is this church of yours so important to you?**
- **Easter service planning** is well under way.
- I will be on **vacation** May 2-June 5 and have worked out coverage with Brett and others. Leslie Flynn will come back to preach only on May 29.
- Thank-you to Leslie Pedlow and all the wardens for all the work you did on the preparation for the AGM.

Lon+

Wardens' Report for St Mary's to Parish Council – March 22, 2022

Activities - completed

1) Prepared 2021 financial documentation for St Mary for review and approval by Karen McColm.
2) Assisted St Stephen in the in the revision of their 2021 financial statements and 2022 budget submission for approval by parish council.
3) Prepared reports for and facilitated the second Parish Annual General Meeting Using the Zoom platform.
4) Updated St Mary's Operations Committee on finances and outstanding operational issues.
5) Responded to the break-in at the church on the evening of January 26/26 and prepared the required police and insurance documentation. Considered security changes needed to respond to this event.
6) Ensured the preparation of the Parish Information Return to the Diocese by March 15.
7) Prepared the February year to date financial package for review by the operations committee and parish council.
8) Scheduled the Spring Clean up of the property for April 2nd.
9) Supported efforts to arrange additional uses of the facilities including yoga and fitness group and piano usage.
10) Repaired the front sign lights by installing a new GFI outlet which had been damaged by attempted removal of wiring.
11) Approved the May 28th Spring Fundraiser proposal of Lynn Fallan and Catherine Wing.

Activities – Underway or planned

12) Complete the rest of the phone system repairs as Daniel Pedlow's schedule permits.
13) Complete the Parish Financial Return to the Diocese by March 31.
14) Complete the purge and organization of the materials from utility (janitors) room. This is an on-going project with at least one more round of sorting and clearing needed which involves the janitorial service.
15) Arrange for a Central Saanich Fire Dept site visit to put the completed Fire Safety Plan into force now that the emergency lighting system is fully operational. This will wait until the Annual Inspection now.
16) Undertake to complete a Capital & Significant Operating Issues Plan.
17) After the snow clearing lifted one curb it has been repositioned and needs new re-bar to hold it in place.
18) Repainting the curbs at the entrance to the parking lot, and the parking lot lines should be planned for the future.
19) Encourage the Diocese to update the subscribed website format to the latest Tithe.ly version and support the website redesign committee.
20) Review the existing garden plots around the church with a view to simplifying the plantings in consultation with the gardeners which are still undertaking maintenance activities.
21) Complete the CRD required testing of the back flow systems on the church's water lines and dishwasher. Have confirmed we are on the waiting list for ASD Backflow Testing.
22) Upgrade the existing office computer system in 2022, some research on this has begun as to what is needed and possible computer types to use.
23) Cleaning of the church gutters, some more was done in areas needing it, additional treatment of the moss on some areas of the roof is needed in the spring. Work party activity
24) Follow up on the Altar Guild sink drain. The wall cavity still needs further insulating with spray foam and we need to properly finish the area under the sink.
25) Keep informed about upcoming Diocesan initiatives. Transforming Futures update/ Bishop Anna's Six Priorities.

26)) Spring /summer work, the exterior wood frames on the 2 stained glass window either side of the chancel require repainting there is bare wood showing on the south side and the north side needs cleaning of algae and then paint.
27) Repair the waterproofing of circular window above the main front door.
28) Repair gutter leak above the hall door

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Wardens Report
for March 2022 Council Meeting

To Be Done

- Safe church, still waiting for information regarding this.
- Continued information and quotations being gathered for Blackberry control on the property, we are waiting for 3 estimates.
- Carpet for the hall altar area and also repair to the lectern stand.
- Storage area 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. Possibly we could combine this with the shed clean up.
- Frontal fabrics and planning.
- Shed tidy up is in the works, date to be set soon.
- Fundraising plans, we have in mind 2 spring events and hopefully a social event.
- Find a project that we can work with our First Nations Neighbours on
- Consider a Bursary similar to the one given by St.Mary
- Church steps, waiting until the weather is dryer
- Repairs to Stain Glass window, and glazing of windows still waiting for estimate
- Discussion about wreath and candles for Advent, need to do this soon.
- Discussion with Envision Painting on site about the back wall of the church. Repainting to be done in the summer.
- Try to find new volunteers for things like coffee time and counting helpers.
- Consider finding ways to reduce paper use and copier costs.

Completed

- Pianist on hold, Rachel has a contract and Cathy is doing one Sunday a month on a trial for 6 mths.
- With the help of Terry and Deb we managed to move a few things around in the office and also cleaned up generally.
  We spent a fair bit of time sorting through Historical items.
  We also found boxes of old financials that can be shredded.
- Apparently we don't need the cemetery office locked.
- The old cemetery office is not locked at the moment as the key is broken, and will be replaced.
- We have fundraising underway, dates to be set.
- Tracy has been working on the garden area in front of the office and she and Howie have done a fair bit of burning when allowable.

Lynda & Deb

St. Mary's February 2022 Financial Review

ITEM	Actual To 28-Feb	% To Budget Target=17%	2022 BUDGET	REMARKS 2021 Budget to 2021 Actuals
INCOME				
REGULAR OFFERINGS	$13,288.00	12.5%	$106,000	
OPEN OFFERING	$90.00	18.0%	$500	
FESTIVAL	$0.00	0.0%	$7,500	
HALL /FACILITIES USE DONATIONS	$125.00	12.5%	$1,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$100.00	12.5%	$800	
MISCELLANEOUS	$175.00	35.0%	$500	
WAGE SUBSIDY	$1,408.44	100.0%	$1,408	No further Action
TX FROM HOLLY FAIR	$0.00	0.0%	$2,000	
PARISH THRIFT SALES	$0.00	0.0%	$2,000	
SPECIFIC DONATIONS	$0.00		$250	
NEW BEQUESTS	$0.00		$0	
DEFICIT ELIMINATION APPEAL - 2022	$0.00	0.0%	$0	
DEFICIT RESERVE	$0.00	0.0%	$0	
TRANSFER FROM MEMORIAL ACCOUNT			$0	
TOTAL REVENUE	**$15,186.44**	12.5%	**$121,958**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$8,608.88	17.6%	$48,939	
RELIEF CLERGY	$0.00	0.0%	$500	
ASSIST CLERGY	$300.00	15.0%	$2,000	
MUSIC DIRECTOR	$1,681.44	14.2%	$11,845	
RELIEF MUSICIAN	$0.00	0.0%	$400	
ADMIN. ASST/BOOKKEEPER	$4,675.68	16.8%	$27,791	
SALARIES - PAYROLL VARIANCES	-$63.00	0.0%	$0	
DIOCESAN ASSESSMENT	$3,634.50	16.7%	$21,807	
CHRISTIAN EDUCATION	$0.00	0.0%	$200	
CLERGY CONFERENCES	$0.00	0.0%	$400	
MUSIC MINISTRY	$0.00	0.0%	$750	
SANCTUARY SUPPLIES	$0.00	0.0%	$300	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$0.00	0.0%	$4,762	
PHOTOCOPY	$0.00	0.0%	$3,000	
POSTAGE	$0.00	0.0%	$275	
STATIONERY	$67.88	6.8%	$1,000	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$0.00	0.0%	$3,000	
MAINTENANCE - CLEANING CONTRACT	$527.87	13.2%	$4,000	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$375	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$0.00	0.0%	$500	
HYDRO	$812.10	10.8%	$7,500	
WEBSITE SUPPORT (Ascend & Tithe.ly)	$0.00	0.0%	$100	
INTERNET	$419.66	16.8%	$2,500	
TELEPHONE	$107.90	8.6%	$1,250	
WATER/SEWER	$213.37	30.5%	$700	
MISCELLANEOUS	$0.00	0.0%	$250	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$200	
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TRANSFER TO MEMORIAL ACCOUNT	$0.00	0.0%	$0	
DEFICIT ELIMINATION RESERVE	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$20,986.28**	14.3%	**$147,044**	
OPERATING SURPLUS/DEFICIT	**-$5,799.84**	23.1%	**-$25,086**	

St. Mary's Anglican Church
Balance Sheet
As of 28 February 2022

			28 Feb 22
ASSETS			
Current Assets			
Chequing/Savings			
1005 · Consolidated Bank Account			
1010 · General Operating Account		10,200.40	
1110 · St. Mary's Church Events		8,323.40	
1210 · St. Mary's Memorial Operating		111,865.13	
Total 1005 · Consolidated Bank Account			130,388.93
1500 · Investments - GIC's			
1592 · Memorial Account GIC (115)		50,400.00	
Total 1500 · Investments - GIC's			50,400.00
Total Chequing/Savings			180,788.93
Accounts Receivable			
1400 · GST Receivable			632.96
Total Accounts Receivable			632.96
Total Current Assets			181,421.89
TOTAL ASSETS			**181,421.89**
LIABILITIES & EQUITY			
Liabilities			
Long Term Liabilities			
3100 · Current Special Ministries - CE			
3110 · Church Events - Altar Fund		1,103.58	
3120 · Church Events - Flower		1,230.74	
3130 · Church Events - Holly Fair			
3131 · Church Events - Holly Fair Sale	1,576.82		
3135 · Church Events - Holly Fair 2021	250.00		
Total 3130 · Church Events - Holly Fair		1,826.82	
3150 · Church Events - General		72.84	
3160 · Church Events - Church Sales		1.88	
3170 · Church Events - Social Fund		346.24	
3190 · Church Events- Recycle Refunds		1,862.00	
Total 3100 · Current Special Ministries - CE			6,444.10

St. Mary's Anglican Church
Balance Sheet
As of 28 February 2022

	28 Feb 22
3400 · Outreach Funds	
3410 · Outreach - Rector's Discretion	385.00
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	4,606.08
Total 3400 · Outreach Funds	5,059.19
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	886.00
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary	432.43
3560 · Memorial-Guild	3,261.06
3570 · Memorial-Ron Smith Legacy	5,086.97
3585 · Memorial - Hall Lighting	414.53
3590 · Memorial-Sound/Video	200.00
Total 3500 · Deferred Sp. Ministries - Mem.	37,671.00
Total Long Term Liabilities	49,174.29
Total Liabilities	49,174.29
Equity	
32000 · Retained Earnings	10,671.70
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	3,811.81
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-5,799.84
Total Equity	132,247.60
TOTAL LIABILITIES & EQUITY	**181,421.89**

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

	Jan - Feb 22
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	90.00
4120 · Offering-Weekly	13,288.00
Total 4100 · Offering Income	13,378.00
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	100.00
4330 · General Income-Facilities Use	125.00
4360 · General Income-Misc./Interest	175.00
4370 · General Income - Wage Subsidy	1,408.44
Total 4300 · General Income	1,808.44
Total 4000 · INCOME - General	15,186.44
Total Income	15,186.44
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	8,608.88
5120 · Salary/Benefits-Music Director	1,681.44
5130 · Salary/Benefits-Admin./Bookeep.	4,675.68
5170 · Assisting Clergy	300.00
5180 · Salaries - Payroll Variances	-63.00
Total 5100 · Wages & Benefits - General	15,203.00
5300 · Expenditures - Admin - General	
5330 · Stationery Expenses	
5331 · Stationery - General	67.88
Total 5330 · Stationery Expenses	67.88
5360 · Diocesan Assessment	3,634.50
Total 5300 · Expenditures - Admin - General	3,702.38
5500 · Expenditures-Maintenance-Gener.	
5520 · Cleaning-General	
5521 · Cleaning-Contract	527.87
Total 5520 · Cleaning-General	527.87
Total 5500 · Expenditures-Maintenance-Gener.	527.87

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

	Jan - Feb 22
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	213.37
5620 · Hydro	812.10
5640 · Telephone	107.90
5650 · Internet	419.66
Total 5600 · Expenditures-Utilities-General	1,553.03
Total 5000 · EXPENDITURES - General	20,986.28
Total Expense	20,986.28
Net Income	**-5,799.84**

** Prepared 08 March 2022 **				by Bob Quicke
St. Stephen Church Annual Financial Review				
ITEM	Actual To	% To Budget	2022	NOTES:
	28 Feb.y 2022	Target= 100%	BUDGET	
INCOME				
REGULAR OFFERINGS	$12,898.20	10.8%	$119,600	
OPEN OFFERING	$79.50	9.9%	$800	
FESTIVAL	$30.00	1.0%	$3,000	
HALL /Preschool Donation	$3,600.00	37.9%	$9,500	Preschool fees back up to pre-COVID rate
OTHER HALL DONATIONS	$270.00		$0	
WEDDINGS/ FUNERALS	$300.00	75.0%	$400	
FUNERAL BULLETIN FEES	$60.00		$0	Client Payments for Bulletin Prints
SOCIAL EVENTS	$0.00		$0	
INTEREST INCOME	$0.00	0.0%	$3,000	
DONATIONS/Targeted	$0.00		$0	
WAGE SUBSIDY	$0.00	0.0%	$0	Anticipated Rate: (rec'd 27 January 2022)
Cemetery Support	$150.00			
DEFICIT RESERVE	$0.00		$0	
TOTAL RECEIPTS	$17,387.70	12.8%	$136,300	
TOTAL REVENUE	$17,387.70	12.8%	$136,300	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$8,609.04	17.6%	$48,939	
RELIEF CLERGY	$0.00	0.0%	$500	
ASSIST CLERGY 7:45 am	$300.00	15.0%	$2,000	
MUSIC1ANS	$550.00	8.9%	$6,200	
RELIEF MUSICIAN	$250.00	0.0%	$0	
ADMIN. ASST/BOOKKEEPER	$2,166.24	12.3%	$17,645	
PAYROLL BULK CHARGES	$2,124.84	0.0%	$0	For Diocesan Payroll Adjustments
DIOCESAN ASSESSMENT	$3,384.50	16.7%	$20,307	Assessment decreased; based on 2020 Income
FINANCIAL CONSULTANTS	$0.00	0.0%	$0	Category held for Future Use
CHRISTIAN EDUCATION	$0.00	0.0%	$500	Hoping for new opportunities in 2022
CLERGY CONFERENCES	$0.00	0.0%	$400	Based on Diocesan Designed Amount
MUSIC SUPPLIES	$0.00	0.0%	$300	
SANCTUARY SUPPLIES	$158.06	31.6%	$500	
ADVERTISING	$0.00	0.0%	$200	
INSURANCE	$5,722.00	100.0%	$5,722	Actual Amount (Pre-Paid)
PHOTOCOPY	$1,220.68	40.7%	$3,000	
POSTAGE	$181.43	36.3%	$500	
STATIONARY(Print Paper/Pens)	$0.00	0.0%	$1,500	
PUBLICATIONS	$0.00	0.0%	$0	
OFFICE COMPUTERS	$0.00	0.0%	$500	
SOCIAL EVENTS	$0.00	0.0%	$200	
MAINTENANCE - GENERAL	$959.51	19.2%	$5,000	
SECURITY	$122.82	24.6%	$500	
MAINTENANCE - CLEANING CONTRA	$845.61	24.2%	$3,500	
MAINTENANCE - CLEANING SUPPLIE	$21.89	4.4%	$500	
MAINTENANCE - GROUNDS	$280.42	9.3%	$3,000	
GARBAGE	$158.08	15.8%	$1,000	
HYDRO	$1,075.37	21.5%	$5,000	
HEATING OIL (HALL)	$1,922.45	38.4%	$5,000	
INTERNET	$242.98	16.2%	$1,500	
TELEPHONE	$44.30	4.4%	$1,000	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
BANK CHARGES & RECONCILIATION	$50.00	0.0%	$0	
MISCELLANEOUS EXPENSES	$0.00			
GST Paid (2.5%) non-Refundable	$0.00	0.0%	$0	
TOTAL EXPENDITURES	$30,390.22	22.5%	$135,213	
OPERATING SURPLUS/DEFICIT	-$13,002.52	-1195.9%	$1,087	

11:02 AM
03/18/22
Accrual Basis

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of February 28, 2022

	Feb 28, 22	Feb 28, 21
ASSETS		
Current Assets		
Chequing/Savings		
1000 · CASH		
1005 · Petty Cash	95.12	124.07
1010 · Coast Captial Operating Account	128,853.95	135,188.48
Total 1000 · CASH	128,949.07	135,312.55
Total Chequing/Savings	128,949.07	135,312.55
Accounts Receivable		
1410 · ACCOUNTS RECEIVABLE		
1420 · Receivable -General	0.00	1,175.00
1440 · Receivable -Internal	636.82	1,361.92
Total 1410 · ACCOUNTS RECEIVABLE	636.82	2,536.92
Total Accounts Receivable	636.82	2,536.92
Other Current Assets		
1400 · GST -(2.5%) Recoverable	1,281.18	798.85
1500 · INVESTMENTS		
1505 · Diocesan Investment (CTF)		
1506 · CTF Market Value Fluctuation	18,001.00	0.00
1505 · Diocesan Investment (CTF) - Other	130,000.00	104,682.00
Total 1505 · Diocesan Investment (CTF)	148,001.00	104,682.00
1510 · GIC #3 (Coast Capital 05/21)	0.00	50,977.67
1520 · GIC #5 13-Mar-22	20,000.00	0.00
Total 1500 · INVESTMENTS	168,001.00	155,659.67
Total Other Current Assets	169,282.18	156,458.52
Total Current Assets	298,868.07	294,307.99
TOTAL ASSETS	**298,868.07**	**294,307.99**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · ACCOUNTS PAYABLE		
2040 · Suppliers Payable	1,456.49	1,477.52
Total 2000 · ACCOUNTS PAYABLE	1,456.49	1,477.52
Total Accounts Payable	1,456.49	1,477.52
Other Current Liabilities		
3100 · CURRENT SPECIAL MINISTRIES		
3110 · Altar Flowers /Guild	57.17	92.51
3160 · Community Lunch (#5)	2,215.56	3,215.56
3175 · Sunday School / Christian Ed.	20.00	20.00
Total 3100 · CURRENT SPECIAL MINISTRI...	2,292.73	3,328.07
3400 · OUTREACH PROJECTS		
3417 · Gendemi Mission	-58.16	447.81

	Feb 28, 22		Feb 28, 21	
3420 · General Outreach (Fairway)				
3422 · Christmas Hampers	55.75		0.00	
3420 · General Outreach (Fairway) - O...	338.50		110.75	
Total 3420 · General Outreach (Fairway)	394.25		110.75	
3492 · Saanich Peninsula Food Bank	70.00		80.00	
3493 · Prayer Shawls	-18.74		5.22	
3495 · St. Matthew's Theo Library	1,020.00		0.00	
Total 3400 · OUTREACH PROJECTS		1,407.35		643.78
Total Other Current Liabilities		3,700.08		3,971.85
Total Current Liabilities		5,156.57		5,449.37
Long Term Liabilities				
3500 · DEFERRED SPECIAL PROJECTS				
3505 · Church Restoration (CTF)	96,395.13		100,556.23	
3510 · Contingency Reserve Fund	25,895.90		25,895.90	
3520 · Garden Project (#5)	215.47		215.47	
3525 · Grounds Maintenance (CTF)	28,298.20		28,298.20	
3532 · King Project (#5)	0.00		5,738.31	
3535 · Lych-gate (#5)	2,844.37		2,844.37	
3540 · Memorial Hall Fund				
3542 · Furnace (Smile Cards)	0.00		-1,391.69	
3543 · General Memorial Funds	45,392.38		45,894.92	
Total 3540 · Memorial Hall Fund	45,392.38		44,503.23	
3545 · Pet Memorial (#5)	4,996.70		2,384.22	
3560 · Education Fund (#5)	4,988.91		5,988.91	
3575 · Transforming Futures Fund	700.00		650.00	
Total 3500 · DEFERRED SPECIAL PROJECTS		209,727.06		217,074.84
Total Long Term Liabilities		209,727.06		217,074.84
Total Liabilities		214,883.63		222,524.21
Equity				
30000 · Opening Bal Equity		40,712.67		40,712.67
32000 · Retained Earnings		38,273.29		34,788.71
32150 · Unrealized Gain/Loss		18,001.00		4,682.00
Net Income		-13,002.52		-8,399.60
Total Equity		83,984.44		71,783.78
TOTAL LIABILITIES & EQUITY		**298,868.07**		**294,307.99**

11:03 AM
03/18/22
Accrual Basis

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through February 2022

	Jan - Feb 22	Jan - Feb 21
Ordinary Income/Expense		
Income		
4000 · OPERATING INCOME		
4100 · Offering Income		
4110 · Open Offerings	79.50	4,019.38
4120 · Identified Donors	12,898.20	9,822.62
4130 · Festival Donations		
4133 · Christmas Season	30.00	0.00
Total 4130 · Festival Donations	30.00	0.00
Total 4100 · Offering Income	13,007.70	13,842.00
4300 · General Income		
4310 · Weddings / Funerals		
5331 · Office Supply Cost Recovery	60.00	0.00
4310 · Weddings / Funerals - Other	300.00	0.00
Total 4310 · Weddings / Funerals	360.00	0.00
Total 4300 · General Income	360.00	0.00
4330 · Facilities Income		
4332 · Incident Cemetery Support	150.00	1,000.00
4334 · Community Facilities Use	150.00	0.00
4335 · Community Grounds User	120.00	0.00
4337 · Pre-School	3,600.00	1,496.00
Total 4330 · Facilities Income	4,020.00	2,496.00
Total 4000 · OPERATING INCOME	17,387.70	16,338.00
Total Income	17,387.70	16,338.00
Expense		
5000 · General Expenditure		
5100 · Wages & Benefits		
5110 · Priest Salary/Benefits	8,609.04	8,476.72
5130 · Administrator -Salary/Benefits	2,166.24	2,886.72
5150 · Musicians		
5151 · Musicians -Contract	550.00	300.00
5152 · Occasional Musicians	250.00	0.00
Total 5150 · Musicians	800.00	300.00
5170 · Assistant Clergy		
5171 · Early Prayer Book Service	300.00	3,497.79
5172 · Relief (Occasional) Clergy	0.00	(667.00)
Total 5170 · Assistant Clergy	300.00	2,830.79
5180 · Payroll Variences	2,124.84	0.00
Total 5100 · Wages & Benefits	14,000.12	14,494.23
Total 5000 · General Expenditure	14,000.12	14,494.23
5300 · General Administration		
5320 · Post Box & Postage	181.43	0.00
5330 · Office Supplies	0.00	184.96
5340 · Photocopier	1,220.68	629.38
5350 · Insurance	5,722.00	0.00
5360 · Diocesan Assessment	3,384.50	3,671.34
5390 · Bank Charges /Error Correction	50.00	0.00
Total 5300 · General Administration	10,558.61	4,485.68

St. Stephen Church -Anglican ParishCS
Profit & Loss Prev Year Comparison
January through February 2022

	Jan - Feb 22			Jan - Feb 21		
5400 · Ministry Expense						
5420 · Church & Sanctuary Supplies		158.06			37.12	
Total 5400 · Ministry Expense			158.06			37.12
5500 · Maintenence Expenses						
5510 · General Maintenance		959.51			1,829.10	
5520 · Cleaning Expense						
5521 · Janitorial Contract	845.61			666.24		
5522 · Cleaning Supplies	21.89			0.00		
Total 5520 · Cleaning Expense		867.50			666.24	
5530 · Grounds Keeping						
5531 · Grounds Keeping Supplies	42.05			0.00		
5532 · Grounds Equipment	0.00			190.82		
5533 · Grounds Labour	238.37			90.00		
Total 5530 · Grounds Keeping		280.42			280.82	
5550 · Security		122.82			116.52	
Total 5500 · Maintenence Expenses			2,230.25			2,892.68
5600 · Utilities Expenses						
5620 · Hydro						
5621 · Electricity - Church	623.57			423.17		
5622 · Electricity - Hall	451.80			506.81		
Total 5620 · Hydro		1,075.37			929.98	
5630 · Heating Oil - Hall		1,922.45			1,487.85	
5640 · Telephone Links						
5642 · Office Line						
5643 · Long Distance Fees	0.61			0.00		
5642 · Office Line - Other	43.69			43.68		
Total 5642 · Office Line	44.30			43.68		
Total 5640 · Telephone Links		44.30			43.68	
5650 · Internet Service		242.98			227.66	
5660 · Garbage & Recycling		158.08			138.72	
Total 5600 · Utilities Expenses			3,443.18			2,827.89
5900 · GST (2.5%) -Non Recovered			0.00			0.00
Total Expense			30,390.22			24,737.60
Net Ordinary Income			(13,002.52)			(8,399.60)
Other Income/Expense						
Other Expense						
80000 · Ask My Book-keeper			0.00			0.00
Total Other Expense			0.00			0.00
Net Other Income			0.00			0.00
Net Income			**(13,002.52)**			**(8,399.60)**