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

ACTION ITEMS

Name	Action Item	Date

Participants: The Ven. Dr. Lon Towstego, Chair
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: The Rev. Gil Shoesmith, Deacon, Don Wilson

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

II **Changes or Additions to the Agenda?** – Lon asked if there were any changes to the Agenda. None were noted except to change the date on the header to November 21, 2023.

III **Minutes:**

1. Council Meetings – October 17, 2023, were circulated for feedback. There were a couple of typing edits.

   It was **Moved** by Ian Stuart, **Seconded** by Lynda Clifford, that the October 17, 2023 Minutes be adopted. **Carried**

IV **Reports**

1. Rector – Lon asked if there were any questions. None were forthcoming. Lon drew attention to the date for a proposed social gathering on December 19th at the Towstego home. More information will follow in the invitation. Lon also advised Council that an applicant for the position of Music Director at St. Mary was interviewed this afternoon. It should also be noted that any new contract for a musician at St. Mary will include a component to have the person play on the second and fifth Sundays at St. Stephen.
2. Deacon – Gil's Deacons' meetings have been rescheduled to the third Tuesdays of the month, therefore he sent his regrets. He hopes to be able to speak with the coordinator of the Deacons to see if he could perhaps alternate attendance between the two groups.
3. Wardens:
   St. Mary – Ken called for questions. None were received.

   St. Stephen – Lynda called for questions. None were received. She did clarify that while the flags had been moved from the front of the church to the back. Lon advised that there would be a similar discussion held at St. Mary's with the Wardens. This has not yet been done as it is more complex to move the flags at this location. David Cooper inquired as to the reason behind the move and there was a brief discussion indicating that moving flags from the Sanctuary of the Church to another area is now being done is most Canadian and Diocesan churches.

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

4. Financials:

a) St. Mary Statements to October 31, 2023 – presented by Ken Pedlow. There were no questions. Ken indicated that the payroll issues were still unresolved. Lon indicated that Leslie has written a lengthy email to the Diocesan Financial Officer outlining the outstanding issues that are in need of correction as soon as possible. Ken was pleased to note that St. Mary's is tracking to budget.

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

b) St. Stephen Statements to October 31, 2023 - presented by Lynda Clifford. She reiterated Ken's comments regarding the outstanding payroll issues. She expressed concern about the cost of garbage and recycling pick up as she has noticed that St. Stephen's is paying more than St. Mary. Lynda was advised that Pan-insula Disposal was the supplier at St. Mary and it would be worth asking them for a quote. Lynda advised that the Operations Committee has authorized transferring funds from the Lychgate fund and the Pet Memorial Fund to the Contingency Reserve Fund that will be used to offset the growing deficit. David Cooper expressed his concern and he was thanked for his input. Ken noted that he plans to put a financial report in the next issue of the ConneXion outlining the state of affairs and encouraging parishioners to give as they are able. He also mentioned that it is important to note that due to the timing of Christmas Eve and Christmas Day, the opportunities for people to make offerings is reduced this year. This too, will be communicated to parishioners.

It was **Moved** by Lynda Clifford, **Seconded** by Deb Butler that the St. Stephen Financial Statements to October 31, 2023 by adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) Gilbert & Sullivan Concert – will be held at St. Mary's at 3:00 p.m. on December 16th. The concert is one hour long with no intermission. We have agreed to be the "hosts" by offering them the use of the space at no set charge. The Society has indicated that they will make a donation if they are able.

VI Correspondence: None

VII New Business

a) The Draft Christmas Service/Events Flyer– prepared by John Beresford was circulated. Leslie asked for input/edits before going to press with these inserts that will be handed out at the Holly Fair and beyond.

b) Alternative to Reverse Advent Food Collection – Since there are no morning services on December 24th, Leslie and Lynda felt that supporting the Saanich Peninsula Lions Food Bank "Twelve Days of Giving" program would work well. This will be communicated to parishioners via email blast and in the bulletins.

c) Stewardship – Ongoing. As Ken mentioned, there will be information in the next newsletter and a letter will be sent as necessary. Lon advised that the Cost-of-Living Adjustment for employees has been set at 3%.

VIII Dates to Note:

- Saturday, November 25 – Induction of the Rev. Kelly Duncan as Rector of St. Andrew at 2:00 p.m.
- Weekend of November 25 & 26 – No access to St. Stephen's Hall due to outside use.
- Wednesday, November 29 at 1:30 p.m. Replay of Peking to Paris Slideshow at St. Mary's
- Saturday, December 2, 9:00 a.m. – SVA Breakfast with Santa at St. Mary's
- Saturday, December 16, 3:00 p.m. G & S Victorian Christmas Concert

IX Next Meeting

Social Gathering/dinner hosted by Lon & Marian Towstego, Tuesday, December 19 at 5:00p.m. Invitation to follow. There will be no meeting at this event.

Actual next meeting – January 16, 2024 at 7:00 p.m. with a focus on budgeting and succession planning.

Ken Pedlow made a Motion for adjournment at 7:55 p.m.

X Closing with the Grace

Gary Moss closed with a prayer and the Grace was said together.

____
The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – November 21, 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 – October 17, 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 October 31, 2023 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to October 31, 2023 - Lynda

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Gilbert & Sullivan Concert

VI **Correspondence**

a)

VII **New Business**

a) Christmas Service Schedule
b) Alternative to Reverse Advent Food Collection
c) Stewardship

VIII **Upcoming Dates of Interest**

- Weekend of Nov. 25 & 26 – No access to Hall at St. Stephen due to outside use
- Wednesday, Nov. 29 at 1:30 p.m., Replay of the Peking to Paris Slideshow – St. Mary's
- Saturday, Dec. 2, 9:00 a.m. – SVA Breakfast with Santa – St. Mary
- Saturday, Dec. 16, 3:00 p.m. – Gilbert & Sullivan Victorian Christmas Concert

IX **Next Meeting**

Social gathering?
January 16, 2024 at 7:00 p.m. – focus on budgets and succession

Motion for adjournment

X **Closing with Prayer and the Grace**

Report from Incumbent, to Parish Leadership, for November 11, 2023, The Ven. Dr. Lon Towstego

- One of the things that I particularly enjoy and feel called by God to, is equipping, training, and empowering the lay people from our parish and region. Lynn Schumacher and Ken Pedlow are just completing the Diocesan course on "Lay Leadership in Worship." They both have experience from other times and places yet now have completed this current work. I congratulate them and look forward to their certificates arriving. Ian Stuart and Gary Moss completed their training last year, so we are well equipped. You will see and hear about the ongoing involvement of all four of them in the future. I have a role in mentoring our people and a few from other parishes.
- I spoke to some applicants for musician job, at St. Mary encouraging applications.
- Worship preparation, recording of Snippets. Various pastoral care engagements.
- Participated in Session 1 of "Charisms" Professional Development program offered by our diocese.
- Planned and officiated at Celebrations of Life and funerals.
- Attended one Archdeacon Meeting and Human Relationships (HR) Zoom Meetings.
- Attended in-person Diocesan Council Meeting to help present on behalf of the HR Committee.
- Attended St. Stephen Operation Committee Meeting.
- Attended on Zoom a Citizens Advisory Committee meeting for The Aurora Housing. The general report is that things are much more stable there now. I raised an alert regarding preparedness for Christmas as it is often a challenging time for many residents. Any questions?
- I made a one-day trip to Galiano Island with Mark Oldnall, Diocesan Cemetery Manager. Until new clergy hiring takes place, I am on their

Cemetery Board as it engages with a serious Archaeological concern that has halted all internment and burials for two years. We are nearing a resolution and working with First Nation, an Archaeologist, Colin Greer, and others towards this. It has been a great learning experience that has helped me in the operations of our cemetery.

- Marian and I would like to host all of you with respective partners and spouses. To a Social Time and Dinner at our home Tuesday, December 19 at 5 PM. More details will follow in my invite.
- I attended Brentwood Bay Remembrance Day Services in the community.
- **Invite, Welcome and Connect!** I will continue to work with Lynda and with Gary Moss towards holding a Book Study on Mary Palmers book and look at how engage as a parish in the concepts that Mary spoke of in her weekend presentation to us.
- Thank-you to all working on the Holly Fair, those who organized the finger food lunch after St. Stephen worship, Nov. 12, to Judi Clark and Ian Stuart - Judi for making and her and Ian installing new curtains for the St. Mary Hall. Thank you to Irene for coordinating the Thrifty Card Program. Thank-you to Leslie for all the Admin work for St. Stephen and St. Mary. Thank you for all the building and grounds work and management and to Ken, Lynda. Ian and Leslie for attending the Wardens and Treasurers Workshop hosted by the diocese in Nanaimo this month.
- Ok, Thank-you to all of you for all that you do!

Lon+

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

Activities – completed.

1) Prepared financial review documentation for both churches.
2) Prepared a revised Church Musician job description and continued the process to fill the position.
3) Approved a de-mossing proposal for the church roof to be done before the end of the year.
4) Arranged for the sanctuary piano to be tuned on October 18th.
5) Replaced in the washrooms the soap dispensers that Leslie Pedlow obtained.
6) Replaced the curtain rods in the hall to allow installation of new curtains made by Judi Clark.
7) Arranged for the men's washroom floor to be cleaned with a stronger product as an interim step. Stripping and recoating to be undertaken next year.
8) In consultation with the Operation's Committee decided to remove the current malfunctioning automatic door opener on the women's washroom and replace with a standard type of door closer.
9) Prepared a preliminary draft 2024 budget for discussion at the Operation's Committee.
10) Appeal for funding for the new AED raised $1,369 of the $1,457 cost.
11) Attended the Diocesan Treasurers and Wardens workshop in Nanaimo on November 4th.
12) Received written confirmation from Central Saanich of 4-year property tax exemptions for both churches.

Activities – Underway or planned.

13) Posting the Fire Safety Plan in its metal box.
14) Repair and rebuild of the circular window frame in 2024.
15) Order the remaining new phones and complete the rest of the phone system repairs.
16) Undertake to complete a Capital & Significant Operating Issues Plan.
17) Refresh the website appearance and upgrade the functionality to a more modern level.
18) Purchase a laptop computer for use at both churches and complete the networking and coordination of their computer systems.
19) Keep informed about Diocesan initiatives and participate as required.
20) Investigate the purchase of Wi-Fi operatable thermostats to reduce unnecessary heating of the building. The current thermostat in the Narthex failed and was replaced temporarily. It has been determined that the kind installed were the wrong type and the remaining two will also fail.
21) Review the quality and waste of paper product supplies in the washrooms with U-Line.
22) 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 next spring.
23) Upgrade sound system wiring and connections to improve performance and reliability.
24) Replace the hall entrance door to include a keypad lock, planned for later this year, doors and hardware are on site and need priming, painting and then installation.
25) Complete the cleaning of the remaining carpets in the sanctuary.
26) Get the Country Grocer loyalty program operational at St Mary's. Underway awaiting approval of the application.
27) 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.
28) Transfer funds to the Diocesan Trust Fund for investment.
29) Update the Welcome Board in the narthex.
30) Replace the fans in both the washrooms. Cost $150 X 2.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen's Wardens' Report Nov.2023

Done:

We have purchased a new coffee urn. One of the others needs to have a small repair.

We have agreed to have the new (when hired) musician on the second Tuesday of the month and any 5th Sundays.

The flags in the church are being move to the back, this was requested by the Bishop. They will hang.

We held a successful pot luck lunch after the service on Nov. 12 and people agreed they would like to do it again, possibly on Praise Band Sundays.

Our Hall had a busy weekend, between the breakfast and a rental for the parish council from St. Philips Oak Bay,

The Grief and Loss group at Holy Trinity has resumed.

All our chairs have been cleaned, still some with marks, but they are all cleaner than they were. Tables next!

Lych Gate brochure about the church history has been updated with information about the repair on the window.

A further $132.00 has come from the Donation Boxes that we have at the field and parking lot area, there has been a reasonable amount each time Peter has emptied them.

Country Grocer fund raiser is only a few hundred short of the $5000.00 of receipts that is needed to turn in for the gift card.

We had a discussion about the deficit and will move some funds to the Contingency Fund

To Be Done:

Have a write up ready for Seaside Magazine regarding the Pet Memorial Pathway

Waiting to hear from Emergency plan folks regarding having St. Stephen as a part of the plan for the area

Considering a Neighbourhood Outreach consisting of possibly 4 evenings in March each with a different organization. Police, Scam etc. Computer security, possible BC Hydro and CRD
Not a fundraiser. There might be an advertising cost.

Fire Permit being obtained as we have some burning to be done.

Working on ideas for ways for our congregation to help seniors within the area, to be able to get to church etc. just in the beginning stages.
Tractor service to be arranged

We discussed bringing back the Tuesday Potluck Dinners. This was done pre COVID and was found to be successful, it included communion and a sharing or teaching.

We are getting a supply of salt in case of icy conditions.

Discussion about whether we could resume using the auto lock function on the church door and have it open in the day time.

The organ in the church needs some attention and Peter and Michael are working on that.

Respectfully Lynda and Deb

St. Mary's October 2023 Financial Review

ITEM	Actual To 31-Oct	% To Budget Target=83%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$86,163.46	86.2%	$100,000	
OPEN OFFERING	$953.25	190.7%	$500	
FESTIVAL	$5,387.00	71.8%	$7,500	
HALL /FACILITIES USE DONATIONS	$10,245.00	128.1%	$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	$5,480.00	109.6%	$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	**$109,163.71**	86.1%	**$126,750**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$43,758.88	87.5%	$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	$3,200.00	266.7%	$1,200	
ADMIN. ASST/BOOKKEEPER	$23,369.00	92.7%	$25,200	COLA for 2021 & 2022/Vacation Accrual
DIOCESAN ASSESSMENT	$17,378.30	83.3%	$20,854	
CHRISTIAN EDUCATION	$225.06	90.0%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$200	
CLERGY CONFERENCES	$290.40	58.1%	$500	
MUSIC MINISTRY	$695.11	79.4%	$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	$2,579.38	86.0%	$3,000	
POSTAGE	$96.39	64.3%	$150	
STATIONERY	$85.54	11.4%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$2,964.60	56.5%	$5,250	
MAINTENANCE - CLEANING CONTRACT	$3,075.00	73.2%	$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	$5,200.42	59.1%	$8,800	Gov't credit applied
WEBSITE SUPPORT (Tithe.ly)	$0.00	0.0%	$600	
INTERNET	$2,454.34	89.2%	$2,750	
TELEPHONE	$1,209.67	86.4%	$1,400	
WATER/SEWER	$659.99	82.5%	$800	
MISCELLANEOUS	$211.83	42.4%	$500	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$122,148.54**	81.6%	**$149,684**	
OPERATING SURPLUS/DEFICIT	**-$12,984.83**	56.6%	**-$22,934**	

St. Mary's Anglican Church
Balance Sheet
As of 31 October 2023

		31 Oct 23
ASSETS		
Current Assets		
Chequing/Savings		
1005 · Consolidated Bank Account		
1010 · General Operating Account	4,447.34	
1110 · St. Mary's Church Events	2,506.06	
1210 · St. Mary's Memorial Operating	166,605.88	
Total 1005 · Consolidated Bank Account		173,559.28
Total Chequing/Savings		173,559.28
Accounts Receivable		
1400 · GST Receivable		528.52
Total Accounts Receivable		528.52
Total Current Assets		174,087.80
TOTAL ASSETS		**174,087.80**
LIABILITIES & EQUITY		
Liabilities		
Long Term Liabilities		
3100 · Current Special Ministries - CE		
3110 · Church Events - Altar Fund	1,743.58	
3120 · Church Events - Flower	1,430.98	
3130 · Church Events - Holly Fair		
3131 · Church Events - Holly Fair Sale	-14.24	
Total 3130 · Church Events - Holly Fair	-14.24	
3150 · Church Events - General	64.84	
3160 · Church Events - Church Sales	2.96	
3170 · Church Events - Social Fund	663.57	
3190 · Church Events- Recycle Refunds	1,442.00	
Total 3100 · Current Special Ministries - CE		5,333.69
3400 · Outreach Funds		
3410 · Outreach - Rector's Discretion	150.00	
3420 · Outreach-ORRCA Dental Clinic	532.00	
3440 · Outreach-General Use	812.62	
3460 · Outreach-Saan. Pen. Hospital	522.00	
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	

St. Mary's Anglican Church
Balance Sheet
As of 31 October 2023

	31 Oct 23
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	6,264.23
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3520 · Memorial- Thrifty's	1,415.11
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.	36,322.60
Total Long Term Liabilities	47,920.52
Total Liabilities	47,920.52
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	-12,984.83
Total Equity	126,167.28
TOTAL LIABILITIES & EQUITY	**174,087.80**

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

	Jan - Oct 23
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	953.25
4120 · Offering-Weekly	86,163.46
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,312.00
4132 · Offering-Festival-Thanksgiving	2,075.00
Total 4130 · Offering - Festivals	5,387.00
Total 4100 · Offering Income	92,503.71
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	850.00
4330 · General Income-Facilities Use	10,245.00
4360 · General Income-Misc./Interest	85.00
Total 4300 · General Income	11,180.00
4400 · Transfers IN-General	
4420 · Transfer IN-CE-Church Sales	5,480.00
Total 4400 · Transfers IN-General	5,480.00
Total 4000 · INCOME - General	109,163.71
Total Income	109,163.71
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	43,758.88
5120 · Salary/Benefits-Music Director	5,922.36
5130 · Salary/Benefits-Admin./Bookeep.	23,369.00
5140 · Relief Clergy/Other Clergy	300.00
5150 · Relief Musician	3,200.00
Total 5100 · Wages & Benefits - General	76,550.24
5300 · Expenditures - Admin - General	
5320 · Postage	96.39
5330 · Stationery Expenses	
5331 · Stationery - General	85.54
Total 5330 · Stationery Expenses	85.54
5340 · Photocopier - General	2,579.38
5350 · Insurance	7,198.00
5360 · Diocesan Assessment	17,378.30
5370 · Advertising	77.63
5380 · Fundraising Expenses	178.93
Total 5300 · Expenditures - Admin - General	27,594.17

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

			Jan - Oct 23
5400 · Expenditures-Ministries-General			
5410 · Music		695.11	
5420 · Sanctuary		207.50	
5430 · Christian Education		225.06	
5440 · Conferences		290.40	
Total 5400 · Expenditures-Ministries-General			1,418.07
5500 · Expenditures-Maintenance-Gener.			
5510 · General Maintenance		2,964.60	
5520 · Cleaning-General			
5521 · Cleaning-Contract	3,075.00		
5522 · Cleaning-Supplies	434.00		
Total 5520 · Cleaning-General		3,509.00	
5530 · Grounds and Equipment		73.22	
Total 5500 · Expenditures-Maintenance-Gener.			6,546.82
5600 · Expenditures-Utilities-General			
5610 · Water/Sewer		659.99	
5620 · Hydro		5,200.42	
5640 · Telephone		1,209.67	
5650 · Internet		2,454.34	
5660 · Garbage Disposal		481.92	
Total 5600 · Expenditures-Utilities-General			10,006.34
5800 · Miscellaneous Expenses-General			32.90
Total 5000 · EXPENDITURES - General			122,148.54
Total Expense			122,148.54
Net Income			**-12,984.83**

St Stephen's October 2023 Financial Review

ITEM	Actual To 31-Oct	% To Budget Target=83%	2023 BUDGET	REMARKS 2023 Budget to 2023 Actuals
INCOME				
REGULAR OFFERINGS	$61,092.74	61.1%	$100,000	
OPEN OFFERING	$1,842.07	230.3%	$800	
FESTIVAL	$1,295.00	51.8%	$2,500	
HALL /Preschool Donation	$9,220.00	87.8%	$10,500	
OTHER HALL DONATIONS	$5,548.95	0.0%	$0	Includes $2,300.85 for grounds use.
WEDDINGS/ FUNERALS	$2,400.00	600.0%	$400	
FUNERAL BULLETIN FEES	$0.00	0.0%	$0	
SOCIAL EVENTS	$0.00	0.0%	$0	
INTEREST INCOME	$3,794.28	63.2%	$6,000	
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	$0.00	0.0%	$0	
NEW BEQUESTS	$10,000.00			
TOTAL REVENUE	**$95,193.04**	79.2%	**$120,200**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$43,759.75	87.5%	$50,027	Vacation Accrual Credit Pending
RELIEF & OTHER CLERGY	$300.00	25.0%	$1,200	
CHURCH MUSICIAN	$6,636.60	88.5%	$7,500	
RELIEF MUSICIANS	$1,650.00	82.5%	$2,000	Includes $100 for sound/projection
ADMIN. ASST/BOOKKEEPER	$12,756.44	92.4%	$13,800	2022 salary/Vacation accrual credit pending
PAYROLL VARIANCES	$119.89			Payroll error mid May - to be resolved
DIOCESAN ASSESSMENT	$17,601.70	83.3%	$21,122	
CHRISTIAN EDUCATION	-$44.37	-8.9%	$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	$333.17	66.6%	$500	
ADVERTISING	$214.75	107.4%	$200	
INSURANCE	$7,121.00	97.8%	$7,284	No Further Action
PHOTOCOPY	$3,236.50	107.9%	$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	$2,834.16	51.5%	$5,500	
SECURITY	$428.28	65.9%	$650	
MAINTENANCE - CLEANING CONTRACT	$2,798.24	79.9%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$195.10	39.0%	$500	
MAINTENANCE - GROUNDS	$396.48	13.2%	$3,000	
GARBAGE	$1,028.00	102.8%	$1,000	
HYDRO	$3,829.19	69.6%	$5,500	
WEB MAINTENANCE	$0.00	0.0%	$600	
HEATING OIL (HALL)	$2,908.44	41.5%	$7,000	
INTERNET	$1,276.70	82.4%	$1,550	
TELEPHONE	$843.12	84.3%	$1,000	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$71.54	0.0%	$0	Inc. Fundraising expenses
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$100	
RECONCILIATRION VARIANCES	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$111,271.67**	78.3%	**$142,033**	
OPERATING SURPLUS/DEFICIT	**-$16,078.63**	73.6%	**-$21,833**	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 31 October 2023

	31 Oct 23
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH	
1010 · Coast Captial Operating Account	124,768.10
Total 1000 · CASH	124,768.10
Total Chequing/Savings	124,768.10
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	1,340.46
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	149,341.46
Total Current Assets	274,959.56
TOTAL ASSETS	**274,959.56**
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	110.28
3160 · Community Lunch (#5)	215.56
3175 · Sunday School / Christian Ed.	20.00
3190 · Social Fund	310.27
Total 3100 · CURRENT SPECIAL MINISTRIES	656.11
3400 · OUTREACH PROJECTS	
3405 · African Childrens' Support -HS	20.00
3415 · Grief & Support Lunch	19.04
3420 · General Outreach	694.54
3425 · Christmas Hampers	25.75
3435 · Saan.Pen. Hosp/Health Found.	95.00
3455 · Victoria Animal Humane Society	120.00

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 31 October 2023

	31 Oct 23
3480 · PWRDF	115.00
3492 · Saanich Peninsula Food Bank	390.00
3493 · Prayer Shawls	599.37
Total 3400 · OUTREACH PROJECTS	2,078.70
Total Other Current Liabilities	2,734.81
Total Current Liabilities	2,609.81
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	90,368.28
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
3544 · Kitchen Appliances	(999.89)
Total 3540 · Memorial Hall Fund	44,392.49
3545 · Pet Memorial (#5)	6,766.20
3560 · Education Fund (#5)	4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS	192,001.20
Total Long Term Liabilities	192,001.20
Total Liabilities	194,611.01
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	37,713.51
32150 · Unrealized Gain/Loss	18,001.00
Net Income	(16,078.63)
Total Equity	80,348.55
TOTAL LIABILITIES & EQUITY	**274,959.56**

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

	Jan - Oct 23
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	1,842.07
4120 · Identified Donors	61,092.74
4130 · Festival Donations	
4131 · Easter Envelopes	1,125.00
4132 · Thanksgiving / Harvest	140.00
4133 · Christmas Season	30.00
Total 4130 · Festival Donations	1,295.00
Total 4100 · Offering Income	64,229.81
4300 · General Income	
4310 · Weddings / Funerals	2,400.00
4380 · General Income - New Bequests	10,000.00
Total 4300 · General Income	12,400.00
4330 · Facilities Income	
4334 · Community Facilities Use	2,600.00
4335 · Community Grounds User	2,300.85
4337 · Pre-School	9,220.00
4339 · Donation Boxes	648.10
Total 4330 · Facilities Income	14,768.95
4340 · Interest	3,794.28
Total 4000 · OPERATING INCOME	95,193.04
Total Income	95,193.04
Gross Profit	95,193.04
Expense	
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	43,759.75
5130 · Administrator -Salary/Benefits	12,756.44
5140 · Relief Clergy	300.00
5150 · Musicians	
5151 · Musicians -Contract	6,636.60
5152 · Occasional Musicians	1,550.00
5153 · Sound/Projection	100.00
Total 5150 · Musicians	8,286.60
5180 · Payroll Variences	119.89
Total 5100 · Wages & Benefits	65,222.68
Total 5000 · General Expenditure	65,222.68
5300 · General Administration	
5320 · Post Box & Postage	172.75
5330 · Office Supplies	218.85
5332 · Office Computers / Software	77.99
5340 · Photocopier	3,236.50

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

	Jan - Oct 23
5350 · Insurance	7,121.00
5360 · Diocesan Assessment	17,601.70
5370 · Advertising	214.75
5380 · Fundraising Expenses	71.54
5390 · Bank Charges /Error Correction	0.00
Total 5300 · General Administration	28,715.08
5400 · Ministry Expense	
5410 · Music Supplies	217.00
5420 · Church & Sanctuary Supplies	333.17
5430 · Christian Education	(44.37)
5440 · Conferences	290.40
Total 5400 · Ministry Expense	796.20
5500 · Maintenence Expenses	
5510 · General Maintenance	2,834.16
5520 · Cleaning Expense	
5521 · Janitorial Contract	2,798.24
5522 · Cleaning Supplies	195.10
Total 5520 · Cleaning Expense	2,993.34
5530 · Grounds Keeping	
5532 · Grounds Equipment	396.48
5533 · Grounds Labour	0.00
Total 5530 · Grounds Keeping	396.48
5550 · Security	428.28
Total 5500 · Maintenence Expenses	6,652.26
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	1,438.21
5622 · Electricity - Hall	2,390.98
Total 5620 · Hydro	3,829.19
5630 · Heating Oil - Hall	2,908.44
5640 · Telephone Links	
5642 · Office Line	243.12
5644 · Rector's Cell	600.00
Total 5640 · Telephone Links	843.12
5650 · Internet Service	1,276.70
5660 · Garbage & Recycling	1,028.00
Total 5600 · Utilities Expenses	9,885.45
Total Expense	111,271.67
Net Ordinary Income	(16,078.63)
Net Income	**(16,078.63)**