Parish of Central Saanich Council Minutes
June 18, 2024 - 7:00 p.m. at St. Mary

Participants:	The Ven. Dr. Lon Towstego, Chair			
	Bob Buchanan	Lynda Clifford	Ken Pedlow	Ian Stuart
	Judi Clark	Terry Hartley	Karen McColm	Gary Moss
	Sandra Scarth	Don Wilson		
	Leslie Pedlow (Recording Secretary)			

Regrets: Lynn Fallan, The Rev. Gil Shoesmith **Absent:** Jacob Shoesmith

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

II **Changes or Additions to the Agenda?** – Lon indicated he would expand on a couple of items when speaking to his Report. There were no changes to the agenda.

III **Minutes:**

1. Council Meeting – May 21, 2024. Feedback was received. No changes were made.

   It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that the Minutes of the May 21, 2024 meeting be adopted. **Carried**

IV **Reports**

1. Rector – Lon spoke to his report. He indicated that he had a particularly busy week and forgot to add information regarding a new salary calculation structure that will come into effect for 2025. There has been an email from the Diocese regarding the implementation of this new system which Leslie will forward to Council Members. As Lon is a member of the H.R. Committee he has been asked to complete the outlined procedures in a timely manner so that we may be a 'model' at the upcoming Zoom meeting. There were no other questions. Lon reiterated his thanks to Leslie for her work and leadership as she attends the Diocesan Administrators' Day in Colwood on Thursday.

a. Wardens:
St. Mary – The report was presented as written. There were no questions.

b. St. Stephen – Lynda spoke to her report. She was pleased to update the outstanding amount to be recovered for the AED is now $150. She indicated that Adam Hill has inspected the tree that was of concern to the Preschool. He agreed that it is cracked and should be removed but it will require an arborist. Lynda indicated that we need to determine if the tree is on the St. Stephen property, the neighbour's behind the Preschool or if there is an easement in the name of Central Saanich. Ian indicated that he could determine the property line and advise Lynda who 'owns' the tree so that she can proceed from there. Leslie provided Lynda with the number of parking spots per the Property Tax Exemption information. Lon suggested that a request for the need for a Storage Shed in the Cemetery should be submitted to the Cemetery Board. Karen McColm expressed her concern about the mentioned fire hazards and asked if the "Grounds" Fund could be used to remediate those hazards. After a brief discussion the matter was referred back to the Operations Committee.

Lon asked if there were any other questions or comments.

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

2. Financials:
   a) St. Mary Statements to May 31, 2024 – presented by Ken Pedlow. Ken advised that the proceeds from the Spring Fling were showing on the Balance Sheet at the end of May and that $3,000 was transferred to General Income in June. Lon asked if there were any other concerns. Ken emphasized the impact of the insurance cost increase.

      It was **Moved** by Judi Clark, **Seconded** by Karen McColm that the St. Mary Financial Statements to May 31, 2024 by adopted. **Carried**.

   b) St. Stephen Statements to May 31, 2024 – Lynda Clifford presented noting that the $125 Accounts payable was still showing on the reports. Leslie advised that it was an old bill and did investigate how it might be deleted without impacting all of the reconciliations going forward. Ian suggested a Journal Entry back-dated to the original transaction. Leslie asked Ian to liaise with her.

      It was **Moved** by Judi Clark, **Seconded** by Lynda Clifford that the St. Stephen Financial Statements to May 31, 2024 be adopted. **Carried**.

   Lon closed the discussion about the financial statements by asking that we get the statements posted to our bulletin board. It is mandated by the Canons and we need to be transparent.

V Business Arising/Discussion from Minutes

a) Taize Gathering – Organizers met with representatives from St. Michael and All Angels, Royal Oak and three dates – September 20, October 18 and November 15 have been set for services at St. Michael's. A preliminary notice has been placed in the bulletins.

b) Nominations Team - Leslie presented a proposed display and asked for feedback. Lon and Leslie discussed that it was important to have a piece with the flowchart that indicated that the Rector and Wardens were the Executive Committee and that they would act as Parish Council between Council meetings.

VI Correspondence – Previously mentioned 2025 Salary Calculation email. Will be sent to Council Members.

VII New Business – None.

VIII Upcoming Events –

June 29 – Men's Breakfast
June 30 – The Ven. Dr. Rob James of VST will be preaching at both services.
September 15 - There will be an ordination in the Diocese.

IX Next Meeting

September 17, 2024
October 15, 2024
November 19, 2024
All at 7:00 p.m. at St. Mary

Ken Pedlow - Motion for adjournment at 7:40 p.m.

X Closing with Prayer

Ken Pedlow closed with a prayer.

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The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – June 18, 2024
7:00 p.m. at St. Mary

Regrets:

Photos- A reminder that we will be having photos taken this evening. Please arrive by 6:45 pm or stay following the meeting, to have your picture done. Thanks!

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – May 21, 2024

✓ Motion to receive Draft Minutes as circulated/amended

IV **Reports**

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

✓ *Motion to receive above reports*

3. Financials:
   a) St. Mary Statements to May 31, 2024 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to May 31, 2024 – Lynda/Bob

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Taize Style Services – at St. Michael's- Sept. 20, Oct. 18, Nov. 15
b) Nominations Team – Leslie pulling together a display

VI **Correspondence**

a)

VII **New Business**

VIII **Upcoming Meeting**

September 17, 2024 at 7:00 p.m.
October 15
November 19

Motion for adjournment

IX **Closing with Prayer and the Grace**

Report from Incumbent, to Parish Leadership, for June 18, 2024.

The Ven. Dr. Lon Towstego

In the Community,

- Planning RCMP Vets group, luncheon, and Barbeque, at St. Stephen, June 28.

In Parish:

- Worship preparation, recording of Snippets. Various pastoral care engagements.
- Planned Interments, Celebration of Life, and two weddings.
- Presided at the wedding of Colleen Cartwright and Bob Brandle.
- Working with Maria King as she finished her Practicum for Lay Leadership in Worship. She has graduated and her license is coming
- We continue implementation of ideas and practices gathered from the Invite, Welcome, and Connect group. We introduced the "take you to coffee card."

Diocese, National Church, and Region:

- I am part of the Cursillo Triennial Planning Team, as is Rachel Moss, Gary Moss, and Marian Towstego. The Triennial was a tremendous success. It was good to see and work with the Rev. Leslie Flynn and Archbishops Greg Kerr-Wilson, Linda Nicholls, and the Rev. Rob Hutchison. Logan McMenamie presented a workshop on reconciliation. Logan's presentation was appreciated by the people from across Canada. It was an emotional workshop.
- Attended Archdeacons' meeting. These meetings are stood down now until September. There will be an ordination on Sunday September 15.
- Ongoing work with Leslie Pedlow. Thank you for your work. Leslie is a leader amongst Admin people of the diocese. I am pleased that she plans to attend the Administrator workshop this Thursday in Colwood.

Wardens' Report for St Mary's to Parish Council – June 18, 2024

Activities – completed.

1) Prepared materials for the Parish Council meeting.
2) Prepared the financial review statements for the June meeting.
3) The transfer of envelope secretary duties to the designated individual is in progress.
4) The two Sharp photocopiers have been replaced with one Canon machine located at the St. Mary office.
5) Fire Department inspection was completed.
6) Finalizing the Canada Revenue Agency Charity Registration for the parish due June 30.
7) The Country Grocer loyalty program is now operational at St Mary's in coordination with St. Stephen's program.
8) Decision made not to refresh the congregation photo display in the hallway.
9) Completed the June 2 presentation to interested parishioners regarding grounds maintenance.
10) Security concerns and lapses have been highlighted to building users.
11) Reviewed and approved the bursary submissions from Stelly's School.

Activities – Underway or planned.

12) Still waiting for follow up communication with representatives of the Hindu Temple re: facilities use.
13) Posting the Fire Safety Plan in its metal box will require drilling into the brick wall area. The Central Saanich Fire Dept. dropped by and did an inspection, unable to co-ordinate the review of the Fire Safety Plan as was arranged.
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 parish laptop computer and complete the coordination of computer systems at both churches.
19) Keep informed about Diocesan initiatives and participate as required.
20) The purchase of Wi-Fi operatable thermostats is cost prohibitive. A less expensive non WIFI base system is being installed
21) Rectify problems with the paper product supplies and dispensers in the washrooms.
22) Repair damaged roof soffit, repaint spire and install harness clips on the roof peak to facilitate this work. A man lift had been booked for June 12-14 but the project was delayed due to required safety certification. The fall arrest certification is underway and will be completed by the end of month.
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) Transfer $100,000 to the Diocesan Consolidated Trust Fund for investment as per the recommendation of the Operations Committee.
27) Update the Welcome Board in the narthex, photos to be taken at the Leadership Team meeting on June 18, 2024.
28) Arrange for stripping and recoating of men's washroom floor as and when Blaine is able. Follow-up have spoken to Blaine it is now on his radar and will be scheduled in the next month or so.
29) Review the gardens around the church for long term maintenance and access concerns. Moderate success with having volunteers sign up for taking on individual Flower beds, more volunteers are needed.
30) Develop a team to investigate the costs and installation issues of replacing the dishwasher with a counter height one similar to that at St. Stephen.

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31) Reviewing a parking use proposal for employees of a nearby construction project.
32) Following up on the implications of having to formalize our parking arrangement with the Hindu Temple by way of a covenant as now required by Central Saanich as part of their new temple development.
33) Assist with the establishment of a Nominations Committee for 2025 appointments.
34) Replace the fans in both the washrooms. Cost $200 X 2.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Wardens' Report - June 2024

Completed:

- AED - with about $200. Remaining to cover the cost. Machine has been checked as per the company and will be checked regularly
- Emergency Use of Facilities- form returned to the fire department. We have the form to complete and sign at which time Lon will forward to the Diocese for their records.
- Country Grocer Fundraiser: We are working towards our next gift card.
- Preschool Grounds: The tree trimming has been completed by Adam Hill, and the cost is about $103. which will be shared with the preschool. Adam has found that the remaining tree which the preschool was concerned about needs an arborist and we will work to decide on responsibility, of course knowing it is our responsibility for the children to be safe.
- Preschool Contract: We have received a signed copy from preschool and cheques for the summer. The new contract is from Sept 24 to Aug 25
- Garbage Removal: working out well also recycle. However,r we will need a delivery to the dump of concrete found in the vineyard area after that was cut recently.
- Star Party: August 9,10,11 - open to the public
- Organ: Work thought to be needed was not. However, more clean up under the pedals was done.
- Preschool: Their fire department report copy has been received and to be filed.
- Fire Department: The new report has been received about what surrounds our building and what can be done to create a safer perimeter.

Not completed:

- Computers: Still need help with Computers at St. Stephen's and also the wi-fi reception in the hall and at the church.
- Games Night: Still to be planned.
- Community Outreach: planning is still underway
- Opening of the Church during the day: on hold for now. Need for a grab bar to make it easier to transition to the railing is being considered.
- Church Back Wall: Envision painting has been contacted and they said they would come by when the weather is better to repair it.
- Sign: one that is a duplicate of the Lychgate sign where and how to be built to be decided. Lynda to find someone to do this.
- (Storage for Cemetery tools: suggest a new shed for this storage)

- Children's Area in Church: This is on hold at the moment.

- Hall painting: we will try to get a quote from the person who recently painted. Holy Trinity church and Hall. We feel a new paint job might make our hall more appealing for rental.

- Rental: We have discussed how we should we go about letting people know we have a hall to rent.

- Capital Expense: We have discussed renaming the Memorial Hall Fund and when rental monies come in we feel that some of that should go to operating costs and the balance to be held in this new account. This is the ideal working suggestion by our Bishop but of course we realize there maybe a need to cover a deficit.

- Sign: we need to have a way to direct people during the summer months as to which church they will find the service.

- Grounds: Peter is away as of later this week and Eric Fisher has offered to help with cutting again this year. Many thanks to Peter and Don for covering the costs of the blackberry cutting back that was done at the end of May and also the vineyard was cut down, making that a safer area.   We could have more done if we decide to spend the money. It is a fire hazard and if we keep at it we might win eventually!!!

- Keyboard: Joanne is looking out for a replacement for our keyboard.

Respectfully submitted by
Lynda Clifford

St. Mary's May 2024 Financial Review

ITEM	Actual To 31-May	% To Budget Target=42%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$45,185.18	41.1%	$110,000	
OPEN OFFERING	$898.25	69.1%	$1,300	
FESTIVAL	$3,565.00	32.4%	$11,000	
HALL /FACILITIES USE DONATIONS	$6,420.00	49.4%	$13,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$600.00	40.0%	$1,500	
MISCELLANEOUS/INTEREST	$0.00	0.0%	$500	
INCOME FROM HOLLY FAIR	$0.00	0.0%	$7,500	
PARISH THRIFT SALES (SPRING ONLY)	$0.00	0.0%	$5,500	
SPECIFIC DONATIONS	$0.00	0.0%	$0	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEALS	$0.00	0.0%	$0	
TRANSFERS - OTHER	$0.00	0.0%	$0	
TOTAL REVENUE	**$56,668.43**	37.7%	**$150,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$22,747.90	43.2%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIAN	$7,131.05	48.1%	$14,820	
RELIEF MUSICIAN	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$10,350.90	38.6%	$26,814	
DIOCESAN ASSESSMENT	$9,368.75	41.7%	$22,485	
CHRISTIAN EDUCATION	$81.67	32.7%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$1,000	
CLERGY CONFERENCES	$338.69	45.2%	$750	
MUSIC MINISTRY	$18.21	2.0%	$900	
SANCTUARY SUPPLIES	$353.09	100.9%	$350	
ADVERTISING	$315.54	42.1%	$750	
INSURANCE	$8,313.00	96.2%	$8,638	
PHOTOCOPY	$1,150.79	38.4%	$3,000	
POSTAGE	$0.00	0.0%	$150	
STATIONERY	-$36.21	-4.8%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$4,540.39	53.4%	$8,500	
MAINTENANCE - CLEANING CONTRACT	$1,537.50	36.6%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$247.90	49.6%	$500	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$247.10	47.1%	$525	
HYDRO	$2,794.30	39.7%	$7,032	
WEBSITE SUPPORT/Online licenses	$0.00	0.0%	$750	
COMMUNICATIONS (Internet/Telephone)	$1,555.95	32.4%	$4,800	
WATER/SEWER	$521.45	59.6%	$875	
MISCELLANEOUS	$142.71	28.5%	$500	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$71,770.68**	43.0%	**$166,925**	
OPERATING SURPLUS/DEFICIT	**-$15,102.25**	90.8%	**-$16,625**	

St. Mary's Anglican Church
Balance Sheet
As of 31 May 2024

	31 May 24
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	15,774.86
1110 · St. Mary's Church Events	2,263.30
1210 · St. Mary's Memorial Operating	164,207.48
Total 1005 · Consolidated Bank Account	182,245.64
Total Chequing/Savings	182,245.64
Accounts Receivable	
1400 · GST Receivable	984.63
Total Accounts Receivable	984.63
Total Current Assets	183,230.27
TOTAL ASSETS	**183,230.27**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,642.25
3120 · Church Events - Flower	2,091.40
3130 · Church Events - Holly Fair	
3131 · Church Events - Holly Fair Sale	306.25
3135 · Church Events - Holly Fair Don	576.57
Total 3130 · Church Events - Holly Fair	882.82
3150 · Church Events - General	88.85
3160 · Church Events - Church Sales	3,031.47
3170 · Church Events - Social Fund	921.83
3190 · Church Events- Recycle Refunds	555.00
Total 3100 · Current Special Ministries - CE	9,213.62
3400 · Outreach Funds	
3410 · Outreach - Rector's Discretion	170.00
3415 · Outreach-Threshold Housing	463.00
3420 · Outreach-ORRCA Dental Clinic	10.00
3440 · Outreach-General Use	614.00
3460 · Outreach-Saan. Pen. Hospital	10.00
3470 · Outreach-South Island Counselli	10.00
3480 · Outreach-PWRDF	1,398.00
3490 · Outreach-Christmas Hampers	
3496 · Outreach - Building Bridges	75.00
3490 · Outreach-Christmas Hampers - Other	45.00
Total 3490 · Outreach-Christmas Hampers	120.00
3491 · Outreach-Anglican Appeal	10.00
3492 · Outreach-S. P. Lions Food Bank	250.00

St. Mary's Anglican Church
Balance Sheet
As of 31 May 2024

	31 May 24
3493 · Prayer Shawl Ministry	68.11
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	4,123.11
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3515 · Memorial - Deficit Reserves	780.00
3520 · Memorial- Thrifty's	3,594.71
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	830.65
3560 · Memorial-Guild	2,041.86
3570 · Memorial-Ron Smith Legacy	4,086.97
3590 · Memorial-Sound/Video	1,300.00
Total 3500 · Deferred Sp. Ministries - Mem.	40,024.20
Total Long Term Liabilities	53,360.93
Total Liabilities	53,360.93
Equity	
32000 · Retained Earnings	16,455.73
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	-15,102.25
Total Equity	129,869.34
TOTAL LIABILITIES & EQUITY	183,230.27

12:12 PM
2024-06-03
Accrual Basis

St. Mary's Anglican Church
Profit & Loss
January through May 2024

	Jan - May 24
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	898.25
4120 · Offering-Weekly	45,185.18
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,465.00
4133 · Offering - Festival-Christmas	100.00
Total 4130 · Offering - Festivals	3,565.00
Total 4100 · Offering Income	49,648.43
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	600.00
4330 · General Income-Facilities Use	6,420.00
Total 4300 · General Income	7,020.00
Total 4000 · INCOME - General	56,668.43
Total Income	56,668.43
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	22,747.90
5120 · Salary/Benefits-Music Director	7,131.05
5130 · Salary/Benefits-Admin./Bookeep.	10,350.90
5140 · Relief Clergy/Other Clergy	50.00
Total 5100 · Wages & Benefits - General	40,279.85
5300 · Expenditures - Admin - General	
5330 · Stationery Expenses	
5331 · Stationery - General	-36.21
Total 5330 · Stationery Expenses	-36.21
5340 · Photocopier - General	1,150.79
5350 · Insurance	8,313.00
5360 · Diocesan Assessment	9,368.75
5370 · Advertising	315.54
5380 · Fundraising Expenses	63.00
Total 5300 · Expenditures - Admin - General	19,174.87
5400 · Expenditures-Ministries-General	
5410 · Music	18.21
5420 · Sanctuary	353.09
5430 · Christian Education	81.67
5440 · Conferences	338.69
Total 5400 · Expenditures-Ministries-General	791.66
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	4,540.39
5520 · Cleaning-General	

St. Mary's Anglican Church
Profit & Loss
January through May 2024

	Jan - May 24
5521 · Cleaning-Contract	1,537.50
5522 · Cleaning-Supplies	247.90
Total 5520 · Cleaning-General	1,785.40
Total 5500 · Expenditures-Maintenance-Gener.	6,325.79
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	521.45
5620 · Hydro	2,794.30
5640 · Communications (Internet/phone)	1,555.95
5660 · Garbage Disposal	247.10
Total 5600 · Expenditures-Utilities-General	5,118.80
5800 · Miscellaneous Expenses-General	79.71
Total 5000 · EXPENDITURES - General	71,770.68
Total Expense	71,770.68
Net Income	**-15,102.25**

St Stephen's May 2024 Financial Review

ITEM	Actual To 31-May	% To Budget Target=42%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$26,181.08	32.3%	$81,000	
OPEN OFFERING	$256.00	12.8%	$2,000	
FESTIVAL	$1,200.00	10.9%	$11,000	
HALL /Preschool Donation	$6,500.00	48.1%	$13,500	
OTHER HALL DONATIONS	$2,219.45	74.0%	$3,000	Includes $600 grounds donations
WEDDINGS/ FUNERALS	$300.00	30.0%	$1,000	
FUNERAL BULLETIN FEES	$0.00	0.0%	$400	
INTEREST INCOME	$1,350.35	22.5%	$6,000	
DEFICIT ELIMINATION APPEALS	$0.00	0.0%	$0	
MISCELLANEOUS INCOME	$0.00	0.0%	$0	
NEW BEQUESTS	$1,000.00			
TOTAL REVENUE	$39,006.88	33.1%	$117,900	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$22,748.50	43.2%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIANS	$4,254.55	43.9%	$9,701	
RELIEF MUSICIANS & SOUND	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$5,174.60	38.5%	$13,445	
DIOCESAN ASSESSMENT	$7,477.10	41.7%	$17,945	
CHRISTIAN EDUCATION	$22.96	5.7%	$400	
DIACONATE PROFESS. DEVELOPMENT	$0.00	0.0%	$1,000	
CLERGY CONFERENCES	$338.68	45.2%	$750	
MUSIC MINISTRY	$0.00	0.0%	$300	
SANCTUARY SUPPLIES	$72.24	14.4%	$500	
ADVERTISING	$0.00	0.0%	$750	
INSURANCE	$8,124.00	95.1%	$8,545	
PHOTOCOPY	$1,711.76	48.9%	$3,500	
POSTAGE	$141.45	35.4%	$400	
STATIONERY	$145.00	24.2%	$600	
COMPUTER EXPENSES	$0.00	0.0%	$2,000	
MAINTENANCE - GENERAL	$1,471.46	29.4%	$5,000	
SECURITY	$214.14	32.9%	$650	
MAINTENANCE - CLEANING CONTRACT	$1,537.50	43.9%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$500	
MAINTENANCE - GROUNDS	$928.69	31.0%	$3,000	
GARBAGE	$102.17	10.2%	$1,000	
HYDRO	$3,403.89	61.9%	$5,500	
WEBSITE SUPPORT/Online Licenses MAINTE	$0.00	0.0%	$600	
HEATING OIL (HALL)	$1,286.41	21.4%	$6,000	
COMMUNICATIONS (Internet/Telephone)	$811.49	31.8%	$2,550	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$46.25	0.0%	$0	
BANK CHARGES & RECONCILIATIONS	$75.00	75.0%	$100	
RECONCILIATRION VARIANCES	$0.00	0.0%	$0	
TOTAL EXPENDITURES	$60,137.84	41.6%	$144,572	
OPERATING SURPLUS/DEFICIT	-$21,130.96	79.2%	-$26,672	

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 31 May 2024

	31 May 24
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Consolidated Bank	
1010 · Coast Captial Operating Account	122,481.52
Total 1000 · Consolidated Bank	122,481.52
Total Chequing/Savings	122,481.52
Other Current Assets	
1400 · GST -(2.5%) Recoverable	1,653.26
1500 · INVESTMENTS	
1505 · Diocesan Investment (CTF)	
1506 · CTF Market Value Fluctuation	(8,308.26)
1505 · Diocesan Investment (CTF) - Other	130,000.00
Total 1505 · Diocesan Investment (CTF)	121,691.74
Total 1500 · INVESTMENTS	121,691.74
Total Other Current Assets	123,345.00
Total Current Assets	245,826.52
TOTAL ASSETS	**245,826.52**
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	117.16
3160 · Community Lunch (#5)	215.56
3170 · Special Appeals	(976.48)
3175 · Sunday School / Christian Ed.	20.00
3190 · Social Fund	561.06
Total 3100 · CURRENT SPECIAL MINISTRIES	(62.70)
3400 · OUTREACH PROJECTS	
3415 · Grief & Support Lunch	39.04
3420 · General Outreach	279.70
3435 · Saan.Pen. Hosp/Health Found.	50.00
3492 · Saanich Peninsula Food Bank	145.00
3493 · Prayer Shawls	546.83
Total 3400 · OUTREACH PROJECTS	1,060.57
Total Other Current Liabilities	997.87
Total Current Liabilities	872.87

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 31 May 2024

	31 May 24
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	91,158.58
3510 · Contingency Reserve Fund	26,036.47
3520 · Garden Project (#5)	215.47
3525 · Grounds Maintenance (CTF)	26,579.58
3535 · Lych-gate (#5)	500.00
3540 · Memorial Hall Fund	
3543 · General Memorial Funds	44,392.49
Total 3540 · Memorial Hall Fund	44,392.49
3545 · Pet Memorial (#5)	557.75
3560 · Education Fund (#5)	4,838.91
Total 3500 · DEFERRED SPECIAL PROJECTS	194,279.25
Total Long Term Liabilities	194,279.25
Total Liabilities	195,152.12
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	39,400.95
32150 · Unrealized Gain/Loss	(8,308.26)
Net Income	(21,130.96)
Total Equity	50,674.40
TOTAL LIABILITIES & EQUITY	**245,826.52**

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through May 2024

	Jan - May 24
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	256.00
4120 · Identified Donors	26,181.08
4130 · Festival Donations	
4131 · Easter Envelopes	1,200.00
Total 4130 · Festival Donations	1,200.00
Total 4100 · Offering Income	27,637.08
4300 · General Income	
4310 · Weddings / Funerals	300.00
4380 · General Income - New Bequests	1,000.00
Total 4300 · General Income	1,300.00
4330 · Facilities Income	
4334 · Community Facilities Use	1,070.00
4335 · Community Grounds User	600.00
4337 · Pre-School	6,500.00
4339 · Donation Boxes	549.45
Total 4330 · Facilities Income	8,719.45
4340 · Interest	1,350.35
Total 4000 · OPERATING INCOME	39,006.88
Total Income	39,006.88
Gross Profit	39,006.88
Expense	
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	22,748.50
5130 · Administrator -Salary/Benefits	5,174.60
5140 · Relief Clergy	50.00
5150 · Musicians	
5151 · Musicians -Contract	4,254.55
Total 5150 · Musicians	4,254.55
Total 5100 · Wages & Benefits	32,227.65
Total 5000 · General Expenditure	32,227.65
5300 · General Administration	
5320 · Post Box & Postage	141.45
5330 · Office Supplies	145.00
5340 · Photocopier	1,711.76
5350 · Insurance	8,124.00
5360 · Diocesan Assessment	7,477.10
5380 · Fundraising Expenses	46.25
5390 · Bank Charges /Error Correction	75.00

St. Stephen Church -Anglican ParishCS
Profit & Loss
January through May 2024

	Jan - May 24
Total 5300 · General Administration	17,720.56
5400 · Ministry Expense	
5420 · Church & Sanctuary Supplies	72.24
5430 · Christian Education	22.96
5440 · Conferences	338.68
Total 5400 · Ministry Expense	433.88
5500 · Maintenence Expenses	
5510 · General Maintenance	1,471.46
5520 · Cleaning Expense	
5521 · Janitorial Contract	1,537.50
Total 5520 · Cleaning Expense	1,537.50
5530 · Grounds Keeping	
5532 · Grounds Equipment	928.69
Total 5530 · Grounds Keeping	928.69
5550 · Security	214.14
Total 5500 · Maintenence Expenses	4,151.79
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	1,649.00
5622 · Electricity - Hall	1,754.89
Total 5620 · Hydro	3,403.89
5630 · Heating Oil - Hall	1,286.41
5640 · Communications (Phone/Internet)	811.49
5660 · Garbage & Recycling	102.17
Total 5600 · Utilities Expenses	5,603.96
5800 · Miscellaneous Expenses	
5810 · General Misc.	0.00
Total 5800 · Miscellaneous Expenses	0.00
Total Expense	60,137.84
Net Ordinary Income	(21,130.96)
Net Income	**(21,130.96)**