St. Mary's Operation Committee Minutes
November 8, 2019

Follow-up Action Items arising from the meeting:

Name	Action Item	Target Date	Priority
Ian	Turn over kitchen file to Derek/John	asap	H
	Execute Kitchen Reno	Leslie/Derek to review calendar	H
John /Derek	Curb Repairs		M
Leslie	Catch Basin Cleaning	Nov. 30th	M
Ian	Capital Plan	Nov. without isolated items	M
John/Derek	Cooper Hall Replace one fluorescent fixture with LED to test results	Nov. 30th	M
Ian	Aumbry Light	Within 2 weeks of parts arriving	L
Derek	Website Redesign	New Year	L

MINUTES

Attendees: John Beresford, Irene Feir, Derek Osman (Chair), Leslie Pedlow

Regrets: Len Fallan, Ian Stuart, Lon Towstego

I. **Opening:** The meeting was called to order at 1:05 pm. Leslie opened with our meeting prayer. We especially remembered Len and Lon and wish them well in their healing.

II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. Derek asked that the Financials be deferred as he was experiencing computer issues. He will send the reports electronically once he has a fix. There being no other changes, the meeting proceeded.

III. **Minutes of September 13, 2019:** Unanimously Approved by electronic vote.

IV. **Thanks:**

Leslie thanked John and Carl for raking the large accumulation of leaves on the property last week. It was a monumental task. Irene wondered if there was a list of the jobs that just get done quietly and, those who do them. This turned into a brief discussion on how those people could be recognized. Derek indicated that St. Stephen's has begun sending cards of appreciation and recognition. St. Mary's has done some and hopes to implement something further. It was suggested that perhaps there could be something ready to go in the ConneXion when fillers are needed, something along the lines of "Do you know who does ….."

This led to some further items that require discussion about the ConneXion that took place later on the Agenda.

V. **Review of Action Items:**

1. Curb Repair – John will ask Ian if he would be willing to bring his torch so that John and Derek could proceed when there is a break in the weather.

2. Aumbry Light – TBD. Ian was absent from the meeting. Derek was hoping to know if there was an ETA for part and if not, when was the supplier last contacted?
3. Kitchen Reno - Derek did ask Ian to bring the samples to this meeting. Derek will follow up with Ian and ask him to bring the kitchen file to church on Sunday so that we might get moving on some of the work, i.e. painting, that could be done ahead of the counter and sink replacement
4. Capital Plan – TBD, subject to availability of Ian.
5. Repairs to tables – John assessed following the Thrift Sale and didn't find any tables in need of repair.
6. Lighting in Cooper Hall – Ian did email that he had once again been in touch with BC Hydro. As was discussed at the last meeting, there would be no point in trying to undertake the work as outlined in the Hydro specifications. Leslie expressed her concern that the lighting situation was deteriorating and she was worried that it could impact our hall users, whose donation will increase in January 2020. As per discussion at previous meetings, Derek and John will liaise with Ian and replace one of the fluorescent fixtures with a dimmable LED fixture so that we might compare and get a revised cost estimate.
7. Website Redesign Team - Team has been formed. It was determined that this should be deferred until the new year.

VI. <u>Business Arising from September 13, 2019 Minutes:</u>

1. Chair Stackers: Derek indicated there was plywood and carpet available and he will show John where they are stored.
2. Painting Cooper Hall: Deferred to next summer. Who will plan/lead?
3. Wine Fest – see Derek's report. Funds have now been received and cheques have been cut. They will be delivered by David Stewart. The final financial report and a post-assessment need to be done in order to close out the 2019 file.
4. AGM date – February 23, 2020 – report deadline is Jan. 18th. There was some discussion as to what should be included in the report and all were in agreement that we should cut back on items that were not "ministries". The size of the report needs to be kept within the scope of being able to print "in-house." Leslie will draft a list of suggested reports and will review it with Lon. This may include dropping one-off events that are often also covered in Wardens' reports.
5. Succession Planning: see Derek's report. Council is supportive of reviewing job descriptions as Derek has outlined. Leslie indicated that as nominations will likely flow from this task, could Committee members be thinking of people who might be considered candidates for nomination.
6. Informational Evening on Cyber Security – date not set – calendar has been full: Derek indicated that this might be a jumping off point for a series of community workshops.
7. Sound System – defer.

VII. Financial Reports:

As discussed earlier, Derek was having computer issues and he will send the reports electronically when they are available. We will vote on them electronically.

VIII. Other Reports:

1. Irene circulated the email from Thrifty's regarding an increase in our 2019/20 Smile Card grant.
2. Len is on medical leave and we wish him well.
3. John suggested that we could be making better use of the ConneXion to disseminate things like progress reports on Stewardship appeals, results of Operations Committee or Council meetings, etc. There was some discussion on how to achieve that and how some areas of the newsletter might be tightened up. Leslie has already suggested to Ken that the Wardens be copied into the email loop about ConneXion deadlines so that they may make submissions as required.
4. Ian – Unable to attend
5. Derek – as circulated. Derek emphasized 2020 Events planning was underway indicating we were hoping to get the whole year diarized so that conflicts don't arise. He also noted that we would be well into Budget Preparation, both Operating and Capital, soon. Derek asked if there were any questions. Leslie asked if we should be having the catch basins cleaned before year-end. Derek indicated that he had noticed overflow during the last heavy rain. It was agreed that this should be arranged.
   However, we need to determine the impact of the notification received from the CRD pertaining to prevention of contaminants flowing into catch basins. Ian looked into this a few months ago, and we need to learn of his findings and recommendations – particularly as they may relate to significant costs to remediate.
6. Leslie – Verbally reported that A Child's Christmas in Wales will take place on the evening of Monday, December 23rd. She will need to check with Lynn and Len to see if they can be on site to open up and assist with sound. If not, then an appeal will need to be made. She is also pleased that a new choir has signed on for two concerts and one rehearsal for 2020. She will also need support around opening and closing for these events.

   It was **Moved** by John Beresford, **Seconded** by Irene Feir, that the Non-Financial Reports be received. **CARRIED.**

IX. New Business

1. Message & Theme for 2020 Budget – not discussed

X. Next Meeting:

January 10, 2020 to focus on 2020 Operating and Capital Budget & AGM reports.

XI. **Adjournment:** John moved the meeting adjourned at 2:45pm. We said the Grace together.

Derek Osman, Chair

Subsequent to the approval of the Minutes, an electronic vote was taken of the entire Committee on the question:

DO YOU AGREE that the Commentary and Financial package to October 31, 2019, may be received and recommended to Council for adoption?

The question passed.

St. Mary's Operation Committee Agenda – Nov. 8, 2019

Regrets: Len, Lon (assumed)

I. **Open meeting with Prayer** - Leslie

II. **Adoption of Agenda**

III. **Minutes of the September 13, 2019 Meeting** – unanimously approved

IV. **Thanks**

V. **Review Action Items – status, date adjustment, explanations?**

1. Curb Repair – Ian (John & Derek waiting for a break in Ian's schedule)
2. Aumbry Light – ETA for part to arrive? Last contacted? (Ian)
3. Kitchen Reno: To refresh the estimates for Committee to transition to new project lead (Ian)
4. Capital Plan – Ian/Derek. Pending a break in Ian's schedule.
5. Repairs to tables (John: Assessment after Thrift Sale?)
6. Lighting in the Hall (Ian. Concept approved. What other lights require this attention?)
7. Website Redesign Team: Team has been formed. When is the optimum time to start this work, given so many other initiatives before year-end?

VI. **Business Arising/Discussion from September 13, 2019 Minutes**

1. Chair Stackers: John: parts list available for use? Timing?
2. Painting Cooper Hall: Deferred to next summer. Who will plan/lead?
3. Wine Fest – see Derek's report
4. AGM date – February 23, 2020 – report deadline is (Wow) Jan. 18th Who is to submit what reports?
5. Succession Planning: Council is supportive – see Derek's report
6. Informational Evening on Cyber Security – date not set – calendar has been full
7. Sound System Ian report – Daniel / Ken (Trish's husband)

VII. **Financial Reports**

1. Financial Statements – October 31, 2019 – Derek

✓ Motion to receive Financial Reports, and recommend for adoption by Council

2. Year-end Projection
3. Financial Review Letter

VIII. **Other Reports**

1. Irene –
2. Len – on medical leave
3. John – email input: • Possible use of the ConneXion as a method of informing the St Mary's congregation of deliberations of the Operations Committee (in the 'News from St Mary's' section of 'Around the Parish', where and when it might be appropriate. And of such parish-wide initiatives such as the 'Step Up' program.
4. Ian –
5. Derek – report attached
6. Leslie –

✓ Discussion & Motion to receive non-financial reports

IX. **New Business**
- Message & Theme for 2020 Budget?

X. **Next Meeting** (at 1:00 p.m.)
- January 10, 2020 (Focus on Operating & Capital Budget)

XI. **Closing with Prayer and Grace**

Anglican Parish of Central Saanich

St. Mary's Church St. Stephen's Church

Faith - Family - Friendship

WARDENS REPORT - DEREK OSMAN – OCTOBER

I. OUTREACH

RAPID2 Refugee Sponsor Team

September was to be the last month of the obligation of financial support for our second Refugee family, but all parties supported a one-month extension.

As a bit of a celebration, the sponsoring team gathered at the home of the refugees in September, equipped with gardening tools and pot-luck supper supplies. After a half-day of sprucing up the property in readiness for winter, those who could stay hosted a pot-luck dinner with the refugee family.

It has been a joy working with this new Canadian family of nine, but the sponsor team has decided that they all need a break and will not take on another refugee family at this time.

The bank accounts being maintained by the Parish of Central Saanich on behalf of RAPID2 have been zeroed out pursuant to cheque requisitions approved by the RAPID2 executive. This has had an obvious impact to our Balance Sheet for the end of October.

WINE FEST 2019

After numerous emails with Eventbrite for assistance to have the Payout for Wine Fest redirected to us (electronically or by cheque, we were finally able to obtain the necessary directions to correct the account setup and have the funds transferred electronically to our Parish Account at Coast Capital. The funds ($7,869.80) were received within 4 days of making this change, and the cheques for the 3 charity recipients have now been disbursed.

The final financial report for the Wine Fest can now be prepared.

Thrift Sale

The third Thrift Sale of the year was held on September 28. Despite the less than superb weather, there were 70 eager shoppers from the community standing in line waiting for the doors to open – translation: these Thrift Sales are focused for the community and well received by the community while also adding revenue. The items were priced for the community to take home a bargain – and they did. The total sales exceeded Budget. After the event, a significant amount of the items left over were donated to other local charity organizations who in turn sell the items or donate them to those in need.

II. MINISTRY:

STEWARDSHIP

A presentation was prepared to increase the awareness of, and need for, stewardship throughout the parish. While most parishioners expected an “ask” for more money, the emphasis was on the stewardship of the effective management of Time, Talent, and (yes) money or assets. The many hours of volunteer work were recognized from the parish, a contribution without which many outreach initiatives would not be possible. For St. Mary, Leslie Pedlow and Ian Stuart delivered the message, and encouraged parishioners to consider increasing their offering by 10%, or “stepping up” to the next level of offering, according to the profile of donating by the members of the church. Leslie also spoke of her “story” and belief of stewardship. It is posted on the website, and all members of the parish are encouraged to submit their personal story to be posted on the website.

Anecdotally, it is apparent that we have achieved some immediate success from the Stewardship message with some parishioners already asking to increase their weekly offering via the Electronic Plate.

DINNER & MEETING CIRCLE

The first dinner & meeting circle was led by Lon, and those in attendance had plenty of food for sustenance and for thought. Matt will be leading the discussion at our second meeting on November 5.

SOUP’S ON

Learning opportunity Alert! It has been learned – firsthand – that Soup’s On is intended to be an opportunity for friendship and a time for establishing and building relationships with friends and people you have just met. In contrast, it is NOT a time for conducting parish business!

BREAKFAST WITH SANTA

Breakfast with Santa (organized by Lynn Fallan and sponsored by the Saanichton Village Association) will occur on December 7. Not only is the pancake breakfast a huge draw for members of the community, so also is the opportunity for the children to have their picture taken with Santa. Historically, Len Fallan has taken the pictures, but this year, John Beresford and Lindsay Pedlow have agreed to fill in for Len. Thanks John & Lindsay.

III. OPERATIONS COMMITTEE

1. The donations from Thrifty Foods are funding a significant portion of the renovations to the kitchen. What makes this possible is the extent to which the parishioners utilize the Thrifty's Smile Card. The last payment from Thrifty's was noticeably above the normal amount expected. Thank you. At the end of October, there is $ $1,284 in the Thrifty/Fairway Smile Card income and $2,431 carry over. This is a total of $3,715 set aside for the kitchen renovations via the Thrifty's Smile Card.
Furthermore, Irene has reported on November 4 that Thrifty's has increased the threshold for the grant for 2020 from $1,500 to $2,250. Excellent news!

2. Leslie has committed a significant amount of time (during the week and on weekends) to assist in isolating and correcting an issue with the financial system at St. Stephen. The monthly financial reporting packages for June, July, August, and for September have been presented to Parish Council and approved. She has also designed a new Chart of Accounts for St. Stephen that closely resembles the one being used by St. Mary. Bob & Greg anticipate implementing this by the end of the year. Leslie was to be compensated a conservative amount from St. Stephen that even Greg was surprised was so little, given the contribution that Leslie has made towards the St. Stephen Financial accounting arrangements over the past 2 months.

3. Activity and anticipation are building towards the Holly Fair – the most significant revenue generating community fair for St. Mary. It is scheduled for November 23 and dependent upon many moving parts coming together at the right time. While the preserves started months ago, the baking and the Silent Auction (including the popular mystery bottles) is just ramping up now. Ian has taken the lead on the Silent Auction this year but is just getting over the stress of selling 2 homes and moving into another!

4. Ian and Leslie are examples of several other parishioners who are becoming in need of an energy-transfusion, let alone looking after stewardship or transforming futures. This is a segue into planning our initiatives for next year. It is time for our leadership to stop and assess the impact of what we have been asking of our volunteers – one of three key cornerstones of stewardship. But good stewardship doesn't just measure how much volunteerism you can achieve – it is how well you (or we) can manage it. I am starting to hear about the need to STOP all the initiatives, one after the other, from people you wouldn't think would stop to say anything. As we plan our activities for 2020, challenge ourselves to stop doing one, or maybe two, things for every new or different thing we think would be exciting to start. It will take the strong leaders to make the strong decisions. All Events for 2020 will need to be reviewed to ensure:
    - The Event leader is not over-loaded or lacking in experience for the complexity of the Event.
    - The volunteers critical to the Event are not over-loaded and over-booked with another event
    - That there is no collision with another Event, and if so, that it is manageable.

- That appropriate project management tools are used (scheduling, prioritizing, communication, etc.)
- That all legitimate costs have been considered, and all potential benefits will be tracked and reported on, where appropriate
- The Pre-Event Approval and the Post Event Assessment documents will be used to aid in consistent approval of Events, and post event assessments completed equitable.

5. Permissive Taxation:

At a Committee Meeting of the Whole on October 15, Council for the District of Central Saanich was to decide if a Bylaw should be adopted that would exempt specific properties from Property Tax. The properties that would potentially continue to be exempt from the tax included 9 places of Worship, and 19 Non-Profit organizations.

Council members felt that the criteria for deciding if properties should be tax-exempt lacked clarity. As Council was to be engaged in Strategic Planning in two years, it was agreed that the clarification of the criteria for accepting proponents into the tax-exempt group would be enhanced at the same time. Given that Council did not want to commit the Council-of-the-Day (two years hence) to a decision made on October 15, 2019, it was then decided that this decision would be re-visited in two years.

Next Steps:

1. Celebrate that we will be exempt of property taxes for the next two years!! We avoided $95,002 as a parish over the next 2 years.
2. The Parish of Central Saanich should keep this Property Tax Exempt Status as an active file – and not “shelve” it.
3. The Parish should, in concert with other parishes in the Diocese, establish a small group that will define a set of criteria for acceptance of properties – places of worship and non-profit exemptions – to be exempt from property tax across the various jurisdictions.
4. The above group should get invited to participate in the Strategic Planning exercise scheduled for Central Saanich within the next two years, in order to share the results of their work and findings, with the intent of molding the resultant criteria in accordance with the work done by the churches / parishes.

Caution: the places of worship should not get complacent and think that there will be two sets of acceptance criteria developed – one for the places of worship, and another one for the non-profit places. Furthermore, as parishes become more engaged in Transforming Futures initiatives, despite being positioned as a ministry, the District of Central Saanich (for example) may view it as at best a non-profit and more validly a for-profit organization.

6. Office Space: Trish is set up in the Vestry. Matt is set up in the Nursery with a desk donated from Ian, and a chair purchased (on sale) by Derek.

7. Budget Preparation:

a. Curacy funding from the Diocese (Confidential):

i. The curacy one-time grant from the Diocese for $10,000 has been received. This is to be applied against Curacy expenses only – it is not for general operating expenses. These funds are for the Parish. Therefore, they will be tracked through the Parish bank account at Coast Capital and will be used for costs incurred by either church.

ii. Also, there will be a monthly grant from the Diocese for Curacy costs of $667/month for two years is a standard diocesan policy (other than the extra $67) and will be documented by a repeating cheque request that runs from October 2019 to September 2021. These transactions will also be tracked though the Parish Account

b. Shaw Bill: When Shaw upgraded to the current technology of access points at St. Mary, the conversion was from the free Shaw Hot Spot plus the charge for the internet connection point. At the time, Shaw felt that the three access points of the newer technology would meet the demands of the former free 5-point technology. However, they were unprepared at the time to indicate which 3 of the 5 access points would satisfy our needs. The first 3 access points were included in the price of the package, but there was a charge for the other 2 access points (for a total of 5 access points). The usage profiles for the last week of October have been produced and are attached. Although the course of action may be intuitively obvious, discussions with Shaw are on-going. For example, if the two access points in the Sanctuary were removed, what impact would that have upon the needed use by Trish, and the transfer of the sermons from the recorder to the website? The potential saving if we eliminate 2 access points is about $50 per month. We need to see other opportunities for cost reduction too.

c. Website: Ascend Collective: An invoice for $428.96 was received from Ascend on November 1. It is of $35 for the shared website support with other parishes, plus the specific modules that we are using (**Add-ons: Email Newsletter** 1 year @ $29/month, Email Bulletin, Online Directory & Private Discussion Group Modules: Valid until December 1 of the following year).

8. Succession Planning: There is a recognized need for a formal succession plan to be implemented. It will also help when preparing for the upcoming AGM. As each position /role is assessed, the job description (if any) will be reviewed to identify the skills and needs of each role to the parish. Initially, the following roles will be reviewed for potential candidates:

Wardens, deputy wardens, admin/bookkeeper, Synod Reps, Council members,

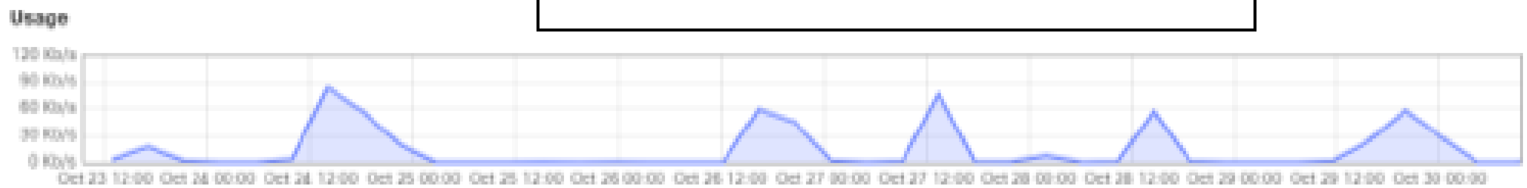
Envelope Secretaries, and Parish Treasurer.

If any have been missed, please let Derek know.

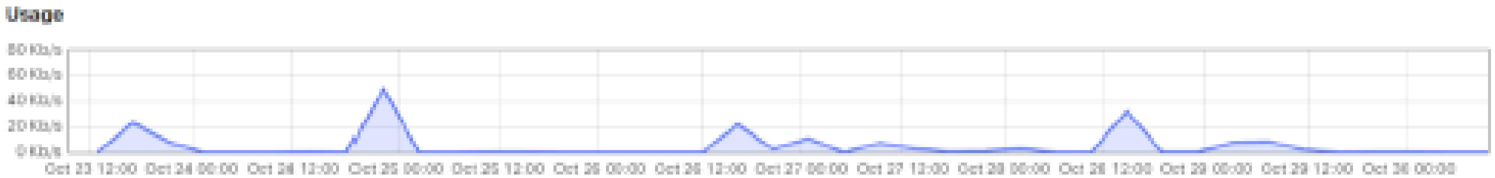
We will try to identify candidates who might be ready for the role now, or in 2-3 years, or in 5-6 years, for both churches. For those not ready now, the follow-up task will be, if the candidates agree and will commit to it, to develop a program the candidate and the parish will follow such that the candidate will be progressing towards a state of readiness for the role

Respectfully submitted,
Derek Osman.

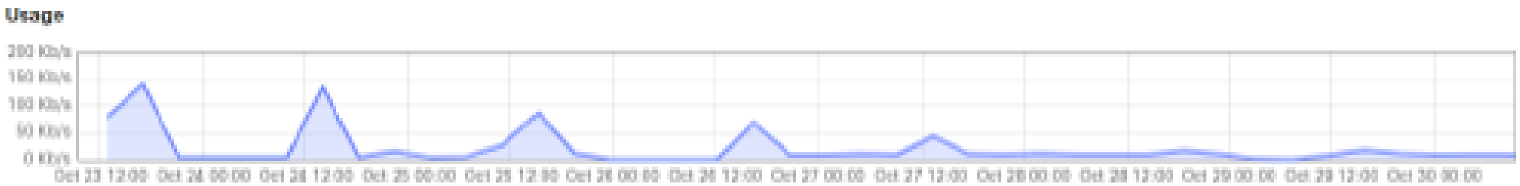
Activity on 5 Shaw Access Points – Oct 23 – 30, 2019



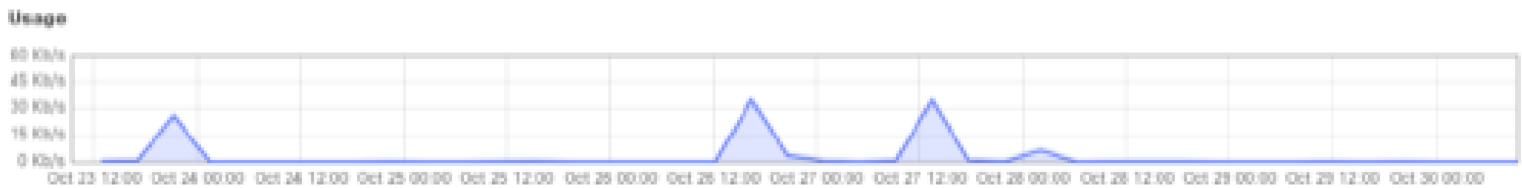
Lobby



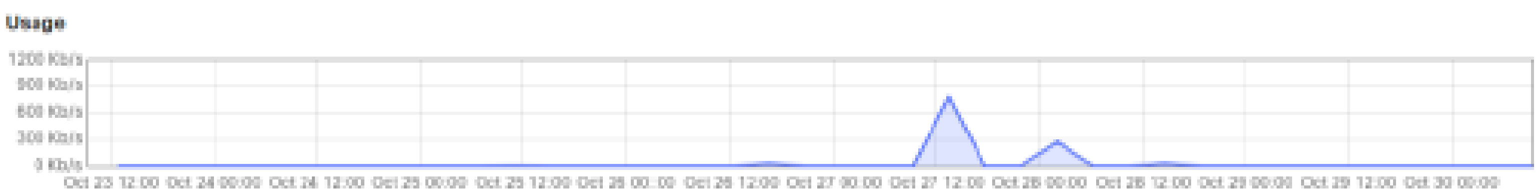
Hall



Nursery



Sanctuary Rear



Sanctuary Far

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church

Faith - Family - Friendship

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

November 8, 2019

By Email

Attention: St. Mary Operations Committee and Parish of Central Saanich Council

Members of Operations Committee and Council: **November 8, 2019 – St. Mary, Saanichton**

Attached are the financial statements as of October 31, 2019 for the St. Mary Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

1. **Balance Sheet:** This financial package includes the following financial statements as of October 31, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively about $45,155 less than for the same month last year. The bank deposits balance was $13,522 less than October 31, 2018 and the Memorial Operating funds are $30,726 less than October 31, 2018.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. Despite the loan of $18,500 from the Memorial Account at the beginning of the year, at the end of October there is a year-to-date loss of -$1,232. At this time last year, there was a surplus of $17,756.

3. **Budget Review**: This report provides a better insight for the deficit of -$1,232 to the end of October. Revenues are about 68.5% of Budget when the transfer from the Memorial Account is ignored, and the Deficit Elimination Appeals are ignored (for present and past years) – the target is 83.3% , compared with the achieved 68.5%. The expenses are slightly lower than budget (82.1% Achieved versus a target of 83.3% of Total Budget), and some expense categories have been paid for the year.

This abbreviated format for reporting the financial status of St. Mary has been changed with the understanding of Gail Gauthier, Finance Director at the Diocesan Office. The year-end report will be more robust.

Please do not hesitate to contact me if you have any questions pertaining to these reports.

Attachments

Respectfully,

Derek Osman
Church Warden

Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.

2. In 2018, St. Mary **consolidated their banking at Coast Capital Credit Union** for the three separate bank interests (General, Memorial, and Church Events) into one (General) bank account. January 2019 is the first month that the year-to-year comparative reports could be generated directly off the QuickBooks system. This has been a long-awaited achievement in productivity! The Balance Sheet and the Profit & Loss reports are two reports that were done in this fashion.

3. **Balance Sheet – October 31, 2019**, (on page 5)

   At the end of October, the Balance Sheet was less favorable in 2019 than it reports the status for at the end of October in 2018, by $45,155 or 20.2%. This trend began in August.

   In 2019, there was $581 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate. It is not recognized as revenue, but just carried on the Balance Sheet.

   Under the Liabilities section, the Memorial account is $34,496 less than in 2018 mainly due to the balance held in trust for the RAPID2 Refugee family has been reduced to $0.

   The Deficit Elimination of $1,500 from 2015 and the Deficit Elimination of $6,500 from 2018 have been combined into the “Memorial – Deficit Elimination” of $8,000. This will be used in 2019 to help reduce the projected deficit.

4. **Statement of Profit & Loss:** For quick reference, a Summary of the Profit & Loss Statement is presented on page 6. A full detailed listing of the Profit & Loss appears on page 9 & 10. The Total Income to October 31, 2019 was $118,520 (inclusive of the loan of $18,500 for cashflow from the Memorial Fund). This is $3,507 more than the same month last year, despite an erosion of the Facilities revenue year-to-date of $1,522 compared to the same period in 2018

   The operating Expenses to October 31 were $22,794 or 23.5% more than the previous year (this is an improvement from September). One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2019 costs were $15,388 or over 64% of the YTD costs for 2018). Also, there was the first month’s Salary & benefits cost for the Assistant Curate – but these costs will be offset in November. General Maintenance costs have been $4,626 more in 2019 than they were in 2018 for the same period. The Surplus for 2019 has now turned into a deficit of -$1,232, versus a surplus of $17,756 in

2018. Without the salary costs for the Curate (that will be offset in November), there would have been a modest surplus versus the deficit.

5. **<u>Budget Review</u>: (on page 7, with graphs on page 8)**

This report is more detailed than the Summary of Profit & Loss on page 5, and it also includes a comparison to the 2019 Budget.

The revenue was $118,521 after including the transfer of $18,500 from the Memorial Account (to be paid back by year-end), and after including the transfer from the Parish Thrift sales of $6,625 (more than budget).

The 2019 expenses as of October 31 were $119,752, yielding a deficit of -$1,231.

Regular Offerings to the end of October were $77,293 (79.8% of Budget versus the target of 83.3%). Total Revenue was $100,021 (without the operating loan of $18,500), being less than Budget by $45,974 (or 31.5%). Even when adjusting for the fact that the budget should not have included a revenue amount for GST Rebate for $1,345, it is still 14.2% less than Budget. Fortunately, the proceeds from the thrift sales were $6,625, being 9.1% more than budget.

Total Expenses were $119,752. This is $1,839 (or 1.5%) less than the Budget. This positive statement was achieved despite the unbudgeted cost of the installation of the back-flow valves (about $3,700). The Total Expenses also includes the salary for the Assistant Curate, an amount that will be reclaimed in November.

6. **<u>Outlook:</u>** The table on page 11 compares the 2019 Budget with the performance results as of October 31, and with the projected Outlook as of December 31, 2019.

    1) <u>October 31 Results:</u> Given the results as of October 31, the loan of $18,500 from the Memorial Account could be repaid now, and the deficit would be -$2,730.This would be achieved, in part, with the use of the Deficit Elimination funds that have been reserved in 2015 and 2018 in anticipation of years like we are experiencing. The key assumption is that the revenues and expenses will track to Budget for November and December.

       Furthermore, because there will be an offsetting adjustment for the salary of the Assistant Curate in November, the deficit should be reduced to -$1,368. There is reason for optimism that this deficit will be converted to a surplus as a result of the recent efforts to raise awareness and commitment towards stewardship.

2) Y/E Projections: Given a pragmatic review of the revenues and expenses for the remainder of the year, the deficit is projected to be -$6.505, and even to achieve this will likely require a more stringent approval process for planned and especially for unplanned expenses. This projection takes in to account the repayment of the loan of $18,500 from the Memorial Account.
If these projections appear to be coming to fruition, we will likely need to launch a Deficit Elimination Appeal in addition to the recent petition towards stewardship.

7. Concerns & Considerations:

Given the projections of the receipts and expenses, the probability is high that the annual Deficit Elimination Appeal would be required in 2019, without an exceptional response to the planned Stewardship program and message. To avoid the Deficit Elimination Appeal this year, and hopefully in future years as well, a presentation on Stewardship was conducted on September 29. While Stewardship relies upon Time, Talents, and Talens (or funding), The Funding part of the presentation encouraged parishioners to increase their offering by 10% or to “step up” to the next level of giving as established by the congregation.

Other than to rely upon the results of stewardship, there is little time to plan and execute an alternate course, except for perhaps a Deficit Elimination Appeal. However, early indications are that we should expect to witness the positive results of stewardship.

Fortunately, we are experiencing renewed interest in the use of Cooper Hall for small events. This interest will help a bit this year, but mostly in 2020. We still do expect to receive the $2,400 for the storage of items for St. Peter and St. Paul, for both this year, and for next year. Finally, Thrifty’s Foods have increased the amount of our grant associated with their Smile Card. These funds will assist with the renovations in the kitchen.

For the remainder of the year, all expenses, particularly unbudgeted expenses, will require heightened scrutiny.

St. Mary's

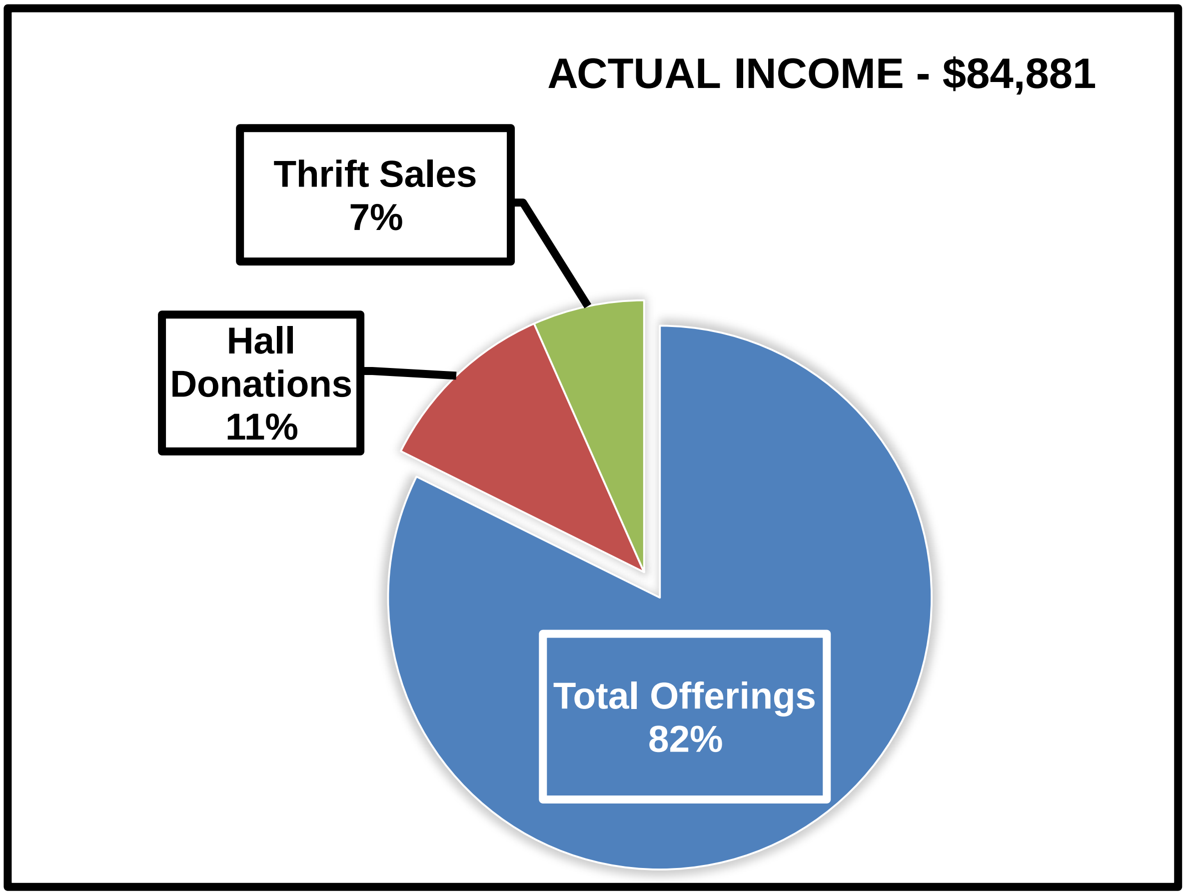
Balance Sheet - October 31, 2019

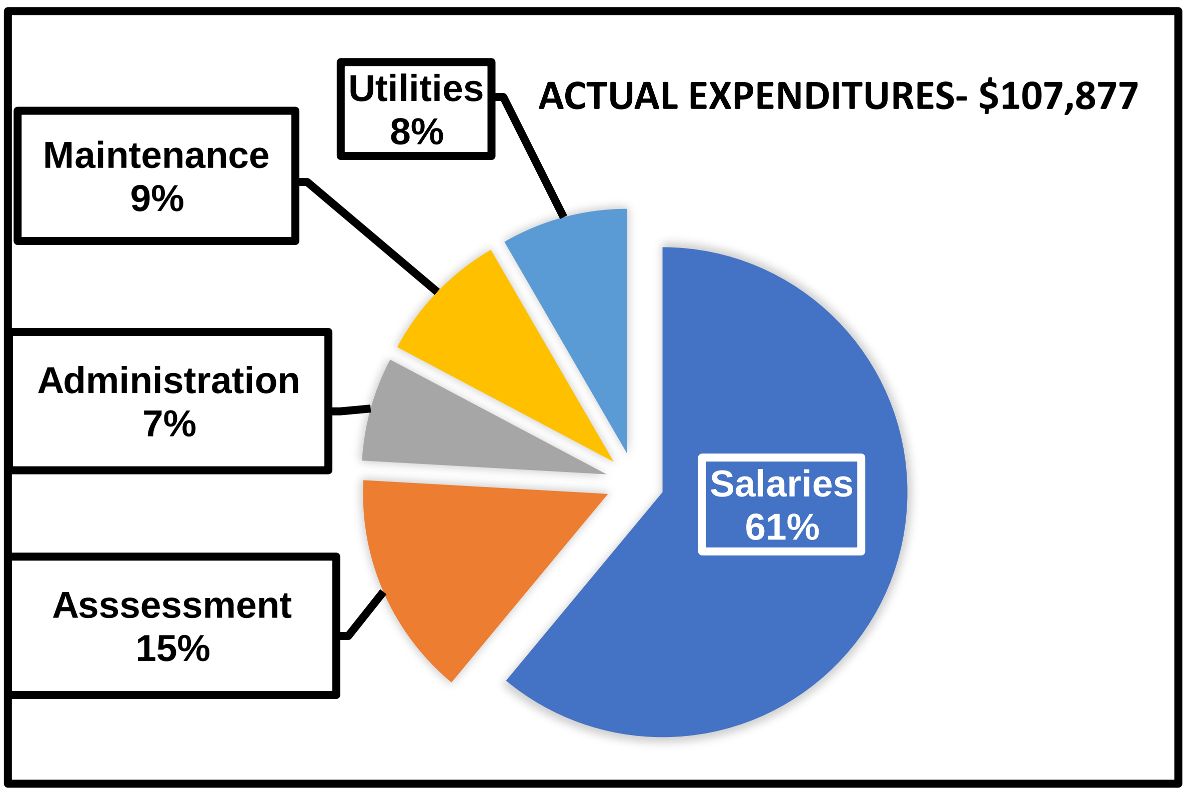
Assets				**Liabilities & Equity**		
	2019	**2018**			**2019**	**2018**
Bank	$17,531	$31,053		Accounts Payable	$0	$0
Memorial Account Invest	$130,704	$131,604		Church Events	$5,320	$4,578
Memorial Operating	$32,052	$62,778		Outreach	$1,231	$2,548
				Memorial	$43,851	$78,347
				Total Liabilities	**$50,402**	**$85,472**
Accounts Receivable (GST)	$581	$589				
				Equity		
				Retained Earnings	$8,087	$0
				Opening Balance Equity -General	$246	$246
				Retained Earnings - General	$3,812	$2,996
				Retained Earninges-Church Events	$6,516	$6,516
				Retained Earnings - Memorial Acct	$113,037	$113,037
				Net Income	-$1,232	$17,756
				Total Equity	**$130,466**	**$140,551**
Total Assets	**$180,868**	**$226,023**		**Total Liabilities & Equity**	**$180,868**	**$226,023**

SUMMARY PROFIT & LOSS TO OCTOBER 31	Jan - Oct 19	Jan - Oct 18
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,201.65	$1,165.05
4120 · Offering-Weekly	$77,293	$72,047
Total 4130 · Offering - Festivals	$2,496	$2,739
Total 4100 · Offering Income	$80,990	$75,951
Total 4300 · General Income	$12,405	$14,492
4400 · Transfers IN-General		
4420 · Transfer IN-CE-Church Sales	$6,625	$6,070
4440 · Transfers IN-Memorial Account	$18,500	$18,500
Total 4000 · INCOME - General	$118,520	$115,013
Total Income	$118,520	$115,013
Expense		
Reconciliation Discrepancies	$0	$299
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$39,362	$7,951
5115 · Salary/Benefits-Priest in Charg	$0	$16,023
5120 · Salary/Benefits-Music Director	$9,313	$9,768
5130 · Salary/Benefits-Admin./Bookeep.	$21,571	$20,637
Total 5100 · Wages & Benefits - General	$72,773	$56,245
5340 · Photocopier - General	$3,273	$2,359
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$17,395	$15,213
Total 5300 · Expenditures - Admin - General	$25,227	$22,241
Total 5400 · Expenditures-Ministries-General	$1,651	$1,305
5510 · General Maintenance	$5,560	$934
Total 5520 · Cleaning-General	$3,702	$4,567
Total 5500 · Expenditures-Maintenance-Gener.	$9,407	$6,200
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	$742	$687
5620 · Hydro	$5,880	$6,546
5650 · Internet	$2,159	$2,168
5900 · GST Paid (2.5%) Non-Refundable	$550	$0
Total 5000 · EXPENDITURES - General	$119,752	$96,958
Total Expense	$119,752	$97,257
Net Income	**-$1,232**	**$17,756**

St. MARY'S BUDGET REVIEW

ITEM	2019 BUDGET	To Oct 31,2019	%AGE 83.3%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	$96,800	$77,293	79.8%	
OPEN OFFERING	$1,500	$1,202	80.1%	
FESTIVAL	$4,400	$2,496	56.7%	
HALL /FACILITIES USE DONATIONS	$16,500	$11,011	66.7%	
SPECIFIC DONATIONS	$180	$0	0.0%	
H/M/D	$775	$1,250	161.3%	
GST REBATE	$1,345	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$144	64.0%	
TX FROM HOLLY FAIR	$9,000		0.0%	
PARISH THRIFT SALES	$6,070	$6,625	109.1%	
DEFICIT ELIMINATION APPEAL - 2019	$1,200	$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2018	$6,500	$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$0	0.0%	
TX from Sunday Serenade	$0	$0	0.0%	
TX FROM MEMORIAL		$18,500	0.0%	A Transfer of Funds; to be Repaid by Y/E
TOTAL REVENUE	**$145,995**	**$118,521**	81.2%	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	$48,240	$39,362	81.6%	
RELIEF CLERGY	$766	$725	94.7%	
MUSIC DIRECTOR	$11,760	$9,313	79.2%	
RELIEF ORGANIST	$613	$450	73.5%	
ADMIN. ASST/BOOKKEEPER	$26,189	$21,571	82.4%	
SALARY/ BENEFIT ASS'T. CURATE	$0	$1,352	0.0%	Offsetting adjustment made in November
DIOCESAN ASSESSMENT	$21,046	$17,395	82.7%	
CHRISTIAN EDUCATION	$300	$65	21.8%	
CLERGY CONFERENCES	$325	$255	78.6%	
MUSIC	$2,200	$1,053	47.9%	
SANCTUARY SUPPLIES	$400	$277	69.3%	
ADVERTISING	$350	$279	79.7%	
INSURANCE	$3,850	$3,462	89.9%	Paid in Full.
PHOTOCOPY	$3,457	$3,273	94.7%	
POSTAGE	$350	$92	26.3%	
STATIONERY	$1,037	$645	62.2%	
MAINTENANCE - GENERAL	$4,000	$5,560	139.0%	Water Back-Flow Mandated Install & Test
MAINTENANCE - CLEANING CONTRACT	$4,850	$3,331	68.7%	
MAINTENANCE - CLEANING SUPPLIES	$711	$371	52.2%	
MAINTENANCE - GARDENING	$350	$145	41.5%	
GARBAGE	$470	$445	94.7%	No further action
HYDRO	$8,000	$5,880	73.5%	
WEBSITE SUPPORT (Church OS)	$260	$509	195.8%	1/2 of $428.96 from Ascend to St. Stephen
INTERNET	$2,860	$1,730	60.5%	
TELEPHONE	$800	$479	59.9%	
WATER/SEWER	$725	$742	102.3%	No further action
MISCELLANEOUS	$800	$440	55.0%	
BANK CHARGES & RECONCILIATIONS	$200	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$550	55.0%	
CCOUNT TRANSFER TO MEMORIAL ACCOUNT		$0	0.0%	
DEFICIT ELIMINATION RESERVE		$0		
TOTAL EXPENDITURES	**$145,909**	**$119,752**	**82.1%**	$18,500 to be paid back to Memorial Account
OPERATING SURPLUS/DEFICIT	**$86**	**-$1,231**		


ACTUAL INCOME - $84,881
Thrift Sales 7%
Hall Donations 11%
Total Offerings 82%


ACTUAL EXPENDITURES- $107,877
Utilities 8%
Maintenance 9%
Administration 7%
Asssessment 15%
Salaries 61%

DETAIL PROFIT & LOSS TO OCTOBER 31	Jan - Oct 19	Jan - Oct 18
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,202	$1,165
4120 · Offering-Weekly	$77,293	$72,047
4130 · Offering - Festivals		
4131 · Offeirng-Festival-Easter	$1,231	$1,058
4132 · Offering-Festival-Thanksgiving	$1,265	$1,161
4133 · Offeirng-Festival-Christmas	$0	$520
Total 4130 · Offering - Festivals	$2,496	$2,739
Total 4100 · Offering Income	$80,990	$75,951
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	$1,250	$775
4320 · General Income-Specific Don.	$0	$145
4330 · General Income-Facilities Use	$11,011	$12,533
4340 · General Income-GST Rebate	$0	$816
4360 · General Income-Miscellaneous	$144	$223
Total 4300 · General Income	$12,405	$14,492
4400 · Transfers IN-General		
4420 · Transfer IN-CE-Church Sales	$6,625	$6,070
4440 · Transfers IN-Memorial Account	$18,500	$18,500
Total 4400 · Transfers IN-General	$25,125	$24,570
Total 4000 · INCOME - General	$118,520	$115,013
Total Income	**$118,520**	**$115,013**
Expense		
Reconciliation Discrepancies	$0	$299
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$39,362	$7,951
5115 · Salary/Benefits-Priest in Charg	$0	$16,023
5120 · Salary/Benefits-Music Director	$9,313	$9,768
5130 · Salary/Benefits-Admin./Bookeep.	$21,571	$20,637
5140 · Relief Clergy	$725	$413
5150 · Relief Musician	$450	$475
5160 · Bookkeeping Consultant	$0	$979
5170 · Salary/Benefits - Ass't. Curate	$1,352	$0
Total 5100 · Wages & Benefits - General	$72,773	$56,245
5300 · Expenditures - Admin - General		
5310 · Website Maintenance	$80	$0
5320 · Postage	$92	$121
5330 · Stationery	$645	$664

5160 · Bookkeeping Consultant	$0	$979
5170 · Salary/Benefits - Ass't. Curate	$1,352	$0
Total 5100 · Wages & Benefits - General	$72,773	$56,245
5300 · Expenditures - Admin - General		
5310 · Website Maintenance	$80	$0
5320 · Postage	$92	$121
5330 · Stationery	$645	$664
5340 · Photocopier - General	$3,273	$2,359
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$17,395	$15,213
5370 · Advertising	$279	$315
5390 · Bank Charges/Errors - General	$0	$160
Total 5300 · Expenditures - Admin - General	$25,227	$22,241
5400 · Expenditures-Ministries-General		
5410 · Music	$1,053	$792
5420 · Sanctuary	$277	$468
5430 · Christian Education	$65	$45
5440 · Conferences	$255	$0
Total 5400 · Expenditures-Ministries-General	$1,651	$1,305
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	$5,560	$934
5520 · Cleaning-General		
5521 · Cleaning-Contract	$3,331	$3,921
5522 · Cleaning-Supplies	$371	$646
Total 5520 · Cleaning-General	$3,702	$4,567
5530 · Grounds and Equipment	$145	$141
5540 · Flood Expenses-Net of Recovery	$0	$558
Total 5500 · Expenditures-Maintenance-Gener.	$9,407	$6,200
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	$742	$687
5620 · Hydro	$5,880	$6,546
5640 · Telephone	$479	$509
5650 · Internet	$2,159	$2,168
5660 · Garbage Disposal	$445	$439
Total 5600 · Expenditures-Utilities-General	$9,704	$10,349
5800 · Miscellaneous Expenses-General	$440	$619
5810 · Misc. Expenses - Human Resource	$0	-$1
5900 · GST Paid (2.5%) Non-Refundable	$550	$0
Total 5000 · EXPENDITURES - General	$119,752	$96,958
Total Expense	$119,752	$97,257
Net Income	**-$1,232**	**$17,756**

St. MARY'S OUTLOOK REVIEW

ITEM	2019 BUDGET	Y/E Proj. Dec. 31,2019	2019 Oct. 31	Var. Budget Y/E Proj.	Oct. 31 Y/E Proj.	RMKS 2019 Budget to 2018 Actuals
INCOME						
REGULAR OFFERINGS	$96,800	$92,000	$77,293	95%	84.0%	
OPEN OFFERING	$1,500	$1,400	$1,202	93%	85.9%	
FESTIVAL	$4,400	$4,400	$2,496	100%	56.7%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,115	$11,011	92%	72.8%	
SPECIFIC DONATIONS	$180	$0	$0	0%	0.0%	
H/M/D	$775	$1,050	$1,250	135%	119.0%	
GST REBATE	$1,345	$0	$0	0%	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$150	$144	67%	96.0%	
TX FROM HOLLY FAIR	$9,000	$9,000	$9,000	100%	100.0%	
PARISH THRIFT SALES	$6,070	$6,625	$6,625	109%	100.0%	
DEFICIT ELIMINATION APPEAL - 2019	$1,200	$64	$0	5%	0.0%	
DEFICIT ELIMINATION RESERVE - 2018	$6,500	$6,500	$6,500	100%	100.0%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	$1,500	100%	100.0%	
TX from Sunday Serenade	$0	$0	$0		0.0%	
TX FROM MEMORIAL		$0			0.0%	Assumed to be Repaid by Y/E
TOTAL REVENUE	**$145,995**	**$137,804**	**$117,021**	94%	84.9%	
DISBURSEMENTS						
STIPEND/BENEFITS - Rector	$48,240	$48,240	$39,362	100%	81.6%	
RELIEF CLERGY	$766	$725	$725	95%	100.0%	
ASSISTANT CURATE	$0	$0	$1,352	0%	0%	
MUSIC DIRECTOR	$11,760	$11,760	$9,313	100%	79.2%	
RELIEF ORGANIST	$613	$600	$450	98%	75.0%	
ADMIN. ASST/BOOKKEEPER	$26,189	$26,189	$21,571	100%	82.4%	
DIOCESAN ASSESSMENT	$21,046	$21,046	$17,395	100%	82.7%	
CHRISTIAN EDUCATION	$300	$175	$65	58%	37.1%	
CLERGY CONFERENCES	$325	$255	$255	78%	100.0%	
MUSIC	$2,200	$1,425	$1,053	65%	73.9%	
SANCTUARY SUPPLIES	$400	$277	$277	69%	100.0%	
ADVERTISING	$350	$280	$279	80%	99.6%	
INSURANCE	$3,850	$3,462	$3,462	90%	100.0%	Paid in Full.
PHOTOCOPY	$3,457	$4,615	$3,273	133%	70.9%	
POSTAGE	$350	$275	$92	79%	33.5%	
STATIONERY	$1,037	$950	$645	92%	67.9%	
MAINTENANCE - GENERAL	$4,000	$6,000	$5,560	150%	92.7%	Water Back-Flow Mandated Install & Test
MAINTENANCE - CLEANING CONTRACT	$4,850	$4,000	$3,331	82%	83.3%	
MAINTENANCE - CLEANING SUPPLIES	$711	$690	$371	97%	53.8%	
MAINTENANCE - GARDENING	$350	$200	$145	57%	72.5%	
GARBAGE	$470	$450	$445	96%	98.9%	No further action
HYDRO	$8,000	$7,200	$5,880	90%	81.7%	
WEBSITE SUPPORT (Church OS)	$260	$295	$260	113%	88.1%	
INTERNET	$2,860	$2,600	$1,979	91%	76.1%	
TELEPHONE	$800	$575	$479	72%	83.3%	
WATER/SEWER	$725	$725	$742	100%	102.3%	No further action
MISCELLANEOUS	$800	$500	$440	63%	88.0%	
BANK CHARGES & RECONCILIATIONS	$200	$0	$0	0%	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$800	$550	80%	68.8%	
CCOUNT TRANSFER TO MEMORIAL ACCOUNT		$0			0.0%	
DEFICIT ELIMINATION RESERVE		$0				
TOTAL EXPENDITURES	**$145,909**	**$144,309**	**$119,751**	99%	83.0%	
OPERATING SURPLUS/DEFICIT	**$86**	**-$6,505**	**-$2,730**			