St. Mary's Operation Committee Minutes – Sept 8, 2017

I. **Open meeting with Prayer** – Derek opened the meeting at 1:05 with the prayer that Leslie usually led our Committee meetings with.

II. **Adoption of Agenda**: As there were no additions or changes, the agenda was adopted as proposed.

III. **Regrets**: Derek acknowledged that Leslie Pedlow had sent her regrets, as she was still recovering from the surgery. Then he noted the Attendees as being John Beresford, Len Fallan, Irene Feir, and himself

IV. **Electronic Votes:**
Minutes of the May 5, 2017 Meeting – *The minutes of May 5 had been adopted by an email vote that had been recorded as majority approved.*

However, Len noted by an earlier email that one minor correction that should be made from our last meeting is that the outside security camera was placed on the west wall - not the east wall.

V. **Thanks:** Derek thanked all Committee members for continuing on as "business as usual" over the summer months. Some examples being:
   a. John's help on the Wine Fest Event that has the largest net proceeds to donate back to the community this year.
   b. Len ensuring the Blue Box recycling was put out when others were away on vacation. Thanks to him, the roof got de-mossed, and the carpeting was replaced in the Boardroom and the Library.
   c. Leslie Pedlow: Despite scheduling vacation, Leslie was able to schedule surgery so as to still save her vacation! Leslie still achieved many items – from the memorial plaques for Ron's pew and bicycle stand to keeping many other committees running smoothly.

VI. **Review Action Items – status, date adjustment, explanations?**
1. Photos:
   a) date & place – Len / Leslie This was to select a date and place to get the remainder of the St. Mary's parishioners to have their photos taken for the website and the wall photo display. Len feels this is not feasible, and so he will carry on trying to catch people when he sees them at church and he has his camera.
   b) And print new photos on demand or wait until we have a few? (Submitted by John B) As there is no difference in price for either option, this should be a decision by the person doing it. Irene said that they go to Costco about every 2 weeks. It was then agreed that the longest it should be to post someone's picture on the wall should be 2 weeks. John felt he could get them on the website within about 2 days.
   c) Rob's farewell: photos, slide show, etc: Derek asked John to consider preparing a collage of pictures of Rob with the two congregations to put in a frame to present to Rob on the 24th. After some discussion to clarify what was expected, John indicated that he could get it done in time. Derek also asked for a quantity of photos of Rob seen interacting and providing pastoral care for the parish (both churches) in order to put into a

PowerPoint presentation to run while People are enjoying their finger food on the 24th.

2. Begin Capital Plan by Sept. – Derek described the most recent version of the fixed asset listing. It has the replacement values for most items, as was developed by Sue Smith. He is working with Ken Pedlow and David Stewart. David contributed a contractor's guide for things to consider. Leslie Pedlow contributed a listing of significant annual expenses that may be required every year versus every 2 or 3 years More effort is needed to finish the job. Derek will distribute a copy of the fixed assets listing.
3. Monitor Hall phone use – Agreed to carry forward due to Leslie's absence. However, Derek briefly described Leslie's frustration with Telus when they agreed to reduce the costs to the Hall phone, but mistakenly adjusted the billing for the phone in the office!
4. Sunday School Leader & Helpers – Irene has agreed to volunteer as a coordinator along with Sue Smith. Some other volunteers have signed up to be Lead helpers once per month, but Irene was not sure who they were.

VII. Business Arising/Discussion from May 5, 2017 Minutes

1. Photo Display: OK to add children (i.e. Matty)?
   It was agreed that minors should be in the same picture as their parents / guardians. Their guardians, and preferable their parents should sign the sheet indicating their approval for the minor's photo to appear on the wall of photos and in the Directory on the website.
   Every effort will still be made to not post "public" photos on the website where the faces of minors can be identified
2. Moss Removal: see section 2 (b) on page 1 of Derek's report.
3. Committee Membership Defer discussion until next meeting. The new Priest-in-Charge should be encouraged to attend these meetings.

VIII. Financial Reports

- ✓ Financial Statement to July 31, 2017 & Variance Comments – Derek. A financial package was done for June – the end of the 2nd quarter- in a fashion similar to what was provided for July; and is available for anyone who wishes to review it. The commentary on the first 5 pages is probably of most interest to you. With Leslie away some entries (for example the Salaries information provided by the Diocese) was very late in getting recorded into the financial systems, and thus all financial reporting was delayed.
  With a focus on the last page of the report, for the end of July, the % target to Budget was 58.3%. Regular Offerings was very close at 57.6%
  But Expenses are exceeding our revenues. Without a very successful Deficit Elimination program, we will be challenged to pay back the funds that were borrowed from the Memorial Account in January, with the intent to pay back by the end of the year.
- ✓ Budget Review to August 31, 2017 – Derek Following the July Financial Reporting is the 1-page financial statement that Committee members should be quite familiar with. The actual expenses are compared to the Budget. The target % for the end of August is 66.67%. The Regular Offerings have slipped to 64.5 % and the expenditures are at 67.9% of Budget. Comments made relative to the end of July results also apply for the end of August.

Derek explained the higher than expected (budgeted) costs for Music, Maintenance, and Hydro. He was also asked for an update on the consulting review done by Collins Barrow. It was noted that we need to develop a means of communicating the on-going financial status – at least to the heads of departments so as to prevent these budget over-runs. Not much could be done about the Hydro bill escalation, but the other budget areas needed to be managed better.

- ✓ Motion to receive July Financial Report and the August Budget Review, and recommend for adoption by Council
- ✓ **Moved** by Irene, seconded by John. Carried.

IX. Other Reports

1. Leslie – provided financial information
2. Irene
3. Len
4. Derek – report attached
5. John – none submitted

- ✓ Discussion & Motion to receive non-financial reports
- ✓ **Moved** by John. Seconded by Len. Carried.

X. New Business

Irene wanted to confirm the date when she could schedule the Children's Craft's afternoon in December.

XI. Next Meeting (at 1:00 p.m.)

- November 10, 2017

XII. Closing with Prayer and Grace

Meeting was adjourned at 3:00 (Irene).
Len led us in the saying of the Grace.

Derek Osman, Chair

St. Mary's Operation Committee Agenda – Sept 8, 2017

I. **Open meeting with Prayer** -

II. **Adoption of Agenda**

III. **Regrets**: Leslie Pedlow

IV. **Electronic Votes:**
   a) **Minutes of the May 5, 2017 Meeting** – majority approved

V. **Thanks**

VI. **Review Action Items – status, date adjustment, explanations?**
   1. Photo date & place – Len / Leslie
   2. Begin Capital Plan by Sept. – Derek
   3. Monitor Hall phone use – Leslie
   4. Sunday School Leader & Helpers
   5. Carpet Replacement – Len?

VII. **Business Arising/Discussion from May 5, 2017 Minutes**
   1. Photo Display
   2. Capital Plan
   3. Moss Removal
   4. Committee Membership
   5.

VIII. **Financial Reports**
   ✓ Financial Statement to July 31, 2017 & Variance Comments – Derek
   ✓ Motion to receive Financial Report, and recommend for adoption by Council

IX. **Other Reports**
   1. Leslie
   2. Irene
   3. Len
   4. Derek
   5. John

   ✓ Discussion & Motion to receive non-financial reports

X. **New Business**

XI. **Next Meeting** (at 1:00 p.m.)
   - November 10, 2017

XII. **Closing with Prayer and Grace**

St. Mary's Operation Committee Minutes– May 5, 2017

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Derek	Email blast re Garden Volunteers	2	May 12/17	
Leslie/Len	Liaise on photo date & place bulletin announcement	3	June/17	
Derek & David Stewart	Develop 3 – 5 year Capital plan possibly looking out ten years	3	Begin by Sept. for budget prep.	
Leslie	Monitor Hall Phone Use	2	Jan/18	
	Attract a Sunday School leader, to begin in September	5	August 15	
Previous Mtgs				
Len	Carpet replacement in Boardroom and Library (how funded in interim?)		Summer months	

MINUTES

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

I. **Opening:** The meeting was called to order at 1:10pm. Leslie opened with our meeting prayer.

II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. As per John Beresford's request the issue of public urination on our property was added to New Business as was Derek's request to add Audio in the Nursery or Hall.

III. **Regrets:** None

IV. **Minutes of the March 10, 2017 Meeting** - Majority approved by electronic vote and posted to web.

V. **Thanks:** Derek called for any votes of thanks. John Beresford thanked Derek for all of his time as Chair of the Operations Committee as well as doing so many other jobs around the Parish. The other members of the Committee were in concurrence with the accolades.
Derek offer the following:
   a. To Len for your assistance at St Stephen's helping them out with electrical problems and such. It is not so much that he volunteered to help out, more that he volunteered to help out at St. Stephen's, a willing gracious volunteer.
   b. To Len for passing along the suggestion to install the bike rack on the

concrete walkway outside of the entrance of the Hall. And to Carl and John Beresford for following this suggestion up so quickly and installing the bike rack.

c. To Irene, who quietly stepped forward to lead the Sunday School. We have been hoping and praying for this to happen for some time, and thanks in part to the Friday afternoon Homeschooled group, Irene made it possible.
d. To Leslie, who continues to impress me with how much she can bend without breaking! She is a true professional.

VI. Review Action Items:

1. Recommendations on Security Camera – Len. A camera has been ordered from the U.S. and will be installed near the peak of the exterior hall wall on the east side. If it is satisfactory, another can be ordered.

2. Bicycle Rack/Pew Marker: As noted in Leslie's report, the plaques have been order and will arrive in due course.

3. Search for New Gardeners: Derek asked how we might generate interest in the two flower beds that still need volunteers. It was suggested that an email blast be sent out showing the existing gardening plots as per the updated map provided by Derek.

4. Copier Cost Allocations: Leslie reported that, thanks for much time and effort on Derek's part, the codes are up and running as of this week. She is just waiting for the backlash!

5. Changes to the Phone System: Leslie has requested a change by Telus for a cost saving. Leslie recommends that, If Telus approves the request of the customer service representative to lower the rate from \$62 to \$27 per month, that the hall phone remain in place. After some discussion about how much use the phone actually gets, the Committee agreed to get the phone in place at the lower rate for one year as we try to monitor how much use it actually gets.

6. Carpet Replacement in Board Room and Library: Len has been in touch with Hourigan's who have updated their quote. Labour remains the same but the price of the product has increased. The estimated cost for doing the Board Room and the Library is \$1,800. Len asked that the discussion on approving the carpeting project be deferred until we discuss the moss removal on the roof which he feels is a priority. Derek used the opportunity to explain that the invoice had come in for the Green Altar Hangings and that we were only charged for the materials - \$366. This leaves a balance of \$3,600 in the funds donated by St. Mary's Guild which would now be available to pay for the carpeting up front and then be reimbursed by the Smile Card funds. Leslie reminded Derek that we had not yet had approval of our application. Irene will follow up to check on the status of our application.

7. Photo Display: Irene showed us a photo of the photo frame. The Committee were very pleased with the result. Len has now borrowed the USB Flash drive from the office so that he might transfer the existing photographs to John who will then put the names on them. He will then give the file to Irene who will have the photos printed at Costco. Derek asked Irene a very important question – when would she have her photograph taken? It was suggested that we set a date for a photo session so that we might be able to capture our newer parishioners as well. Len can get the requisite approval on our permission form when he takes the photograph. Derek reminded Leslie that she was to send the permission template to St. Stephen's. She indicated that she had sent it twice. Derek suggested that she send it to Bob Quicke who will likely be taking the photographs.

8. Capital Plan: Derek clarified whether this was to start in September or be completed by September. Leslie advised that it should begin by September in order to be available for budgeting purposes in November. Derek indicated that David Stewart was willing to work with Operations Committee on this important project. Derek asked if anyone was willing to participate.

VII. Business Arising/Discussion from March 10, 2017 Minutes

1. Moss Removal on roof: Len indicated that he had asked Thomson's to reconsider their quote for a second time and they declined. The cost would be $2,995 plus taxes. Len presented another quote from Roof Cleaning Victoria which was substantially lower. There was substantial discussion on the scope of the work required and if there was any flexibility on "spot" treatment. Len said no. As this company was unknown to any of the committee members, Len was asked to get more information so that the quotes that we were comparing were equal in service provided and to ask for references. Derek confirmed that this work would be considered Maintenance and would need to come out of our General Operating Budget. He also asked what the criteria were for determining when the roof needed to receive the special treatment being proposed.

2. Smile Card Application: As discussed under Carpet Replacement above, Irene will follow up. The application was submitted indicating that we had $2,800 in expenses. We requested $2,500 on the basis of repaying the balance on the lawn mower and then the carpeting. The carpeting will go ahead if the application is approved. We will use the same method as we have used on other projects. We will pay up front and then repay the fund from the Smile card proceeds.

3. Committee Membership: There is no rush to add to the Committee until we know what projects we will be undertaking and what expertise we might need.

VIII. Financial Reports: Derek drew everyone's attention to the financial statement in the package. He was very pleased to note that our regular offerings are tracking very close to budget, as were our expenses despite some unusual costs. Derek indicated that he has heard of other churches struggling and we should be pleased that we are on track. Derek alerted the Committee to an upcoming expense for overtime for Leslie from January 1 to March 30 as she picks up more of the financial work in the absence of a Treasurer. It was hoped that this would be reflected in the April statement but the Diocese misplaced the request for payment. Derek emphasized that Leslie has only submitted for a fraction of the time that she has actually worked outside of her regular hours. John and Len noticed that the cost of cleaning supplies seemed out of proportion. Leslie agreed and will double-check the figure that was used.

Derek reported that St. Mary's Parish Information Return and Parish Financial Return had been submitted by deadline and that the first quarterly reports had been delivered.

It was **Moved** by John Beresford, **Seconded** by Irene Feir, to receive the April 30, 2017 report of the General Operation Account as presented and recommend it for adoption by Parish Council. **CARRIED.**

IX. Redemption of GIC, and recommendation to re-invest:

Derek drew attention to his report. In the Memorial Account there is a 1-year redeemable GIC will become due on May 20. The value of the GIC is $45,200. Due to the significant amount of capital spending that was done last year, there are no funds available to support capital spending (planned or otherwise) without redeeming the GIC's. (There is another 3-year GIC that is redeemable on June 12, 2019. It is valued at $74,500). It is recommended that we re-invest a portion of the $45,200 in a GIC or similar longer term financial instrument, while retaining a portion of it to provide ready cash, should the need arise. As an example, we could re-invest $20,000 - $30,000 in a GIC (or perhaps $10,000 GIC redeemable in 2018, and $20,000 GIC redeemable in 2020). Then the difference of $15,200 ($45,200 - $30,000) would be invested in the money market, for example.

It was **Moved** by John Beresford, **Seconded** by Len Fallan that we reinvest one portion of the maturing GIC into other GIC's staggered with existing investments and that the balance be invested in short term so that it may be used as cash flow if required. **CARRIED**

X. Other Reports: *(all reports are attached to the Minutes upon completion.)*

1. **Leslie:** Leslie's report was presented as written. She has nothing further to add. Derek took the opportunity to discuss "Rentals" and the possibility of changing the day the janitor comes in to clean so that he has not just cleaned prior to the Home Schooling Group activities in the Hall. As the group will likely be meeting in parks over the summer months, Derek didn't feel that making a change to the janitorial service was necessary at this time. It was suggested that a small bucket and a simple mop be left somewhere accessible for the group to clean up after themselves. Leslie asked Derek to clarify if we are to hold the Hall open on Friday afternoons open for the Group or if it will be free over the summer.

2. **Irene**: Irene's report was presented as written.

3. **Len**: Nothing further to add.

4. **Derek**: Derek's report was presented as written.

5. **John:** John's report was also presented as written. Derek asked Len to provide John with our Easter Group photo for the website. John expressed concern that there wasn't a similar photo from St. Stephen's. Derek indicated, and the Committee agreed, that St. Stephen's has had ample opportunity to provide the requested photo. We shouldn't wait any longer.

   Moved by Irene Feir, **Seconded** by Len Fallan, that the non-financial reports be received. **CARRIED.**

X. New Business

1. Sunday School: Derek again thanked Irene for stepping up and getting a program rolling. Irene was quite clear that she would take Sunday School into early June but wouldn't want to continue in the Fall. Is it time for the Moms to step up? She also expressed concern about the wording on the website directing Sunday Schoolers to St. Stephen's and Youth Group to St. Mary's. Derek and John agreed that it needed updating. Irene also intends to liaise with Rob to see if St. Stephen's are using any curriculum that we might share in.
2. Audio in Nursery/Hall: Derek wondered if there was a need to have something provided in the nursery for mothers who might be nursing. After some discussion it was felt that it was not necessary at this time.
3. Public Urination: John Beresford reported on his conversation with a neighbour regarding the routine public urination on our property by two men. The Committee agreed that this should be brought to the attention of the police and that the neighbour should be assured that we discussed the matter. Derek and John will visit the neighbour following today's meeting.

XI. Closing with the Grace

Leslie moved adjournment at 3:15 p.m.

Next Meetings:

- September 8, 2017
- November 10, 2017

Derek Osman, Chair

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

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

September 6, 2017

By Email

St. Mary's Operations Committee and
Parish of Central Saanich Council

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to July 31, 2017 – St. Mary's, Saanichton

Attached are the financial statements as of July 31, 2017 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:

1. Balance Sheet: demonstrates that Assets continue to be greater 2017 than in 2016; $5,875 as of the end of July.
2. Statement of Income and Expenses: Illustrates an increase in the surplus year over year, for the same period.
3. Statement of Changes in Equity: also notes the transfers between funds It also reflects that we are at the stage of depleting the Refugee accounts in the Memorial Account.
4. Memorial Account: documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 3 "in-trust" funds.
5. Church (Parish) Events: Shows the financial contribution of each of the Events.
6. Budget Review: documents the Operating Account income and disbursements, as measured against the Budget.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, primarily for the month of July.

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

Respectfully,

Derek Osman
Church Warden

Attachments

Comparative Balances - All Three Accounts

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

2. St. Mary's has **three banking Accounts**, being:
   a. General Operating, to support the daily operating revenues and expenses.
   a. Memorial to hold designated and undesignated trust funds together with the investment portfolio. It is used to track:
      i. the investment portfolio (GIC's),
      ii. "uncommitted" funds that are made available for temporary use by the cash-flow needs of the General Operating account, and for capital expenditures, and
      iii. funds held "in trust" for the refugee programs, and to facilitate the issue of tax receipts for donors, mostly beyond the parish.
   b. Church Events, to track the revenues and to fund the expenses for the numerous special Events sponsored by St. Mary's for either Outreach initiatives or to assist in meeting the annual operating costs. It is the repository for the Altar, Flower, Social Events, Holly Fair, Parish Sales, Music Festival, Youth Funds, sales initiatives such as church calendars and the purchase of retirement gifts and cards. It may also be used to track the revenues and expenses for Parish Events, like the Wine Festivals.

3. **Balance Sheet – July 31, 2017**
   At the end of July, the Balance sheet appears more favorable in 2017 than in 2016. Assets continue to remain greater by almost $5,900. Accounts Payable have been reduced to zero by month-end again. The liability to Outreach is less in 2017 because the Outreach funds are being paid out on a regular basis as appropriate, rather than deferring until the end of the year (a change in the procedure from previous years). Our commitment to Outreach is undiminished, overall.
   The Equity position has improved from last year as well, however the equity position of the Memorial Account was not determined.

4. **Statement of Income and Expenses:** By the end of July the surplus was $5,927 - over seven times that of 2016. Even without the transfer of $3,705 from Parish Events, Income was up by $2,222 over 2016 (when the transfer from the Memorial Account was less in 2016 by $1,500). Thus the effective improvement over 2016 is $3,722, or a factor of 4. The Expenses were $1,788 more than the same period in the previous year. The main reasons are the increased Assessment, the unbudgeted removing of the moss from the roof, and increased Utilities expense. Of the $3,705 that got

transferred from Parish Events, an incremental 10% also got transferred from Parish Events to General Outreach.

5. **<u>Statement of Changes in Equity:</u>** The Equity as of July 31 is significantly more than the opening balances of the General and Parish Events Accounts (the equity position of the Memorial Account was not determined). The following transfers have taken place this year:

   a. In January, $18,500 was transferred from the Memorial Account to the Operating Account; an amount expected to be transferred back by year-end. This amount is to assist in funding regular operating expenses. <u>In past years, this amount has been $20,000 - $25,000.</u>
   b. In May as the GICs were being re-invested, the interest earned was transferred to the Parish Events fund to eliminate a negative balance in the Social Fund. This amount plus a round-down of the GICs for a total of $582 was transferred to the Parish Events funds.
   c. The proceeds of the two Thrifts Sales was transferred from the Parish Events to the General Account fund. This increased the accumulated amount from the Thrift Sales for general revenue to $3,705. Consistent with our policy to donate 10% of this amount to Outreach, a further $412 was transferred from the Parish Events funds to the General Accounts (Outreach) fund.

6. **<u>Memorial Account:</u>** The following transactions are highlights of this account:
   a. As previously reported, in January, $18,500 was transferred to the Operating Account, but is expected to be transferred back by the end of the year.
   b. Thanks to the Thrifty Foods' program, there was sufficient funds received to transfer $823 to pay towards balance payable for the garden tractor (at the end of May, there was only $406 remaining to be paid), A new application was submitted to Thrifty's for this year, and has now been approved. The funds from this year's application will be used to pay off the tractor, and then to pay for the replacement of the carpet in the Boardroom and the Library.
   c. There was $4,000 (courtesy of the Guild) earmarked for the green hangings. However, on April 16, we were informed that we would be paying <u>only</u> for the materials, and not the labour costs, and even the material costs would be donated back to St. Mary's. So, there remains about $3,600 that is still in the Memorial Account, and the cost of the materials ($367) was returned as a Gift-In-Kind (being revenue to the General Account).
   d. **<u>There are 3 In-Trust Accounts that have a balance of $50,361:</u>**
      i. **<u>Ron Smith Legacy:</u>** Has a balance of $5,483. It primarily for use as Rector's Discretion, but also funded the acquisition and installation of a commemorative bike rack. The plaques ($312) have been received

and installed now. The last financial transaction was for $500 in support of Rector's Discretionary spending in May.

ii. **RAPID (Syrian Refugee Family):** The Memorial account is being depleted because of dental bills beyond expectations for our refugee family. A financially successful fund-raising concert was hosted in early May. St. Mary's provides only the "banking & bookkeeping services" for this account. At the beginning of the year, the balance was $22,924, and the balance at the end of July was $16,643. However, The Diocese has granted a special 2-month extension (to the end of August) of this program to assist in getting the gamily on a more firm financial footing, but with specific caveats attached. Thus, it is the intension of this plan to deplete the financial resources to the benefit of the refugee family but within the constraints of the program by the end of August.

iii. **PRF (Refugees)** The balance at the end of July remained at $28,235. As the family has yet to arrive, no expenses have been realized.

e. **Investments:** There were two GIC investments for a total of $119,700:
   i. **A 1 year GIC**, redeemable May 20, 2017, for $45,200
   ii. **A 3 -year GIC** with Rising Rate, to mature June 12, 2019 for $74,500

The 1-year GIC was redeemed on its anniversary date. Then the $45,200 was re-invested in May as follows:
   i. $10,000 in a 1-year Redeemable GIC; matures May 20, 2018
   ii. $20,000 in a 3-year Rising Rate GIC; matures May 17, 2020.
   iii. $15,000 in a 5-year GIC; matures May 17, 2022.
   iv. The interest earned to-date plus the $200 of the principle (total of $582) was transferred to the Parish Events Account.

7. **Church (Parish) Events** Two Thrift Sales generated proceeds of $4,338. Of these proceeds $3,705 was transferred to the General Account to assist with eliminating the deficit at year-end. By past agreement,10% of these proceeds ($412) is also transferred to the Outreach fund of the General Account. Because we invite people for coffee after the 9:00am service, we stopped putting out the basket for donations. To compensate for that decision, we provided some marginal funding last year. This year, a parishioner donated $300 of start-up funding.

8. **Budget Review:**

The financial statement in the package offers a message more positive than in past years at the end of July. The Regular Offerings continue to track very close to budget (57.6% of budget when the target is 58.3%). However, Total Revenue (less the transfer from the Memorial Account) is only at 52.9%.

Our expenses are at 60.7% of Budget, with the unbudgeted invoice for the cleaning of the moss from the roof being paid in June. A more positive factor is due to recording income from the Thrift Sales in General Revenue (having been transferred from Parish Events to General Account) now as it is received, rather than towards at the end of the year. However, even if we were on budget, we would still be in a deficit position of about $2,900 at year-end.

The expenses are exceeding our revenues. Without a very successful Deficit Elimination program, we will be challenged to pay back the funds that were borrowed from the Memorial Account in January!

Other things worthy of note is that the annual permissive Tax Exemption Renewal for existing exemptions, for 2018, were completed for both churches and submitted on July 25th to the District of Central Saanich.

9. Concerns & Considerations:

a. The new financial system (QuickBooks) is not yet fully implemented. The software is installed and being used. However, the Code of Accounts was revised in conjunction with the system upgrade. We have yet to transpose the data into the new Code of Accounts, and to automate the generation of the financial reports so that the new format committed to the Diocese (with comparative reporting) is generated without undue intervention by Leslie. Also, the Memorial Account is still managed via a spreadsheet. It needs to be installed into the new version of the QuickBooks system, and the associated reports developed.

b. Without a very successful Deficit Elimination program, we will be challenged to pay back the funds that were borrowed from the Memorial Account in January! Expenditures will have to be more closely managed henseforth.

St. Mary's

Balance Sheet - July 31, 2017

Assets			**Liabilities & Equity**		
	2017	**2016**		**2017**	**2016**
Bank	$32,175	$28,506	Accounts Payable	$0	$1,615
Investments	$119,500	$117,294			
Accounts Receivable	$0	$0	Outreach	**$2,186**	**$6,606**
				$2,186	**$8,222**
			Equity		
			General Fund	$11,770	$1,035
			Memorial Account		
			Parish Events	$18,218	$19,250
				$29,988	**$20,285**
Total	**$151,675**	**$145,800**	**Total**	**$32,174**	**$28,506**

St. Mary's

Statement of Income and Expenses - July 31, 2017

Income	2017	2016
Regular Offerings	$51,955	$49,927
Open Offerings	$1,620	$1,547
Festival	$1,237	$1,307
Total Offerings	$54,812	$52,781
Rent	$9,225	$9,370
Interest	$3	$4
Specific Donations / Outreach	$922	$100
Miscellaneous	$0	$0
Guild/Parish Events	$0	$0
GST Rebate	$1,332	$237
Deficit/ Capital Appeal	$3,266	$2,399
Total Operatng Fund	$69,559	$64,890
Memorial Account	$18,500	$20,000
Parish Events	$3,705	$0
Total Income	**$91,764**	**$84,890**
Expenses:		
Operating Fund:		
Stipend/Benefits	$28,561	$29,500
Youth Worker	$0	$1,572
Relief Clergy	$450	$113
Music Services	$7,092	$8,847
Admin. Support	$13,839	$11,153
Parish Financial Mgt. Consult.	$0	$0
Total Salaries	$49,942	$51,186
Diocesan Assessment	$12,543	$11,620
Christian Education	$772	$1,135
Outreach	$0	$0
Music Services	$1,177	$622
Insurance	$3,265	$3,174
Office General	$4,369	$5,260
Maintenance - General	$4,198	$762
Maintenance - Cleaning	$2,798	$3,364
Utilities	$6,571	$5,469
Miscellaneous	$200	$1,457
Major Capital	$0	$0
Total Operating Fund	$85,836	$84,048
Memorial Fund		
Parish Events		
Total Expenses	**$85,836**	**$84,048**
Surplus (Deficit)	**$5,927**	**$843**

St Mary's

Statement of Changes in Equity - July 31, 2017

	General	Memorial	Events	Total 2017	Total 2016
Equity, Beginning of Year	$335	$151,090	$5,111	$156,536	
Income	$91,539	$23,732	$28,912	$144,183	
Expenses	$80,103	$21,459	$15,806	$117,368	
Net Income	**$11,435**	**$2,273**	**$13,107**	**$26,815**	
Transfers:					
From Memorial (Jan.)	$18,500	-$18,500			
From Memorial (May)		-$582	$582		
From Parish Events (May)	$3,705		-$3,705		
From Parish Events to O/R	$412		-$412		
Total:	**$22,617**	**-$19,082**	**-$3,535**		
Equity, End of Month	**$34,387**	**$134,281**	**$14,683**	**$183,351**	**$77,425**

	St. Mary's Other Funds' Activity - July 31, 2017				
		Memorial Account			
	Balance Jan 1, 2017	Revenue	Expenses	Transfers IN (OUT)	Balance July 31, 2017
General	$18,713				
Interest					
Rec'd (Jan 31, Feb 28, Mar 31, Apr 30)		$5			
May 20 from GIC redeemed + int.		$582		-$582	
Rec'd (May 31)		$1			
Transfer to Operating Fund (Jan)				-$18,500	
Transfer to Investments					
Total:	**$18,713**	**$588**	**$0**	**-$19,082**	**$219**
Thrifty Foods	$0				
Receipts from Thrifty's (Jan 13)		$264			
Receipts from Thrifty's (Feb 9)		$20			
Receipts from Thrifty's (Feb 10)		$156			
Receipts from Thrifty's (Mar 10)		$174			
Receipts from Thrifty's (Apr 7)		$170			
Transfer to Mower (Apr 18)		-$784	-$784		
Receipts from Fairway's (Apr 7)		$38			
Transfer to Mower (May 15)		-$38	-$38	**-$823**	
Receipts from Thrifty's (July 6)		$193			**$193**
Bequests & Donations	$0	$0			**$0**
First Nations Bursary	$2,501	$2,501	-$25		**$2,476**
Guild	$4,000		-$367		**$3,633**
Mower	-$1,228	$843		$843	**-$386**
Carpet (funded by Smile Card)					
Installation in Boardroom / Library			-$2,155		**-$2,155**
	$42,699	**$4,086**	**-$430**	**-$19,062**	**$6,135**
In-Trust Funds:					
Ron Smith Legacy	$6,795				
Rector's Discretinary (Mar 15)			$500		
Rector's Discretinary (May 16)			$500		
Memorial Plaques			$312		
		$0	$1,312	$0	**$5,483**

RAPID (Refugees)	$22,924				
Receipt (Jan 31)		$200			
Receipt (Feb 27)		$1,200			
Receipt (Mar 30)		$200			
Receipt (May 8)		$3,902			
Receipt (May 8)		$200			
Receipt (May 8)		$2,572			
Receipt (May 15)		$70			
Receipt (May 22)		$80			
Receipt (May 31)		$100			
Receipt (June 4)		$1,000			
Receipt (June 21)		$780			
Receipt (July 31)		$3,992			
Dental (Jan 5, Mar 27)			$6,470		
Allowances (Jan 2,9,16,23,30)			$2,500		
Allowances (Feb 6,13,20,27)			$2,000		
Allowances (Mar 6, 13, 20, 27)			$2,000		
Allowances (Apr 3, 10, 17, 24)			$2,000		
Allowances (May 3, 22)			$415		
Allowances (May 8.15.22.29)			$2,000		
June 8 - Dental # 31 & 32			$767		
June 20 - # 33 Postageto send RAPID doc's			$21		
June 26 - #34 Dental			$177		
July 20 - # 35 Dental			$1,920		
July 26 - # 36 Rental Insurance Reimbursement			$307		
	$22,924	**$14,296**	**$20,577**	**$0**	**$16,643**
PRF (Refugees)	$22,885				
Receipt (Jan 24)		$5,350			
	$22,885	**$5,350**	**$0**	**$0**	**$28,235**
	$75,528	**$19,646**	**$21,889**	**$0**	**$73,284**
TOTALS	**$118,226**	**$23,732**	**$21,459**	**-$19,062**	**$79,419**
Investments					
GIC (1 yr Redeemable May 20, 2017) Plus $382 Interest	$45,200	-$45,000			
Reinvest GIC May 17			$20,000		$20,000
Reinvest GIC May 17			$15,000		$15,000
Reinvest GIC May 20			$10,000		$10,000
GIC (3 yr Rising Rate Mature June 12, 2019)	$74,500				$74,500
	$119,700	**-$45,000**	**$45,000**	**$0**	**$119,500**
TOTALS	**$237,927**	**-$21,268**	**$66,459**	**-$19,062**	**$198,919**

St. Mary's
Other Funds' Activity - July 31, 2017
Parish Events Fund

	Balance Jan 1, 2017	Revenue	Expenses	Transfers IN (OUT)	Balance July 31, 2017
Altar	$1,308	$100			$1,408
Choir					$0
Flower	$1,365	$1,650	$1,236		$1,780
Holly Fair	$191	$200	$200		$191
Musical Festival:		$3,245			$3,245
Performers			$1,000		-$1,000
Advertising			$1,052		-$1,052
Other	$1,806		$297		$1,509
Total Musical:		$3,245	$2,349		$2,702
General:					$0
Calendars					$0
Books		$140	$140		$0
Gifts		$485	$463		$22
Bank		$0			$0
Interest		$582		$582	$582
Other	-$241	$58	$17		-$200
Transfer from Social					$0
Parish Sale	$133	$4,338	$245		$4,226
Transfer to General Fund **			$4,117	-$4,117	-$4,117
Social	$256				$256
Wine Fest	$7	$15,364	$4,571		$10,800
Youth	$286				$286
Floats	$288	$2,100	$2,100		$288
Other & Misc.					$0
Comfort		$351	$137		$214
Sunday Coffee		$300	$232		$68
	$5,399	$28,912	$15,806	-$3,535	$18,505
Net Income		$13,106			

** $3,705 from Thrift Sales was transferred as revenue to General Accounts.
An additional 10% of that amount ($412) was transferred to Outreach in the General Accounts
The total amount transferred was $4,117.

ST MARY'S BUDGET REVIEW - 31 JULY 2017

ITEM	2017 BUDGET	TO 31 Jul 17	%AGE 58.33%	RMKS
INCOME				
REGULAR OFFERINGS	$90,000	$51,830	57.59	
OPEN OFFERING	$3,000	$1,620	53.99	
FESTIVAL	$3,750	$1,237	32.99	
HALL /FACILITIES USE DONATIONS	$17,000	$9,225	54.26	
INTEREST	$5	$3	57.60	
SPECIFIC DONATIONS	$0	$422	#DIV/0!	2 GIK - Communion supplies/Altar Set
ENVELOPES	$125	$125	100.00	
H/M/D	$500	$500	100.00	
GST REBATE	$1,000	$1,332	133.16	NFA
MISCELLANEOUS	$200			
TX FROM HOLLY FAIR	$8,500			
PARISH THRIFT SALES	$5,000	$3,705		
DEFICIT ELIMINATION APPEAL - 2017	$8,000	$1,766		
DEFICIT ELIMINATION APPEAL - 2015 CF	$1,500	$1,500		
TX FROM MEMORIAL		$18,500		
TOTAL REVENUE	$138,580	$91,764	66.22	
DISBURSEMENTS				
STIPEND/BENEFITS	$51,000	$28,561	56.00	
RELIEF CLERGY	$700	$450	64.29	
MUSIC DIRECTOR	$11,300	$6,092	53.91	
RELIEF ORGANIST	$600	$999	166.58	incl. $549.46 2016 Benefit Recovery
ADMIN. ASST/BOOKKEEPER	$19,600	$13,839	70.61	increase in hours plus overtime
PARISH FINANCIAL MGMT. CONSULT.	$4,000	$0	0.00	
DIOCESAN ASSESSMENT	$21,503	$12,543	58.33	
CHRISTIAN EDUCATION	$500	$319	63.87	
CLERGY CONFERENCES	$400	$266	66.59	
MUSIC	$700	$1,177	168.12	
SANCTUARY SUPPLIES	$400	$187	46.72	
ADVERTISING	$300	$188	62.74	
INSURANCE	$3,500	$3,265	93.29	NFA
OFFERING ENVELOPES	$200		0.00	
PHOTOCOPY	$3,000	$1,942	64.75	inc. cost recovery from St. Stephen's
POSTAGE	$400	$104	26.09	
STATIONERY	$1,250	$644	51.51	
MAINTENANCE - GENERAL	$3,000	$4,001	133.37	recovery of $1063 rec'd.
MAINTENANCE - CLEANING CONTRACT	$4,700	$2,389	50.82	
MAINTENANCE - CLEANING SUPPLIES	$500	$410	81.94	
MAINTENANCE - GARDENING	$500	$197	39.45	
GARBAGE	$500	$430	86.00	NFA
HYDRO	$7,500	$5,816	77.55	incl. anniversary catch up
INTERNET	$1,200	$464	38.69	
TELEPHONE	$2,000	$1,011	50.54	
WATER/SEWER	$600	$325	54.21	
MISCELLANEOUS	$1,500	$200	13.35	
BANK CHARGES & RECONCILIATIONS	$100	$15	15.00	
TOTAL EXPENDITURES	$141,453	$85,837	60.68	
OPERATING SURPLUS/DEFICIT	-$2,873	$5,927	-206.30	

ST MARY'S BUDGET REVIEW - 31 AUGUST 2017

ITEM	2017 BUDGET	TO 31 Aug 17	%AGE 66.67%	RMKS
INCOME				
REGULAR OFFERINGS	$90,000	$58,042	64.49	
OPEN OFFERING	$3,000	$1,705	56.84	
FESTIVAL	$3,750	$1,237	32.99	
HALL /FACILITIES USE DONATIONS	$17,000	$10,370	61.00	
INTEREST	$5	$3	62.60	
SPECIFIC DONATIONS	$0	$422	#DIV/0!	2 GIK - Communion supplies/Altar Set
ENVELOPES	$125	$125	100.00	
H/M/D	$500	$500	100.00	
GST REBATE	$1,000	$1,332	133.16	NFA
MISCELLANEOUS	$200			
TX FROM HOLLY FAIR	$8,500			
PARISH THRIFT SALES	$5,000	$3,705		
DEFICIT ELIMINATION APPEAL - 2017	$8,000	$1,766		
DEFICIT ELIMINATION APPEAL - 2015 CF	$1,500	$1,500		
TX FROM MEMORIAL		$18,500		
TOTAL REVENUE	**$138,580**	**$99,206**	**71.59**	
DISBURSEMENTS				
STIPEND/BENEFITS	$51,000	$32,866	64.44	
RELIEF CLERGY	$700	$450	64.29	
MUSIC DIRECTOR	$11,300	$7,051	62.40	
RELIEF ORGANIST	$600	$999	166.58	incl. $549.46 2016 Benefit Recovery
ADMIN. ASST/BOOKKEEPER	$19,600	$15,466	78.91	increase in hours plus overtime
PARISH FINANCIAL MGMT. CONSULT.	$4,000	$0	0.00	
DIOCESAN ASSESSMENT	$21,503	$14,335	66.67	
CHRISTIAN EDUCATION	$500	$319	63.87	
CLERGY CONFERENCES	$400	$266	66.59	
MUSIC	$700	$948	135.41	
SANCTUARY SUPPLIES	$400	$187	46.72	
ADVERTISING	$300	$188	62.74	
INSURANCE	$3,500	$3,265	93.29	NFA
OFFERING ENVELOPES	$200		0.00	
PHOTOCOPY	$3,000	$2,208	73.60	inc. cost recovery from St. Stephen's
POSTAGE	$400	$195	48.72	
STATIONERY	$1,250	$644	51.51	
MAINTENANCE - GENERAL	$3,000	$4,001	133.37	recovery of $1063 rec'd.
MAINTENANCE - CLEANING CONTRACT	$4,700	$2,730	58.09	
MAINTENANCE - CLEANING SUPPLIES	$500	$410	81.94	
MAINTENANCE - GARDENING	$500	$197	39.45	
GARBAGE	$500	$430	86.00	NFA
HYDRO	$7,500	$6,531	87.08	incl. anniversary catch up
INTERNET	$1,200	$526	43.82	
TELEPHONE	$2,000	$1,122	56.10	
WATER/SEWER	$600	$325	54.21	
MISCELLANEOUS	$1,500	$200	13.35	
BANK CHARGES & RECONCILLIATIONS	$100	$138	137.60	
TOTAL EXPENDITURES	**$141,453**	**$95,998**	**67.87**	
OPERATING SURPLUS/DEFICIT	**-$2,873**	**$3,208**	-111.66	

1. Community Involvement (Outreach):

a. By all accounts, the participation of our parish float in the Brentwood Bay Days parade and the Sidney Days parade was a success again this year.
b. Wine Fest: For the third consecutive year, the Peninsula Wine Fest was a successful parish outreach Event. Contributions from both churches and the focus on "From the Community, for the Community" won the praise of both Bishop Logan and the Lieutenant Governor of BC. The attractions throughout the venue on the grounds at St. Stephen's, and the tours of the church and cemetery were an added bonus to the wine-tasting activities. When the proceeds were tallied, we were proud to share the most generated from this Event yet. A total of $10,800 will support the community oriented initiatives of:
   i. Saanich Peninsula Hospital Foundation ($4,400 to assist in their work to refurbish the Extended Care Facility),
   ii. Mount Newton Centre Society ($4,400 to sustain and support the programs of that community focused organization), and
   iii. Stelly's Secondary School ($2,000 to enhance the Lunch Program for disadvantaged students, and for Christmas Hampers for needy family attendy Stelly's).

   These three recipients were selected by the Outreach Committees of both churches, and it was helpful to have the targets of our support identified so early in the planning process.
b. RAPID Refugee Program: The Diocese has approved an extension for the financial support of the Kamalmaz Family until the end of September, during which time the family continues to become more self sustaining in our community.
c. By all accounts, the Blessing of the Animals Event was a success again this year. There was some great press coverage by the Peninsula Review (links are on the website).

2. Operations Committee:

a. Finally the plaques in memory of Ron Smith arrived. One was installed on the pew where Ron sat, and the other one was mounted on the wall by the bicycle stand that was installed in Ron's memory.
b. At the end of June, the roof was "de-mossed" over a 3-day period by Roof Cleaning Victoria. The cost of $2,310 was requested on the day that they finished! However there was a day or so delay in getting a cheque to them. This cost was not budgeted, and is reason why the Maintenance costs are currently over budget.
c. At the last meeting, it was decided to fund the replacement of the carpet in the Boardroom and the Library with the receipts from the Thrifty's Smile Card, after we knew that Thrifty's had approved our application.At a cost of $2,052 plus GST, Hourigan's Flooring supplied and installed the new carpet on Friday, July 21. The furniture had to be removed the evening before, and moved back so that only the odour of the glue was a clue that the work had

been done. Contrary to carpeting the other rooms, there was only a small gap where the floor and wall had separated.

d. David Stewart and Ken Pedlow agreed to begin meeting to develop a capital plan. Instead of waiting for September, we began meeting in June. We started with the inventory listing that Sue Smith had been working on, because it also had replacement costs. David contributed a contractor's guide of a wide variety of things to consider. In addition to this capital plan, Leslie contributed a list of significant operating costs that we experience on a regular basis. This will contribute to an operating plan that will be used when preparing the annual operating budget, and will help to smooth the spikes in costs from year to year.
e. Parish Financial Management Consultant:
    i. Council approved the motion to engage the local accounting firm Collins Barrow Victoria Ltd. to:
        a) Review the policies, procedures, and practices used within each church and the cemetery,
        b) Definen the roles and responsibilities of the Parish Treasurer and the Bookkeepers, and
        c) Identify potential opportunities for improvement.
    ii. During late June and July, David Scarth, Leslie Pedlow, Jen Buscall, and I were interviewed individually by an accountant from Collins Barrow. The partner of the accounting firm is currently reviewing his report, and I expect to receive it soon. Then the wardens will prepare recommendations for Council to consider at the September 19th Council meeting. Presumably, one of those recommendations will be to recruit for a Parish Treasurer, subsequent to confirming what the work effort is likely to be for the Bookkeepers and for the Parish Treasurer.
    iii. As a result of the resignation of Jen Buscall, a bookkeeper (Myra Lucke) from Collins Barrow will assume her responsibilities. A turnover meeting has taken place, and Myra will start at St. Stephen's on September 7, being responsible for the bookkeeping for the church and the cemetery until we have successfully recruited a new bookkeeper.
    iv. Leslie expects to receive some consulting assistance from Collins Barrow (perhaps Myra) to achieve initiatives like a) implementing the new chart of accounts (approved by Gail Gautier already), b) automating the financial reporting package, implementing electronic approvals of requisitions and invoices, and others that may be recommended by Collins Barrow as being cost beneficial.

3. Other Activities:

a. The infant pads for the AED in the Hall have finally arrived, following a supply backlog. Nancy Chout should now be able to get our AED unit certified again.

b. The annual renewal of the Permissive Tax Exemption (for 2018) has been submitted to the District of Central Saanich for the parish (for both St. Mary's and for St. Stephen's).

c. A training package has been prepared to conduct some basic training on our website.

d. Gail Gautier, Diocesan Financial representative has reviewed our submission for the Assessment calculation, and has identified a number of anomalies that hopefully are just a misunderstanding of assumptions. Further work on this file is needed.

e. The wardens will be recommending the membership of the Bishop's Consultation Team to Council. It includes the Archdeacon (Penelope Black), the 3 wardens, and 3 parishioners (2 from St. Mary's and 1 from St. Stephen's).

f. The financial reports for St. Mary's are attached under their own heading.

Respectfully submitted,
Derek Osman

Meeting Schedule 2017

	St. Mary's Operations Committee	St. Mary's Wardens'	Joint Wardens' At St. Stephen's	Council
Sept.	Sept. 8	Sept. 13	Sept. 12	Sept. 19 (St. Mary's)
Oct.		Oct. 11	Oct. 10	Oct. 17 (St. Stephen's)
Nov.	Nov. 10	Nov. 8	Nov. 14	Nov. 21 (St. Mary's)
Dec.		Dec. 13	Dec. 12 (9:00 AM)	Dec. 12 (if needed) (St. Stephen's)
January				
February				Feb 18: **AGM**

Notes:

1. **St. Mary's Operations Committee:** 1:00 to 3:00, generally on Friday, every 2nd month, except for the summer months.

2. **St. Mary's Wardens' Meetings**: 1:00 to 3:00 on the 2nd Wednesday of each month.

3. **Joint Wardens' Meetings:** 10:00 to 12:00 on the 2nd Tuesday of each month; at St. Stephen's.

4. **Council Meetings:** 7:00 to 9:00pm, on the 3rd Tuesday of each month, except for the summer months, with the meeting location alternating between the two churches.

1) The **Committee members** have reviewed the Pre-Event Approval forms that have been submitted and **Council has approved the following Events** to proceed:

Even Name	**Date**	**Location**	**Leaders of Event**
a) Garlic Gala	Nov. 4	St. Stephen's	Don & Susie Wilson
b) Holly Fair	Nov. 25	St. Mary's	Sue Smith & Leslie Pedlow

2) When considering future requests for Event approvals, we need to also consider the dates when the St. Mary's Facilities Manager has approved the follow Hall rentals:

Sept. 30th	**Thrift Sale**		Nov. 8th	**Saanichton Spaghetti Dinner**		Dec. 3rd	**Sunday Serenade Concert**
Oct. 29th	**Sunday Serenade Concert**		Dec. 2nd	**Saanichton Community Christmas**		Dec 10th	**Soundings Concert**
						Dec.23rd	**Child's Christmas in Wales**

Respectfully submitted,

Lynda Clifford Derek Osman Susan Pullan Kati Wambera