Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date	Completed
Previous Mtgs.				
Len	prepare report on Security Cameras & pass to Chair for Electronic Vote			
Derek/John	Prepare pad & install bike rack			
Derek	Educate parishioners on purpose & use of Calendars for facilities			
Derek	Schedule meeting of Website Steering Committee		April	
Wardens	Review membership and objectives / responsibilities for Outreach Committee		April	
Leslie	Implement Copier Cost Allocations		Dec. 31	

MINUTES

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

I. **Opening:** The meeting was called to order at 1:05p.m. Len opened with a prayer, remembering especially those who are ill.

II. **Adoption of Agenda:** Derek called for any additions or changes to the Agenda. None being received the meeting proceeded based on the agenda as circulated.

III. **Regrets:** Rob Szo. Derek reported that Rob had been looking forward to attending the meeting on its originally scheduled date of January 13th. Unfortunately, Rob was unable to adjust his schedule to the new meeting date which was required due to the illness of a number of members.

IV. **Electronic Votes:**
   a. **Minutes of the November 4, 2016 Meeting** - Majority approved and posted to web.

V. **Thanks:** Derek offered the following votes of thanks:
   a. To all of the Committee for changing their calendars due to the postponement of the January 13th meeting! It was important that David and Leslie had sufficient the time to prepare the financials for today.
   b. And thank you to David and Leslie for working through to get reports ready!
   c. Derek took a moment to note that Sue had offered her resignation from the Operations Committee in order to focus on other Committee work. He personally, and on behalf of the Committee, thanked her for her contributions over the years. He indicated that he will personally miss the enthusiasm with which she took on additional tasks.

VI. Financial Reports:

General Operating: David began his presentation by displaying his infamous chart and outlining how the budget came to be balanced. Our attention then turned toward the 2016 year-end figures. David was delighted to see that our Regular Offering exceeded our budgeted figure, especially since there was concern expressed during 2016 budgeting that the figure was unattainable! It was pointed out that while the amount for Deficit Elimination looked significant, it should be noted that there was $1500 carried forward from last year's appeal, $356 from the Pedlow bottle refunds, and $2000 was donated from the Music Festival Fund. In reality less than $5000 was raised from the campaign letter. Due to the success of the Holly Fair, the $1500 carried forward from last year's appeal will once again be carried forward to 2017. There were a few questions surrounding expenditures. The bottom line is that we ended up with an Operating Surplus of $335.38. This was the second year in a row where we did not need to supplement our income with dollars from the Memorial Fund.

David drew our attention to the Overall Financial Statements – 2016. Page 1outlined the Total Monetary Assets in all of the Accounts and showed the balances of funds held within the General Operating Account.

Parish Events Account: Page two of the Statements outlined the various funds held within the Parish Events Account and the activity within them. He indicated that there was a concern that the PE General Expenses were in the red due to the late submission of a 2015 receipt for books from the Rector. There were also a few strange bits that still needed to be worked through. It was discovered that any cheques written on our Accounts that were deposited by the payee, went into their account at full face value. However, if the payee cashed the cheque, the Credit Union rounded to the nearest zero or nickel. This has left a few instances of $0.02 that we need to come to terms with. David was particularly complementary of the Music Fund and its donation of $2000 to the Deficit Elimination. We are very thankful and grateful!

Memorial Fund: David drew our attention to page 4 which showed the activity in the Memorial Account. It was noted that $16,141.26 was spent on capital projects in 2016 (carpeting, paint, parking lot, ½ of Rob's computer) which has left only $18,712.88 available for transfer to the General Operating Account as an operating loan. Members asked for clarification of the Peninsula Refugee Fund (PRF) and it was explained that it was only a flow through account on behalf of the Parish so that a group from St. Stephen's could fall within the Diocesan Sponsorship Agreement for a local family. There is no financial obligation on the part of St. Mary's. The fund is being used for tax receipt purposes. Derek asked if there would be two bursary payouts in 2017. While there is that possibility, we are holding $2,501 because we designated a portion of our IRSA refund to the Bursary. Leslie reported that the green hangings should be delivered shortly (funded by the contribution from the Guild when it discontinued operations last year).

Derek asked if this version of the financial statements was consistent with that which are to be forwarded to the Diocese on a quarterly basis. Leslie indicated that once the reports have been adopted, she will produce some comparative statements (with remarks / comments as appropriate) for the Diocese. This should be relatively straightforward, with exception for the Memorial Account.

It was **Moved** by David Cooper, **Seconded** by Len Fallan, to receive the 2016 year-end report and
it was **Moved** by John Beresford, Seconded by Derek Osman that $18,500 be transferred from the Memorial Fund to the General Operating Account as a cash flow working loan.
CARRIED

2017 Budget: We reviewed the proposed budget line by line making suggestions. It was felt that Open Offerings was inflated and should be reduced to $3,000. Sue suggested that we change income from the Holly Fair to $8,500. It was suggested that we insert the figure $8,000 into the Children's Ministry for any possible salary that might begin as of April. There were several questions regarding the costs of phones and computers. David wondered about the feasibility of discontinuing the phone line in the Hall. There was discussion surrounding why we were paying a "business" rate and if there were any insurance or liability issues around removing the phone. Derek and Leslie would investigate.

Derek then indicated that he believed there should be another line item with regard to the new position of "Parish Treasurer." Derek confirmed that the Wardens had met and were proposing that $8,000 be budgeted for the position possibly beginning in April. The suggested pay rate of someone in the position could be in the line of $50 - $55 per hour. There would be an expectation that this would be a 2 to 3 year commitment.

There was extensive discussion on the feasibility of adding $16,000 in salary to the 2017 budget. Most felt that doing both was absolutely NOT feasible.

It was **Moved** by Irene Feir, **Seconded** by John Beresford that we put the Children's Worker on hold and do an in-house program that is easily accessible. **CARRIED.**

It was **Moved** by Len Fallan, **Seconded** by John Beresford that the 2017 Budget be received and recommended for endorsement by Council. **CARRIED.**

VII. Other Reports:

Len: His revised report was circulated. He noted that the moss removal company should be listed as Thomson's not Johnson's. He excused himself as he had another commitment.

Sue: We briefly discussed Sue's recommendation that people be advised that the suggested donation for flowers be up to $40 from $35. All were in agreement. Sue also expressed her concern that the delegation of the garden beds needs to be addressed. It was also her recommendation that the small bed at the entrance to the driveway be remediated and returned to grass as the earliest opportunity to enable the mower free access. All agreed, although not on who would undertake the task. In discussing the finalization of the Inventory, Sue indicated that she could not locate 2 of our large white tables but seemed to have inherited one grey table. Derek suggested that they might have been squirrelled away at St. Stephen's. He indicated that it might be possible to look during set up for the Parish Weekend

Derek: For information, Derek circulated the new proposed Gift in Kind policy that would be put before Council. He indicated that he has heard the concerns regarding the trailer and will email the Wardens at St. Stephen's to see if there might be a decision on placing it on their grounds. Rob is to be encouraged to provide a list of costs for funerals, weddings, and baptisms when meeting with the families. Derek indicated that he had the list of proposed Events for 2017 and he asked that it be attached to the Minutes for information purposes.

Irene: Volunteered that the frames for the parishioner photos will be completed in about a month. Len should continue to take pictures of the remaining parishioners. It would be desirable to print the names on the photos in a consistent font and size.

Due to the length of the meeting the rest of the Agenda was not covered. Leslie moved adjournment at 3:35pm

Next Meeting:

- March 10, 2017 at 1:00 p.m.

Derek Osman, Chair

St. Mary's Operation Committee Agenda – Jan. 16, 2017

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

II. **Adoption of Agenda**

III. **Regrets**:

IV. **Electronic Votes:**
a) **Minutes of the November 4, 2016 Meeting** – majority approved

V. **Thanks ?**

VI. **Financial Reports**
1. Financial Statement to December 31, 2016 – David
✓ Motion to receive Financial Report, and recommend for adoption by Council
2. Draft 2017 Budget
✓ Motion to receive, and recommend for endorsement by Council

VII. **Other Reports**
1. Sue (attached)
2. Derek (attached)
3. John – nothing to report – What about the trailer?
4. Irene – nothing to report
✓ Discussion & Motion to receive non-financial reports

VIII. **Review Action Items – status, date adjustment, explanations?**
1. Recommendations on Security Cameras (interim measures?) - Len
2. Bicycle Racks/Pew Marker – Derek
3. Educate Parishioners on Calendar use – Derek
4. Website steering committee – Derek
5. Review mandate & membership for Outreach Committee – wardens, on-going
6. Copier Cost Allocations – Not actioned - Leslie
7. Status of Inventory - Sue

IX. **Business Arising/Discussion from November 4, 2016 Minutes**

X. **New Business**

- **Proposed Meeting Schedule** (at 1:00 p.m.)
- March 10, 2017
- May 5, 2017
- September 8, 2017
- November 10, 2017

XI. **Closing with Prayer and Grace**

Operations Committee Report for January 2017

Flower Guild
Christmas decorating this past December was based on the "12 Days of Christmas". We were thrilled to have many undertake to illustrate a"day" in a window or around the church. And I think you'll agree this was the "best" yet. Both the artificial trees in narthex and church with their white lights and tasteful decorations were beautiful, and the theme of "Gifts of the Spirit" in the narthex really tied together our fall Bible study. We had lots of compliments from visitors and parishioners alike.

Regarding altar flowers, the cost of purchasing flowers continues to go up, especially as we are having to provide them for two matching vases whereas most churches use only one vase. Our recommended minimum donation of $35 rarely covers the cost most weeks and never is enough for special flowers like roses. I would respectfully ask that we be able to advise parishioners that we increase that amount to a minimum of $40.

Christmas Hamper Program
Our annual collection of non-perishable staple foods, purchase of gifts for children, purchase of additional staples (Shirley Rainey & Sue on Dec. 15), perishable foods and hams (Lynda Clifford, Jill Stuart & Sue on Dec. 20), assembly (11 helpers on Dec. 20) and delivery (11 helpers on Dec. 21) went smoothly again this year. Between St. Stephen's and St. Mary's, we provided 17 hampers for 54 adults and 40 children at a total cost of $934; and St. Mary's parishioners provided 26 gifts for children aged 14 and under. Many thanks go to all those who assisted in any way with this project, especially as we're all so busy at the Christmas season. But I'm sure our efforts and donations were gratefully received.

Garden Beds
As several of our "gardeners" are no longer able to maintain their garden beds, new gardeners will be required to revamp the following:
* on East Saanich Road side in front of the church (lighted cross) plus the church sign (2 beds)
* on the south side of the church from the Vestry door to the library window (large bed)
* on the east side under the Boardroom, Nursery and Meeting room windows (1 bed)

Some areas will just need spring/summer maintenance and will be maintained by current gardeners:
* pine shrubs under office & storage room windows (Sue S.)
* bed on northwest corner by front door (Nancy C.)
* bed on north along the fire lane (Sue S.)
* bed from sacristy door to northeast corner (Sue R.)

Bed along Cultra by the entrance driveway needs to be removed and grassed over. Strong helpers needed to remove the 2 rhododendrons!!! Any volunteers????

Asset Inventory
I will endeavour to have this completed by the end of January.

Special Activities
Sunday Serenade Concert Series
The KlaVIERhands concert in November, while attracting only 55 attendees (far short of the 100 hoped for, but battling against competition from Grey Cup and recuperating Holly Fair volunteers), nevertheless was a wonderful concert. Derek's promotion on the website and some special articles in the Peninsula News Review have helped our numbers; and support from St. Mary's members in baking, front-of-house assistance, and helping with set-up and clean-up has been greatly appreciated. Upcoming concerts will be CapriCCio Vocal Ensemble's Celtic Celebration in February (on a rare appearance away from Christ Church Cathedral) and Fairwater Brass (Naden

ensemble) in April.

<u>Other Concerts</u>
We were delighted with two other excellent concerts that took place in December:
* Soundings Vocal Ensemble's "A Soundings Westcoast Winter" and
* Vox Humana's annual rendition of "A Child's Christmas in Wales"

On a final note, I would like to take this opportunity to offer my resignation as a member of the Operations Committee. I have enjoyed and been pleased to have been part of the team making decisions for St. Mary's, but I would like to be able to focus more fully on a smaller number of committees and activities. Thank you all for your support over the past several years.

Respectfully submitted,
Sue Smith

1. **Community Involvement (Outreach):**
   a. The proposed hall rental rate increases for Tai Chi and for Weightwatchers were reviewed with those organizations, and then subsequently adopted. The new rates will be effective in 2017.

   b. The Outreach Committee met to allocate the pole of outreach funds that had been accumulated throughout the year (There was over $8,000 in the general outreach account, of which there was $4,825 from Wine Fest).

2. **Operations Committee:**

   a. It was decided that the pad for the bicycle stand would be made of concrete and would be 8ft. x 20ft. in size. The fall was too rainy to beginning preparing the base for the concrete, and the winter has been too cold to dig the frozen turf. This has now been deferred until the spring.

   b. The Diocese has distributed the initial version of the Checklist for Dealing with Capital Projects, and the Churchwardens' Manual. Approval is needed from the Finance Committee and Diocesan Council for all capital projects over $20,000. The Churchwardens' Manual is drawn largely from the Canons.

   c. The white line painting around the entrance to the church is beginning to flake. Scho's Line Painting has agreed to repaint the affected area when the weather is more appropriate in the spring. There will be no incremental cost to St. Mary's for this remedial work.

3. **Other Activities:**
   a. The letter to parishioners for the 2016 Deficit Elimination Appeal was disseminated.For 2016, the books are balanced without borrowing from the Memorial Account.

   b. The Parish Events Planning Committee has yet to meet to establish a Parish Calendar for 2017, but it is imminent.

   c. David Coper will not be providing the services of Treasurer beyond 2016 – but will conclude year-end activities and present his report at the AGM. He will complete the proposed 2017 Budget. As Jen Buscall is also stepping down as Treasurer for St. Stephen's, the Wardens and Rob have decided to recruit for a Parish Treasurer. The Job Posting and Description are on the website.

   d. Our Bishop was invited to St. Mary's for a "town hall" meeting on Jan. 4. It was very well received by the 35 parishioners who attended.

Respectfully submitted,
Derek Osman

<u>Ops Com. Report Jan 2017</u>

The carpets in the knave were retouched by gluing sections that had not been satisfactorily laid down previously.

The branches on the grounds were picked (in part) and piled onto one of the tree stumps near the parking entry.

A new microphone cord replacement has been researched with the original supplier of our sound system.
I took the transmitter to Long and McQuaid for a mic replacement. Cost was $92.41 including taxes (he gave me a deal as the package had already been opened). Mic works fine, but Rob wants to get a different ear mic.

The vinyl on the steeple near the top of the north side have been blown off. I am still waiting to hear from Irwin Industries as to the replacement costs – they have to come out to check it.

I am wondering when a picture display will be available in order to continue photographing our members.

We should contact Johnson's roofing this year to update out moss removal. The moss on the lower sloped roof on the north side has moss on it again.

Items yet to be done: Re aligning the steeple bell rope. Replacing some Cooper Hall lights.

Len

ST MARY'S BUDGET REVIEW - 31 DECEMBER 2016

WITH YEAR END PROJECTION AND PREMINARILY DRAFT 2017 BUDGET

ITEM	2016 BUDGET	TO 31 Dec 16	%AGE 91.60%	RMKS	PROJ 31 Dec 16	DRAFT BUDGET 2017
INCOME						
REGULAR OFFERINGS	85,000	86,526.26	101.80		86,000.00	90,000.00
OPEN OFFERING	3,000	2,787.30	92.91		2,600.00	3,500.00
FESTIVAL	3,750	3,924.00	104.64		3,700.00	3,750.00
HALL/PARKING RENT	16,000	16,795.00	104.97		16,650.00	17,000.00
INTEREST	10	5.20	52.00		5.00	5.00
SPECIFIC DONATIONS	300	196.32	65.44		196.00	NIL
ENVELOPES	150	117.00	78.00	NFA	117.00	125.00
H/M/D	1,000	150.00	15.00		150.00	500.00
GST REBATE	1,000	236.83	23.68	NFA	237.00	1,000.00
MISCELLANEOUS	200	68.90	34.45		70.00	200.00
TX FROM HOLLY FAIR	8,000	9,700.00	121.25		9,700.00	9,000.00
PARISH THRIFT SALES	4,000	4,754.00	118.85		4,754.00	5,000.00
DEFICIT ELIMINATION APPEAL - 2016	-	8,460.17	0.00		7,850.00	8,000.00
TX FROM MEMORIAL						
BANK BALANCE 1 Jan 2016		191.85				
TOTAL REVENUE	**122,410**	**133,912.83**	109.40		132,029.00	138,080.00
DISBURSEMENTS						
STIPEND/BENEFITS	49,000	48,173.73	98.31		49,000.00	51,000.00
YOUTH WORKER	11,000	1,572.45	14.30	NFA	1,572.00	
RELIEF CLERGY	900	637.50	70.83		638.00	700.00
ORGANIST	11,600	12,531.12	108.03		12,627.00	11,300.00
RELIEF ORGANIST	600	900.00	150.00		900.00	600.00
SECRETARY	17,530	18,437.26	105.18		18,400.00	19,600.00
DIOCESAN ASSESSMENT	19,910	19,910.00	100.00		19,910.00	21,503.00
CHRISTIAN EDUCATION	750	243.79	32.51		244.00	500.00
CLERGY CONFERENCES	250	626.52	250.61	NFA	627.00	400.00
MUSIC	500	901.30	180.26		901.00	700.00
SANCTUARY SUPPLIES	250	336.06	134.42		336.00	400.00
ADVERTISING	300	287.89	95.96		288.00	300.00
INSURANCE	3,500	3,174.00	90.69	NFA	3,174.00	3,500.00
OFFERING ENVELOPES	250	199.57	79.83	NFA	200.00	200.00
PHOTOCOPY	2,500	2,934.55	117.38		2,935.00	3,000.00
POSTAGE	450	327.60	72.80		328.00	400.00
STATIONARY	900	1,100.03	122.23		1,100.00	1,250.00
MAINTAINANCE - GENERAL	3,000	1,833.18	61.11		1,833.00	3,000.00
MAINTENANCE - CLEANING CONTRACT	4,700	4,803.75	102.21		4,803.00	4,700.00
MAINTENANCE - CLEANING SUPPLIES	500	504.47	100.89		504.00	500.00
MAINTENANCE - GARDENING	500	74.94	14.99	NFA	75.00	500.00
GARBAGE	500	452.00	90.40	NFA	452.00	500.00
HYDRO	6,000	7,010.96	116.85		7,010.00	7,500.00
INTERNET	1,200	1,112.06	92.67		1,112.00	1,200.00
TELEPHONE	1,950	1,904.88	97.69		1,905.00	2,000.00
WATER/SEWER	650	511.98	78.77	NFA	512.00	600.00
MISCELLANEOUS	1,000	1,453.21	145.32		1,500.00	1,500.00
BANK CHARGES & RECONCILLIATIONS	100	122.65	122.65		123.00	100.00
DEFICIT ELIMINATION CARRIED FORWARD		1,500.00				
TOTAL EXPENDITURES	**140,290**	**133,577.45**	95.22		133,009.00	137,453.00
OPERATING SURPLUS/DEFICIT	**- 17,880**	**335.38**	-1.88		- 980.00	627.00

ST MARY'S FINANCIAL STATEMENTS – 2016

BALANCES – ALL ACCOUNTS:	1 January 2016	31 December 2016
General Operating Account		
Bank Account Balance	5,443.05	9,336.37
Memorial Account		
Bank Account Balance	48,578.02	30,781.15
Investment Portfolio (GICs)	117,293.86	119,700.20
HELD IN TRUST		
RAPID	2,350.00	22,923.71
PRF	NIL	22,885.00
Parish Events Account		
Bank Account Balance	9,553.90	5,399.27
TOTAL MONETARY ASSETS:	**$183,217.83**	**$205,626.43**

GENERAL OPERATING ACCOUNT

	Balance 1 Jan 16	Income	Disbursement	Balance 31 Dec 16
Operating Fund	191.85	133,720.98	132,077.45	335.38
Outreach Funds - Hampers	455.62			533.92
- Ethiopian Library	NIL	2,885.00	NIL	2,885.00
- General	559.81			NIL
Deficit Reduction	1,500.00	1,500.00	1,500.00	1,500.00
Outstanding Cheques (1 Jan 16)	2,735.77		2,735.77	NIL
Outstanding Cheques (31 Dec 16)		4,082.07		4,082.07
TOTALS	**$5,443.05**			**$9,336.37**

PARISH EVENTS ACCOUNT – 31 DECEMBER 2016

Fund	Balance 1 Jan 16	Income	Disbursement	Balance 31 Dec 16	
Altar	1,439.53	213.00	344.16	1,308.37	
Choir	20.00		20.00	NIL	
Flower	1,198.70	1,728.22	1,561.45	1,365.47	1,365.45
Holly Fair	260.00	9,653.55	23.03		
TX to General Operating Account			9,700.00	190.52	
General Expenses	293.42				
Calendars		100.00	152.00		
Books		77.57	382.16		
Gifts & Cards		900.00	1,081.75		
Floats		2,680.00	2,680.00		
Bank Interest/Charges		3.77	0.02	(-241.17)	(-241.15)
Music Festivals	4,613.76	7,196.30			
Performers			1,800.00		
Advertising			1,646.02		
NZ Choir			1,953.44		
TX to RAPID			2,500.00		
TX to Deficit Elimination			2,000.00		
Other			104.38	1,806.22	
Parish Sale	69.05	5,357.00	10.36		
TX to General Operating Account			4,754.00		
TX to General Outreach			528.00	133.69	
Socials	191.93	1,046.91			
Comfort Ministry			13.42		
Alpha			311.28		
Cakes			200.95		
St Dunstan's			85.00		
Bapt BBQ			94.00		
Coffee & Wine Fest (Hot Dogs)			78.48		
TX to General (Float Rec)			200.00	255.71	
Wine Festival	850.00	14,748.93			
St Stephen's			4,825.00		
St Mary's Outreach			4,825.00		
Expenses			5,941.43	7.50	
Youth	361.61	NIL	75.86	285.75	
			TOTAL	$5,112.06	
Outstanding Cheques (1 Jan 2015)	255.90		255.90	NIL	
Outstanding Cheques (31 Dec 2016)		288.10		288.10	
TOTALS	**$9,553.90**			**$5,400.16 (0.89 Correction?)**	

MEMORIAL ACCOUNT

Bank Account

General Fund	25,057.55	9,777.96	16,141.26	
Bank Interest		18.63		18,712.88
Thrifty Food/Fairway Fund	NIL	1,811.58		
TX Fence/Mower Project			1,811.58	NIL
Bequests & Donations Fund	11,088.34			
Tables			1,207.68	
TX General/GICs			9,880.66	NIL
First Nations Bursary Fund	2,472.01	1,029.44	1,000,00	2,501.45
Fence Project	(-380.12)	380.12		NIL
Mower	(-2,659.76)	1,431.46		(1,228.30)
Guild	4,000.00			4,000.00
GICs (Redeemed)	NIL	74,397.30		
Top Up (Invested)		102.70	74,500.00	NIL
HELD IN TRUST				
Ron Smith Legacy	9,000.00	NIL	2,204.88	6,795.12
RAPID	2,350.00	50,351.98	29,778.27	22,923.71
Peninsula Refuge Fund (PRF)	NIL	24,357.00	1,472.00	22,885.00
TOTALS	**$50,928.02**	**163,658.17**	**137,996.33**	**$76,589.86**

Investment Portfolio (GICs)

Portfolio Balance	117,293.86			
GIC Interest		2,303.64		
Top Up to GIC Investment		102.70	NIL	
TOTALS	**$117,293.86**	**2,406.34**	**NIL**	**$119,700.20**

TREASURER'S REPORT 2016

Table 1 Comparisons of Income and Expenditures over past 6 years (2011-2016)

	2011	2012	2013	2014	2015	2016
Envelope Offerings	78,291	63,433	61,988	72,022	82,986	**86,526**
Deficit Elimination Appeal	3,954	6,055	13,355	6,341	8,664	**8,460**
Guild Donation	3000	4,000	4,000	1,000	NIL	**NIL**
Holly Fair	8,652	7,000	7,500	9,250	8,750	**9,700**
Transfer from Parish Sales					4,400	**4,754**
Transfer from Memorial Account	NIL	9,500	10,500	12,750	NIL	**NIL**
Transfer from Parish Events Account (Music)	NIL	NIL	NIL	3,000	NIL	**2,000**
Total Income	107,265	111,810	120,086	128,446	132,442	**133,721**
Total Expenses	106,888	111,811	119,898	128,321	132,287	**132,077**
Number of Active Envelopes	73	67	58	63	66	**67**
Average Giving by Envelope	1,072	947	1,069	1,143	1,257	**1,291**

In 2016:-

- Total Envelope Offerings increased by 4.2% over 2015.
- Deficit Elimination Appeal increased by 36% over 2014 which does not include $1,500 carried forward to 2016.
- Number of active offering envelopes and electronic collection plate donors increased by 1 in 2016

Table 2 2016 Income as a Percentage of Total Income ($133,720)

	Total Offerings	Facilities Income	Fundraising	Capital Transferred
Amount in 2016	**$93,237**	**$16,795**	**$14,454**	**NIL**
%age of Income 2016	**69.7%**	**12.5%**	**10.8%**	**NIL**
%age of Income 2015	**68.3%**	**12.7%**	**9.9%**	**NIL**
%age of Income 2014	66.0%	10.5%	11.6%	9.9%
%age of Income 2013	67.0%	10.6%	6.2%	8.7%
%age of Income 2012	67.6%	10.6%	6.2%	8.5%
%age of Income 2011	78.5%	11.8%	Nil	Nil
Diocesan Range	75-100%	0-15%	0-5%	0-10%

Table 3 2016 Operating Expenditures as a Percentage of Total Expenditures ($132,077)

	Salaries	Maintenance	Programmes	Outreach
Amount in 2015	**$82,252**	**$7,216.34**	**$244**	**$14,490**
%age of Expenditure 2016	**62.2%**	**5.4%**	**0.1%**	**10.9%**
%age of Expenditure 2015	**64.1%**	**5.5%**	**0.7%**	**9.2%**
%age of Expenditure 2014	64.1%	6.7%	1.0%	3.5%
%age of Expenditures 2013	65.6%	5.9%	0.2%	3.5%
%age of Expenditures 2012	54.7%	8.8%	0.1%	11.9%
%age of Expenditures 2011	49.5%	12.3%	0.2%	6%
Diocesan Range	40-60%	15-30%	10-30%	5-50%

Table 4 Comparison of Donors with Donations 2010-2015

A	**Annual Giving**	**Under 260**	**261-520**	**521-780**	**781-1,040**	**1,041-1,300**	**1301-1,560**	**1561-2,080**	**2081-2,600**	**2601-3,120**	**3121-4,160**	**4161-5,200**	**Over 5,201**
B	**Weekly Giving**	**Under 5**	**6-10**	**11-15**	**16-20**	**21-25**	**26-30**	**31-40**	**41-50**	**51-60**	**61-80**	**81-100**	**Over 101**
C	2011	14	17	5	6	5	6	11	1	0	5	1	2
D	2012	16	10	7	7	8	2	6	6	1	3	1	0
E	2013	11	7	6	6	6	2	9	3	4	2	1	1
F	2014	12	7	9	4	4	9	6	2	5	3	1	1
G	2015	10	7	8	7	4	7	8	5	3	3	3	1
H	**2016**	**8**	**9**	**8**	**6**	**6**	**7**	**7**	**8**	**1**	**3**	**2**	**2**

Row A Annual Giving up to Total Annual Amount
Row B Weekly Giving up to Total Weekly Amount
NOTE: Rows A & B equal the same amounts
Row C Number of Donors by amount in 2011
Row D Number of Donors by amount in 2012
Row E Number of Donors by amount in 2013
Row F Number of Donors by amount in 2014
Row G Number of Donors by amount in 2014
Row H Number of Donors by amount in 2016

In 2016, with 67 active envelopes (including ECP donations), 12% of the envelopes (8 envelopes) contained an average of $5 or less per week, which amounts to less than 3% of the total weekly envelope offerings.. Conversely, 25% of the total weekly envelope offering income was contributed through 6% of the envelopes (4 envelopes). Although improving, these figures, which are consistent with previous years, continue to reflect a significant imbalance in support for ministry and operations within St. Mary's.