St. Mary's Operation Committee Minutes–May 11, 2018

Follow-up Action Items arising from the meeting:

Name	Action Item	Page Reference	Target Date
John Beresford	Post new Easter pix to website	1	
John Beresford	Arrange to have Memorial Roll copied	2	
John Beresford	Investigate delay in posting sermons to website	5	
Len Fallan	Arrange Moss work on roof	2	
Derek Osman	Send Ian file on fixed assets	2	
Ian Stuart	Pick Up Counter Top Samples	3	
Ian Stuart	Obtain requirements from Island Health Authority for current kitchen use	3	
Derek Osman Leslie Pedlow	Arrange a meeting with the Credit Union for several issues	4	

MINUTES

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

Regrets: Canon Peter Parker

I. **Opening:** The meeting was called to order at 1:25pm. Leslie opened with our meeting prayer.

II. **Adoption of Agenda:** Derek called for any additions or changes to the Revised Agenda. None being noted the Agenda was adopted.

III. **Regrets:** The Rev. Canon Peter Parker had to travel to an event in Nanaimo.

IV. **Minutes of the March 9, 2018 Meeting** – Majority approved by electronic vote (7/7 in favour). The **Minutes of the Special April 3, 2018 Meeting** – Majority approved 5/5 in favour.
Derek indicated that henceforth, the minutes shall reflect the business conducted during the course of the meeting. Once the meeting is adjourned no further comments need be captured. The call for errors or omissions pertain to the minutes of the business captured during the course of the meeting – not additional content contemplated after the meeting. It is simply too challenging to correct and re-correct when not everyone is in attendance. A supplementary submission is acceptable from a member, but not to be construed as part of the meeting.
Derek also indicated that the minutes should be sent to all members, even if they did not attend the meeting. Leslie advised that it has always been her practice to do so.

V. **Thanks:** Derek thanked the Committee for getting the job done by having a Special Meeting to deal with the Smile Card submission, and thus the kitchen renovations. Thank you also to Ian who chaired the meeting and provided his clear and thorough presentation.

Thanks to Len for getting the Easter photos taken at St. Mary's, and St. Stephen's. Derek asked John when we would likely see the new photos on the website? John indicated that he would endeavour to have them posted by Monday following this meeting.

Derek noted that if you read his financial package, you would have seen that Leslie deserves several accolades for what she has achieved with the financial systems over recent weeks.

Irene – thanks for the excellent and expeditious manner in which you dealt with the new Smile Card grant.

Derek asked if anyone else had anyone or group who deserves special recognition?

Len thanked everyone who took away the gardening debris from the church yard work party. Derek thanked Len for the reminder and offered his thanks to everyone who worked to trim back and clear the debris along the fire lane.

VI. Review of Action Items:

1. Veterans Memorial Honour Roll – In John's report he outlined the cost for scanning and duplicating the Honour Roll for preservation purposes at approximately $21. The Committee felt that due to the minimal cost involved, that we should proceed to have the document scanned at John's convenience. Derek asked about the repair to the sign and John indicated that he and Carl would advise the Committee by email as to what would be required before undertaking any repairs.
2. Moss Work – As per Len's report, the work was attempted but conditions were deemed too wet. They will return and respray when the roof has dried out, presumably during June.
3. Easter Photos – Done. Thanks Len. It was also noted that you are continuing your work on the portrait photos for the Hallway display and the website.
4. Capital Plan – Ian hopes to meet with David Stewart soon and have the project done by August. Derek reminded himself that he needed to send Ian the file on the fixed assets.
5. Sunday School Status – Derek asked Irene to remind him where we left this. Do we have a back up Coordinator? Irene indicated we do not. We have a few willing helpers but no one who wants to take the leadership role. Derek wondered how we recruit someone. Leslie indicated that there were several positions that have become vacant due to the move of John and Sue Smith to Qualicum. Leslie suggested that we do something like a "Job Fair" to make it known what volunteer opportunities were available: Sunday School, Christmas Hamper Coordination, Special Events Coordinator, Holly Fair, others to be determined. John also suggested that a brief article in the ConneXion might be useful. Irene also endorsed the idea of a Job Fair format. Derek indicated that would require job descriptions. Leslie felt that it was quite doable. She felt that she could work with the Executive to determine what vacancies were available.

VII. Business Arising/Discussion from Nov. 10, 2017 or Jan. 12, 2018 Minutes

1. Chairs: Irene Done. Derek asked if we should we consider obtaining any more? It was felt that storage was a major factor in not getting more chairs.
2. Smile Card Approval: Done. Thanks again, Irene for what must have been a clear and thorough application to have been approved so quickly.
3. Kitchen Renovation: Derek asked if we have a planned start date? Not yet. How are the counter tops going to be selected? Ian will obtain samples from Colonial Countertops for review by the Committee. He will leave them with Leslie. Should the kitchen be painted before the countertops are installed? Committee felt that it would certainly be an opportune time to paint the walls and ceiling to freshen up the kitchen. Ian noted that he saw a hood fan on sale at Lowe's and he was asked to investigate the type and cost further. He suggested that replacing it before painting would be a reasonable sequence of events. The committee was in favour of replacing the fan if a suitable strength could be purchased for around $100. Derek was unclear about the decision regarding the number of sinks. Ian was asked to provide us with the requirements of the Island Health Authority for our current pattern of use. The cost of the renovation will be funded up front by the gift from the family of Joe and Rita Lott and those funds are to be repaid as the Smile Card receipts permit.

VIII. Financial Reports:

1. Financial Statement to April 30, 2018 & Variance Comments: Derek drew attention to Page 6 - noting the reduction in revenues 2017 versus 2018. Expenses: Clergy down by $8,927, but Total Expenses down only 5,403 (difference of $3,524). We will get some recovery from watermain break expenses. He also brought the Committee members' attention to the Budget Review to April 30, 2018. Leslie was pleased to report that the most recent Hydro bill showed a 12 per cent drop over the same billing period last year.
2. Donation in Memory of Joe and Rita Lott: $4,000 will be used to fund the kitchen renovations until the Smile Card receipts pay it back as noted above. The gift is treated as revenue and will be assessed at 16.5%
3. Bequest from Shirley Rainey Estate: $10,000. Assessed at 10%. Derek discussed the treatment of it with Gail Gauthier (Finance & Admin, Diocese).

It was **Moved** by Irene, **Seconded** by John Beresford that the Financial Report to April 30, 2018 be received and recommended for adoption by Council. **CARRIED.**

Derek reported that one of our GICs held in the Memorial Account will mature on May 20th. He asked Council for a motion giving permission for Leslie Pedlow and himself to reinvest the GIC coming due ($10,000) and the $10,000 bequest from Shirley Rainey. Irene suggested that it should not be invested in one lump sum. Derek agreed, and he and Leslie will review with the Credit Union the best way to invest the funds while still maintaining some flexibility of use if required.

It was **Moved** by Ian Stuart, **Seconded** by John Beresford, that Derek Osman and Leslie Pedlow be authorized to reinvest the GIC about to mature, and the bequest from Shirley Rainey's Estate. **CARRIED.**

Derek also asked the Committee to endorse rolling the three St. Mary's accounts into one account and to endorse the set up of a separate account in the name of the Anglican Parish of Central Saanich. He indicated the reasoning behind rolling the three accounts into one is that the new accounting system can track the three accounts within the system. There would be a cost saving as we would only need cheques and deposit books for one account. There would also be the efficiency of only writing up one deposit per week as opposed to three separate deposits.
The reason a separate account is needed for the APCS is that there is only one legal entity and that is the Anglican Parish of Central Saanich. The general purpose is for use of joint expenses or to deposit cheques made payable to APCS. Currently some cheques are coming from government agencies in the name of the Diocese of BC which requires them being sent downtown and the Diocese then writing us a cheque in return. Not very efficient!

It was **Moved** by Len Fallan, **Seconded** by Ian Stuart that the Committee authorize Derek & Leslie to reduce bank accounts from 3 to 1 for St. Mary's, and to endorse the establishment of one for the Parish of Central Saanich. The account for the Parish of Central Saanich will be a motion at Council as well. **CARRIED.**

Additional discussion ensued regarding signatories for the new APCS account. Committee members felt that cheques from that account should be signed by a member from each Church or by the Incumbent or Treasurer and one other signature.

Derek also asked the Committee to endorse the updating of signatories on the St. Mary's account(s), particularly to add Ian Stuart and to remove Nancy Choat and David Cooper. Members agreed that this should be done.

Derek also advised that while Leslie was now accessing monthly statements on line instead of waiting for them to arrive in the mail, we would also be making arrangements with the financial institution to allow for on-line payments to reduce the number of cheques used and for time efficiencies.

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

1. Irene: Apologies to Irene that her report did not make it into the package. It dealt with the chairs and with the Smile Card approval. These items were dealt with elsewhere in the Minutes. Her report will be attached to the approved Minutes.
2. Len: His report was presented as circulated. Ian volunteered to water the newly planted tree in Len's absence at the end of June. There was no objection to Ian's suggestion that he use a water bag.
3. John: Nothing new to add that wasn't dealt with elsewhere.

4. Derek: Derek drew attention to his report. He noted that the first item regarding Sunday Serenade was misreported. The last two concerts lost money. The 2018 opening balance of $2,001.65 and a closing balance of $1,955.85. The impact of season ticket sales meant that the proceeds were front-loaded in 2017. The series seems to have come to a natural conclusion.
Derek was pleased to report that Nancy Choat was working with Fern Perkins on the First Nations bursary.
He drew attention to the out of pocket expenses paid by St. Mary's for the water main break that he has submitted to the Insurance broker. He is pleased to report that they are also willing to give us credit for work done by volunteers prior to Belfor arriving on site. The total hours submitted to date is 57.
The lino in the women's washroom will be replaced during the period May 16-18. Hopefully the final touch-ups will be done during the same period.
Derek delivered the Parish Financial Returns to the Synod office by May 2. The resulting assessments for 2019 show St. Stephen's tracking as expected but that St. Mary's is up substantially. Derek has discussed the 31% increase with Gail Gauthier, Diocesan Financial Officer, and has expressed his great concern. John applauded Derek's efforts to challenge the Assessment. Members of the Operations Committee indicated that they were disappointed by the news and felt that it was excessive, particularly given the other expected demands (e.g. support for the Diocesan Vision) upon our constrained financial. Increases in the Assessments of this nature seem to penalize the parish that is reporting a surplus. Derek has received the message and will ensure that it is passed along.
Derek expressed concern that the sermons on the website were currently six weeks behind and that it continues to be a concern. He asked John Beresford to investigate the matter with Don Wilson again to see if we could make some improvement.
Derek also reported that he and Karen McColm have independently reviewed the detailed data from the old and new financial systems.

Moved by John Beresford, **Seconded** by Ian Stuart, that the non-financial reports be received. **CARRIED.**

X. New Business

1. Ivy and Blackberry Brambles on back lot: Derek indicated that Peter raised this issue at the last Council Meeting. Carl and John will deal with them.
2. Recording of Sermons: Discussed under Derek's report.

XI Next Meeting:

A special "meeting" to be held at the Osman home at 4:00 p.m. on Friday, June 22nd. Derek will circulate details by email.

Next full meeting on September 14th, 2018 at 1:00 p.m. in the Board Room.

XII. **Adjournment:** The meeting adjourned at 3:38pm with the saying of the Grace.

Derek Osman, Chair

St. Mary's Operation Committee Agenda – May 11, 2018

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

II. **Adoption of Agenda**

III. **Regrets**: Peter

IV. **Minutes of the March 9, 2018 Meeting** - (7/7)
Minutes of April 3, 2018 Special Meeting – (5/5)

V. **Thanks**

VI. **Review Action Items – status, date adjustment, explanations?**
1. Veterans Memorial Honour Roll
2. Moss Work
3. Easter Photos
4. Capital Plan
5. Sunday School Status

VII. **Business Arising/Discussion from March 9, 2018 or April 3, 2018 Minutes**
1. Chairs – Irene
2. Smile Card Approval
3. Kitchen Renovation

VIII. **Financial Reports**
1. Financial Statement to April 30, 2018 & Variance Comments – Derek
2. Donation in Memory of Joe and Rita Lott
3. Bequest from Shirley Rainey Estate

- ✓ Motion to receive Financial Report, and recommend for adoption by Council
- ✓ Motion to authorize Derek & Leslie to re-invest GIC about to mature, and bequest from Shirley Rainey
- ✓ Motion to authorize Derek & Leslie to reduce bank accounts from 3 to 1 for St. Mary's, and to establish one for the Parish of Central Saanich.

IX. **Other Reports**
1. Irene
2. Len
3. John (attached)
4. Derek

- ✓ Discussion & Motion to receive non-financial reports

X. **New Business**
1. Ivy and Blackberry brambles on back lot
2. Recording of Sermons to publish on website (latest March 25 - 6 weeks ago)

XI. **Next Meeting** (at 1:00 p.m.)
- September 14th, 2018

XII. **Closing with Prayer and Grace**

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

Faith - Family - Friendship

By Email

May 8, 2018

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

Members of Operations Committee and Council:

RE: Comparative Financial Reporting to April 30, 2018 – St. Mary's, Saanichton

Attached are the financial statements as of April 30, 2018 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:** Our Assets, Liabilities, & Equity is less this year than compared to the same reporting period for last year. One significant reason for more assets last year was the fund accumulated for the RAPID refugee program. However, the combined bank balances for the General and Parish Events is more substantive this year.
2. **Statement of Income and Expenses**: Illustrates a 3.7% decrease in the surplus year over year, for the same period.
3. **Statement of Changes in Equity**: also notes the transfers between funds. The General Operating fund showed good improvement.
4. **Memorial Account:** documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 2 "in-trust" funds. There has been a transfer of $18,500 for working capital from the Memorial account to the General Operating Account.
5. **Church (Parish) Events:** Shows the financial contribution of each of the Events. There was a transfer of $1,650 from the Parish Events to the General Account.
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, for the month of April.

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:
   1) General Operating, to support the daily operating revenues and expenses.
   2) 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.
   3) 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 – April 30, 2018**

   At the end of April, the Balance Sheet was less favorable in 2018 than in 2017. In 2017, the Assets were bolstered with the balance of over $10,000 in the RAPID Refugee program, but that program was closed in the fall of 2017 and all funds were disbursed.

   However, the combined bank balances (General Operating Account and Parish Events Account) were greater in April 2018 than in April 2017 by over $1,900 (7.5%).

4. **Statement of Income and Expenses:** The Income to April 30 was $56,522 – $5,945 less than the same period in 2017. In 2017, $3,006 had already been donated towards the Deficit elimination fund.

   The operating Expenses to April 30 were $5,403 (11.3%) less than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge.

   This resulted in a surplus of $14,232 (aided by the transfer of $18,500 from the Memorial Account and the transfer of $1,650 from the Parish Events account).

5. **Statement of Changes in Equity:** This report reveals the income receipts and expense disbursements from the three Accounts – General Operating, Memorial, and Parish Events – and the resulting overall net income of $20,323. Thus, Equity improved by a similar amount.

   The only transfer that occurred in January was the transfer of $18,500 from the Memorial to the Operating Account for working capital throughout the year. This amount is expected to be repaid by year-end. In March, there was a transfer of $1,650 from the Parish Events fund to the General operating Account.

6. **Memorial Account:** The following transactions were the only activity of this account to the end of April 30:

   1) As previously reported, in January, $18,500 was transferred to the Operating Account from the Memorial Account. It will be transferred back in December.

   2) Thanks to the Thrifty's Foods and Fairway's programs, there was $876 received. It will be applied to the balance of the carpet replacement program of $1,250. The application for a new grant from Thrifty's for the 2018 year was approved. The new grant will fund the remainder of the carpeting, and then begin to fund some kitchen renovations.

   3) **There are now 3 In-Trust Accounts that have a balance of $33,818.:**

      i. **Ron Smith Legacy:** Has a balance of $5,483. It is primarily for use as Rector's Discretionary, in support of those in the community who are challenged like Ron was.

      ii. **PRF (Refugees)** The balance at the end of February remained at $28,235. IT is expected that this fund will be wound-up next month, with $10,000 being disbursed to the new RAPID 2 Refugee group, and the remainder going to the Diocesan refugee support fund.

      iii. **RAPID 2 Refugee Group:** This initiative will support a family of nine from Syria. Most of the financial commitment has been met by an anonymous donor. St. Mary's will again be acting as the "banker" and has received $100 so far.

   4) **Investments:** There are four GIC investments for a total of $119,500; being:

      i. 10,000 in a 1-year Redeemable GIC; matures May 20, 2018
      ii. $74,500 in a 3-year Rising Rate GIC; matures June 12, 2019
      iii. $20,000 in a 3-year Rising Rate GIC; matures May 17, 2020.
      iv. $15,000 in a 5-year GIC; matures May 17, 2022.

   5) A donation (gift) of $4,000 was received from the family of Joe and Rita Lott.

7. **Church (Parish) Events:** The fourth and final concert of the Sunday Serenade series was held. The two concerts held this year contributed $1,112, generating a balance of $3,113 for this year. The costs for the Silent Auction Gourmet Dinner were paid, but then were donated back to the church.

8. **Budget Review:**

   This report is like the Statement of Income and Expenses, except that it also includes a comparison to the Budget.

   Including a) the transfer of $18,500 from the Memorial Account b) the transfer of $1,650 from the Thrift Sales, and c) the carry-forward of the $1,500 for Deficit Reduction, the revenue was $58,022. The expenses were $42,290, yielding a surplus of $15,731.

   The cost of the Porta-Potty for the public immediately following the water main flooding of the office areas was $544. It will be included in the insurance claim. It has been charged against the “Maintenance – General” account.

The target percentage of the Budget for the end of April is 33.3%. Therefore, Regular Offerings are tracking close to Budget at 32.9%. Overall, Revenue is at 40.7% and expenses are at 30.4%, Expenses are thus comfortably under Budget.

9. Concerns & Considerations:

1) Good progress has been achieved with the implementation of the new financial system (QuickBooks). The software is installed and being used. The new Code of Accounts (COA) has been implemented alongside of the old system. Leslie has entered data into both systems for the first 3 months of the year. Both Derek Osman and Karen McColm have independently verified the printed results from both systems. The information reports still need some re-work to report as desired, but the results are very optimistic. They are expected to save a considerable amount of time and effort at month-end to generate the financial reporting package. Leslie is deserving of many accolades!

2) The report that itemized our costs associated with the damages from the water main break was submitted to the insurance broker. It will be followed up with them, and then with the Diocese.

St. Mary's

Balance Sheet - April 30, 2018

Assets				**Liabilities & Equity**		
	2018	**2017**			**2018**	**2017**
Bank	$27,763	$25,831		Accounts Payable	$0	$926
Investments	$119,500	$119,700		Memorial Acct Funds	**$42,723**	**$44,089**
Accounts Receivable	$331	$0		Deficit Elim. C.Forw'd	$1,500	$1,500
				General Outreach	$1,170	$2,243
Def. Elim. C. Fwd.	$1,500	$1,500		Church Events Equity	**$7,584**	**$9,495**
Memorial Not Committed	$3,645	$6,352		**Equity**		
In-Trust Funds	$39,082	$49,992				
				General Fund Equity	$4,755	$10,104
				Memorial GIC's	$113,037	$119,700
				Church Events Equity	$6,516	$7,645
				Net Income	$14,536	$14,774
					$138,844	**$152,223**
Total	**$191,821**	**$203,375**		**Total**	**$191,821**	**$210,477**

	St. Mary's	
Statement of Income and Expenses -April 30, 2018		
Income	**2018**	**2017**
Regular Offerings	$29,616	$30,109
Open Offerings	$367	$761
Festival	$1,478	$1,087
Total Offerings	$31,461	$31,957
Rent	$4,818	$5,085
Interest	$2	$2
Specific Donations / Outreach	$91	$422
Miscellaneous	$0	$500
Guild/Parish Events	$0	$0
GST Rebate	$0	$1,332
Deficit/ Capital Appeal	$0	$3,006
Total Operating Fund	**$36,372**	**$42,302**
Memorial Account	$18,500	$18,500
Holly Fair	$0	$0
From Parish Events	$1,650	$1,665
Total Income	**$56,522**	**$62,467**
Expenses:		
Operating Fund:		
Stipend/Benefits	$0	$16,802
Interim Priest-In-Charge	$7,875	$0
Youth Worker	$0	$0
Relief Clergy	$113	$113
Relief Organist	$125	$999
Music Services	**$3,703**	$3,217
Admin. Support	$8,795	$6,508
Parish Financial Mgt. Consult.	$457	$0
Total Salaries	**$21,067**	**$27,638**
Diocesan Assessment	$6,085	$7,168
Christian Education	$254	$430
Outreach		
Music Services	$343	$307
Insurance	$3,409	$3,265
Office General	$2,563	$2,422
Maintenance - General	$3,407	$1,581
Maintenance - Cleaning	$1,791	$1,739
Utilities	$3,082	$2,944
Miscellaneous	$289	$200
Major Capital	$0	$0
Total Operating Fund	**$42,290**	**$47,693**
Memorial Fund		
Parish Events		
Total Expenses	**$42,290**	**$47,693**
Surplus (Deficit)	**$14,232**	**$14,774**

St Mary's
Statement of Changes in Equity - April 30, 2018

	General	Memorial	Events	Total 2018
Equity, Beginning of Year	$4,495	$176,129	$6,496	$187,120
Income	$56,458	$4,878	$8,282	$69,617
Expenses	$42,290	$372	$6,632	$49,294
Net Income	**$14,168**	**$4,506**	**$1,649**	**$20,323**
Equity, End of Month	**$18,663**	**$180,635**	**$8,145**	**$207,443**

Transfers:

	General	Memorial	Events
From Memorial (Jan.)	$18,500	-$18,500	
From Parish Events	$1,650		-$1,650
Total:	**$20,150**	**-$18,500**	**-$1,650**

	St. Mary's				
	Other Funds' Activity - April 30, 2018				
	Memorial Account				
	Balance Jan 1, 2018	**Revenue**	**Expenses**	**Transfers IN (OUT)**	**Balance Mar. 31, 2018**
General	$19,038				
Transfer to Operating Fund (Jan 18)				-$18,500	
Gift from Lott		$4,000			
Total General:	**$19,038**	**$4,000**	**$0**	**-$18,500**	**$4,538**
Interest	$13				
Rec'd (Jan 31)		$1			
Rec'd (Feb 28)		$1			
Rec'd (Mar 31)		$1			
Rec'd (Apr 30)		$1			
Total Interest:	**$13**	**$2**	**$0**	**$0**	**$15**
Thrifty Foods & Fairway's	$0				
Receipts from Thrifty's (Jan 15)		$306			
Receipts from Fairway's (Jan 29)		$32			
Receipts from Thrifty's (Feb 8)		$122			
Receipts from Thrifty's (Mar 8)		$191			
Receipts from Thrifty's (Apr 5)		$200			
Receipts from Fairway's (Apr 24)		$25			
Total Thrifty & Fairway:	**$0**	**$876**	**$0**	**$0**	**$876**
Bequests & Donations	**$0**	**$0**	**$0**	**$0**	**$0**
First Nations Bursary	$1,476				
Total Bursary:	**$1,476**	**$0**	**$0**	**$0**	**$1,476**
Guild	$3,633				
Purchase of chairs			-$372		
Total Guild	**$3,633**	**$0**	**-$372**	**$0**	**$3,261**
Carpet (fund by Smile Card)	-$1,250				
Total Carpet:	**-$1,250**	**$0**	**$0**	**$0**	**-$1,250**
Sub-Total:	**$22,911**	**$4,878**	**-$372**	**-$18,500**	**$8,917**
In-Trust Funds:					
Ron Smith Legacy	$5,483				
	$5,483	**$0**	**$0**	**$0**	**$5,483**
PRF (Refugees)	$28,235				
	$28,235	**$0**	**$0**	**$0**	**$28,235**
RAPID 2	**$0**	**$100**	**$0**	**$0**	**$100**
Total In-Trust:	**$33,718**	**$0**	**$0**	**$0**	**$33,818**
TOTALS	**$56,628**	**$4,878**	**-$372**	**-$18,500**	**$42,734**

...

In-Trust Funds:					
Ron Smith Legacy	$5,483				
	$5,483	**$0**	**$0**	**$0**	**$5,483**
PRF (Refugees)	$28,235				
	$28,235	**$0**	**$0**	**$0**	**$28,235**
RAPID 2	**$0**	**$100**	**$0**	**$0**	**$100**
Total In-Trust:	**$33,718**	**$0**	**$0**	**$0**	**$33,818**
TOTALS	**$56,628**	**$4,878**	**-$372**	**-$18,500**	**$42,734**
INVESTMENTS:					
1Yr Redeemable GIC;Matures May 20, 2018	$10,000				$10,000
3 yr Rising Rate GIC; Matures Jun 12, 2019	$74,500				$74,500
3 Yr Rising Rate GIC; Matures May 17, 2020	$20,000				$20,000
1-5 GIC ANN; Matures May 17, 2022	$15,000				$15,000
Total Investments:	**$119,500**	**$0**	**$0**	**$0**	**$119,500**
GRAND TOTALS MEMORIAL ACCOUNT	**$176,128**	**$4,878**	**-$372**	**-$18,500**	**$162,234**

St. Mary's

Other Funds' Activity - April 30, 2018

Parish Events Fund

	Balance Jan 1. 2017	Revenue	Expenses	Transfers IN (OUT)	Balance Apr 30, 2018
Altar	$1,458				$1,458
Flower	$1,354	$457	-$100		$1,711
Holly Fair [1,3]	$478	$330	-$330		$478
Sunday Serenade:		$2,160			$2,160
Performers			-$500		-$500
Advertising			-$548		-$548
Other	$2,001				$2,001
Total Sunday Serenade:	**$2,001**	**$2,160**	**-$1,048**	**$0**	**$3,113**
General:	$597				$597
Calendars		$5			$5
Books		$0			$0
Gifts		$0			$0
Bank		$0			$0
Other [2,4]		$2,346	-$2,592		-$247
Total General	**$597**	**$2,351**	**-$2,592**	**$0**	**$355**
Parish Sale	$58	$2,338	-$1,716		$681
Wine Fest		$0			$0
Wine Fest to Outreach	$168				$168
Youth					$0
Floats		$570			$570
Float Recoveries			-$570		-$570
Other & Misc.					$0
Social:	$399				$399
Comfort		$0	-$100		-$100
Sunday Coffee		$77	-$178		-$101
Social Total	**$399**	**$77**	**-$278**	**$0**	**$198**
Transfer to General Acct. [5]				-$1,650	-$1,650
	$6,513	**$8,282**	**-$6,633**	**-$1,650**	**$6,512**
Net Income		**$1,649**			

Transfer Notes:

1. Auction Gourmet Dinner Expenses recovered.
2. Smth Farewell Proceeds. Did not put through Social Fund in order to track it separately.
3. Holly Fair Gourmet Dinner Expenses
4. $600 Gift for Smith's. Balance is fee/gratuties for caterer.
5. *$1,650 from proceeds of Parish Sales transferred to General Account.*

ST MARY'S BUDGET REVIEW - April 30, 2018

ITEM	2018 BUDGET	TO 2018-Apr 30	%AGE 33.3%	RMKS
INCOME				
REGULAR OFFERINGS	$90,000	$29,616	32.9	
OPEN OFFERING	$2,500	$367	14.7	
FESTIVAL	$4,000	$1,478	37.0	
HALL /FACILITIES USE DONATIONS	$17,000	$4,818	28.3	
INTEREST	$0	$2	0.0	
SPECIFIC DONATIONS	$300	$91	30.3	
ENVELOPES	$0	$0	0.0	
H/M/D	$500	$0	0.0	
GST REBATE	$800	$0	0.0	
MISCELLANEOUS	$200	$0	0.0	
TX FROM HOLLY FAIR	$9,000	$0	0.0	
PARISH THRIFT SALES	$5,600	$1,650	29.5	
DEFICIT ELIMINATION APPEAL - 2018	$8,500	$0	0.0	
DEFICIT ELIMINATION APPEAL - 2015 CF	$1,500	$1,500	100.0	
TX from Sunday Serenade	$2,500	$0	0.0	
TX FROM MEMORIAL		$18,500	0.0	
TOTAL REVENUE	**$142,400**	**$58,022**	**40.7**	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	$35,396	$0	0.0	
RELIEF CLERGY	$750	$113	15.1	
STIPEND/BENEFITS - Interim Priest-In-Charge	$11,700	$7,875	67.3	
Mileage - all clergy	$0	$0	0.0	
MUSIC DIRECTOR	$11,100	$3,703	33.4	
RELIEF ORGANIST	$600	$125	20.8	
ADMIN. ASST/BOOKKEEPER	$24,700	$8,795	35.6	
PARISH FINANCIAL MGMT. CONSULT.	$750	$457	60.9	
DIOCESAN ASSESSMENT	$18,256	$6,085	33.3	
CHRISTIAN EDUCATION	$350	$0	0.0	
CLERGY CONFERENCES	$600	$0	0.0	
MUSIC	$915	$343	37.4	
SANCTUARY SUPPLIES	$400	$254	63.5	
ADVERTISING	$300	$322	107.5	
INSURANCE	$3,500	$3,409	97.4	
OFFERING ENVELOPES	$0	$0	0.0	
PHOTOCOPY	$3,700	$770	20.8	
POSTAGE	$350	$9	2.6	
STATIONERY	$1,400	$338	24.2	
MAINTENANCE - GENERAL	$4,500	$3,381	75.1	Includes $544 for Porta-Potty
MAINTENANCE - CLEANING CONTRACT	$4,850	$1,365	28.1	
MAINTENANCE - CLEANING SUPPLIES	$670	$426	63.7	
MAINTENANCE - GARDENING	$350	$27	7.6	
GARBAGE	$450	$219	48.7	
HYDRO	$9,650	$2,661	27.6	
WEBSITE SUPPORT (Church OS)	$447	$0	0.0	
INTERNET	$1,324	$725	54.8	
TELEPHONE	$693	$397	57.3	
WATER/SEWER	$600	$202	33.6	
MISCELLANEOUS	$750	$289	38.5	
BANK CHARGES & RECONCILLIATIONS	$200	$0	0.0	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT			0.0	
TOTAL EXPENDITURES	**$139,251**	**$42,290**	**30.4**	
OPERATING SURPLUS/DEFICIT	**$3,149**	**$15,731**	**499.6**	

May 9, 2018

I. Outreach:

1. The fourth and final concert of the Sunday Serenade series was held. The two concerts held this year contributed $1,112, generating a balance of $3,113 for this year.

2. The group of families who were using the facilities at St. Mary's on Friday afternoons have decided that they do not have a consensus to continue to use the facilities at this time. While that is not the arrangement that we had hoped we could have achieved, we respect their right to make that choice.

3. The PRF Refugee Fund is being wound up without the opportunity to support that family in Canada. According to an agreement with the Diocesan Refugee Committee, $10,000 of the balance of $28,235 will be disbursed to the RAPID 2 Refugee group, and the remainder will be disbursed to the Diocesan Refugee Committee.

4. Assistance was provided to Dave Shields to establish a presence of the Summer Camp on our website. The poster and Registration form was enhanced to project a parish image versus just a St. Stephen's perspective.

5. The invitation to the parish to attend a talk on Indigenous Language Revitalization was well attended. It was held on May 9 at the ŁÁU,WELṈEW̱ Tribal School, 7449 West Saanich Road, Brentwood Bay.

6. Nancy Choat is working with Fern Perkins to validate last year's candidate for the First Nations Scholarship, and to identify a potential candidate for this year. They hope to do the presentation on Indigenous Sunday in June.

II. St. Mary's Flooding Incident:

The incident report was filed with the insurance broker for Crawford (Valerie Anderson). In summary, the costs already paid by the Parish of Central Saanich (for which invoices were provided) are:

Food & water	$25.00
Plumbing services	$414.30
Public Washroom (porta potty)	$544.81
Printing the Annual Report by Staples	$2,167.20
Total "out-of-pocket" costs	**$3,151.31**

Additionally, there was approximately 57 hours of labour contributed by parishioners that Belfor (the restoration company) would normally have performed.

Please note that the work associated with the drywall where the new carpet was installed has not yet been completed.

The lino flooring in the women's washroom is scheduled to be replaced May 15 – 18.

III. Parish Financial Reporting (PFR):

The PFR's for both St. Mary's and for St. Stephen's for 2019 were completed by Derek (as Parish Treasurer). They were dropped off at the Diocesan office 2 days after the deadline of April 30.

The 2019 Assessment for St. Stephen's is consistent with previous years. However, the 2019 Assessment for St. Mary's is $23,924. This is $5,668 (31%) more than 2018, but only $2,421 (11.3%) more than 2017.

IV. Lighting – Men's Washroom:

The motion sensing switch for the lighting in the men's washroom was replaced with one that will also work with LED lights. Two bulbs were changed for LED bulbs to demonstrate that the LED bulbs would in fact work!

V. Sermons on the Website:

The delay in posting the sermons on the website is again falling in the range of unacceptable. After the sermons are recorded, they must be edited and cleaned up to post it on the website.

About 6 months ago, John conducted a review of the process and recommended that we remain with the existing recording device and the process to get it on the website.

Currently, the most recent sermon is from March 25 – we have not added one for the past 6 weeks! So, we need to adjust the process or increase the priority with which it gets done on a weekly basis. John, will you please see what can be done and recommend a course of action?

VI. Financial Systems:

The increase of Leslie's days/week from 3 to 4 (with the office still open only 3 days), she has been able to focus on implanting the new Chart of Accounts in the accounting system. She entered the same data into both systems for the first 3 months, and then Karen McColm and Derek independently reviewed the results.

For the April financial reporting package, the reports from both systems were used. There is reason for optimism that the reporting from the new system will significantly reduce the work effort and time required to prepare the financial package.

The next step is to make some changes at the credit union.

With the improved reporting, and with the Memorial Account now on the QuickBooks system (it is no longer on Excel), we should:

1. view statements on-line,
2. make routine (e.g. utility bills) payments online,
3. consolidate the 3 accounts into one account, and
4. update the signatories to the account(s).

This will also save some costs because only one set of cheques and deposit book will be required.

To enhance the banking arrangements between the church(s) and the parish, it is also recommended that an account be opened at the credit union in the name of the Parish of Central Saanich. Each church will provide initial start-up funding of $500. The account will be reported on by the Parish Treasurer.

Respectfully,

Derek Osman
Church Warden

Operations Report: May 2018 – John Beresford

Framed Memorial List Restoration

• Scan: $6.00 + $4.00 file transfer fee
• Retouch in Photoshop: no cost
• Print: $10.50
• Total: $20.50 plus tax

St Mary's Sign Repair

• On the to-do list

Ops Com report May 2018

Found out why there was a functioning problem with dishwasher at St. Stephen's. The faucet next to the dishwasher was leaking so someone shut off the cold water which fed the dishwasher. I fixed the tap and turned the water feed back on.

The roof demising people from Roof Cleaning Victoria found the roof to be too wet in April so have delayed the second demising project until the roof is dry – probably in June.

As Lynn and I will be away at the end of June I wonder if anyone is willing to put a gallon of water into the base of the tree the kids and I planted in February located by the compost area.

Len