Parish of Central Saanich Council Minutes
April 16, 2024 - 7:00 p.m. at St. Mary

Participants: The Ven. Dr. Lon Towstego, Chair
Bob Buchanan, Ken Pedlow, Ian Stuart
Judi Clark, Lynn Fallan, Terry Hartley, Karen McColm
Don Wilson
Leslie Pedlow (Recording Secretary)

Regrets: Lynda Clifford, Gary Moss, Sandra Scarth, The Rev. Gil Shoesmith, Jacob Shoesmith

I **Open meeting with Prayer** – Lon called the meeting to order at 7:00 p.m. and opened with a prayer for peace and a prayer for a meeting from the New Zealand Prayer Book

II **Changes or Additions to the Agenda?** – There were three additions requested – Under New Business please add Insurance Information Received and under Business Arising please add Name Tags and the Photo Board.

It was **Moved** by Ian Stuart, **Seconded** by Ken Pedlow that the Agenda be accepted as amended. **Carried.**

III **Minutes:**

1. Council Meeting – March 19, 2024. Feedback was received. Only two grammatical corrections.

   It was **Moved** by Lynn Fallan, **Seconded** by Karen McColm that the Minutes of the March 19, 2024 meeting be adopted. **Carried**

IV **Reports**

1. Rector – Lon spoke to his report. He was asked what day he would be attending the meeting with the Primate at St. Peter, Lakehill. He advised it was being held on April 23rd.

a. Wardens:
St. Mary – The report was presented as written. Ian advised that he has arranged for someone to paint the new exterior doors in late May, weather dependent. There were no further questions.

b. St. Stephen – Lynda advised that the new AED had been ordered and that there would be an appeal in the bulletin to help raise funds to defer the cost.

   It was **Moved** by Ken Pedlow, **Seconded** by Lynn Fallan that the Non-Financial reports be received. **Carried.**

2. Financials:
   a) St. Mary Statements to March 31, 2024 – presented by Ken Pedlow who felt that things were looking positive so far. All income categories are over budget. He felt that the early date for Easter was of assistance.

      It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that the St. Mary Financial Statements to March 31, 2024 by adopted. **Carried**.

b) St. Stephen Statements to March 31, 2024 – Bob Buchanan presented. Lon will continue to discuss Stewardship with the parishioners as time goes on. Don Wilson inquired about the CTF loss (line 1506) on the Balance Sheet and was advised that this issue still needs to be resolved.

It was **Moved** by Bob Buchanan, **Seconded** by Don Wilson that the St. Stephen Financial Statements to March 31, 2024 be adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) Children's Area at St. Stephen – Gary submitted a written report as he was unable to be present. Lon read the report into record and offered his comments. He has advised Gary that it is important to spread the workload and also to appropriately communicate changes to the congregation. While this is a St. Stephen's Operations Committee issue it was decided to put a motion on the table.

It was **Moved** by Bob Buchanan and **Seconded** by Ken Pedlow, that this project continues to have Council support. **Carried.**

b) Parish Council Retreat – Saturday, May 11 at St. Stephen beginning with breakfast at 9:30 a.m. until 3:00 p.m. Facilitator – Barbara Holt. There will also be a presentation regarding Stewardship based on the book that Lon and Gary have recently read. A soup and bun lunch will be provided.

c) Name Tags – Karen reported that the name tags have been well-received and inquired how we would handle the name tags for the upcoming combined service. Bob indicated that he would bring the St. Stephen's ones as well as some generic stick on ones.

d) Photo Board – Perhaps individual photos and a group photo could be done at the Council Retreat. Lon indicated that he did not want this to fall off of our radar.

VI Correspondence – Revised contact list was circulated with the Council package. Leslie has just received one more cell number and yet another revision will be distributed.

VII New Business

a) Taize-style Gathering – This has come to fruition via Lon and Lynda who have liaised with Margaret O'Donnell who has a background in Taize-Style gatherings. These will take place on a trial basis in April, May and June, the first being April 26, 7:00 p.m. at St. Stephen.

b) Insurance - Information and invoices just received today. Both costs are within our budgeted amounts. Ian reported on the many complicated issues surrounding the newly negotiated policies. There was an option to consider applying to the Diocesan Operations Committee to drop earthquake coverage but it was felt that the deadline to apply was too tight. Ian recommended that we pay the premiums as outlined by the Diocese and Council agreed.

Lon asked us to ensure that the Diocese was advised when the copier was removed from the St. Stephen’s office so that we no longer carry the insurance coverage in our policy as the holder of the lease would be at the top of the list to be paid out in full for the cost of the machine.

Lon also reminded Council Members that the Bishop will be visiting the Parish and that there would be a multi-regional Confirmation Service with Holy Eucharist at 10:00 a.m. on April 21 at St. Mary with a pot luck lunch to follow.

IX **Next Meeting**

May 21, 2024 at 7:00 p.m. at St. Mary

Ken Pedlow - Motion for adjournment at 8:05 p.m.

X **Closing with Prayer and the Grace**

The Grace was said together.

The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda (Revised) – April 16, 2024
7:00 p.m. at St. Mary

Regrets:

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – March 19, 2024, 2024

✓ Motion to receive Draft Minutes as circulated/amended

IV **Reports**

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

✓ *Motion to receive above reports*

2. Financials:
   a) St. Mary Statements to March 31, 2024 – Ken

✓ *Motion to adopt*

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

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Children's Area at St. Stephen
b) Parish Council Retreat at St. Stephen, **May 11, 2024** –beginning with breakfast at 9:30 a.m.
c) Name Tags
d) Leadership Team Photo Board

VI **Correspondence**

a) Revised Council Member Contact List - Confidential

VII **New Business**

a) Taize Gathering
b) Insurance Information Received

VIII **Upcoming Meeting**

May 21, 2024 at 7:00 p.m.

Motion for adjournment

IX **Closing with Prayer and the Grace**

Report from Incumbent, to Parish Leadership, for April 17, 2024.
The Ven. Dr. Lon Towstego

In the Community:

- I attended a tour of the Legislature and Question Period with the retired RCMP Vets group. This is something that we might want to consider as a parish group event sometime.
- Attended the regular monthly luncheon for RCMP Vets group.
- I serve on the board for Aurora Housing.

In Parish:

- Worship preparation, recording of Snippets.
- Various pastoral care engagements. I meet regularly with Howard Kolsen regarding Cemetery matters. Note: Howard is just over one year away from retiring. We will need some succession planning. Planned and presided at one Memorial Service (Keith Feir), and several interments and a full body burial. Gary Moss assisted at the burial for experience. Thank you, Gary.
- We continue implementation of ideas and practices gathered from the Invite, Welcome, and Connect group. We hope that people other than those who have attended the studies will be included and embraced by the concepts.
- Planned with our team, our Easter Service and presided and preached at same. Also do same with Holy Week services. It seemed that especially the Great Tridium was very impactful this year.
- Attended St. Stephen Operation Committee Meeting.
- I have worked with Lynda and Margaret O'Donnell to plan some Taize style gatherings at St. Stephen. We expect a "soft opening" April 26 with more detail as we formulate what we are doing more exactly.
- I have talked and worked with Gary Moss who will connect with Don Wilson on the creation of a "family friendly space" within St. Stephen.

Diocese and Region:

- I am part of the Cursillo Triennial Planning Team, as is Rachel Moss, Gary Moss and Marian Towstego. We attended a planning session at St. Philip, Cedar, April 6
- Attend and support our parish involvement in the Grief and Loss Support group that meets at Holy Trinity on Friday afternoons. If you would like to learn about the group and or to come along please see Lynda Clifford or me.
- I am part of planning of the visit by the Primate, Linda Nicholls in April.

Lon+

Wardens' Report for St Mary's to Parish Council – April 16, 2024

Activities – completed.

1) Prepared materials for the March Parish Council meeting.
2) Assisted with the men's breakfasts.
3) Assisted with the services in Holy Week.
4) Worked on maintenance of the lighting system in the Sanctuary install LED lightbulbs.
5) Replaced closure mechanism on the women's washroom.
6) Prepared the financial review statements for April PC meeting.
7) Completed disbursement of the remaining Winefest funds.

Activities – Underway or planned.

8) Still waiting for follow up communication with representatives of the Hindu Temple re: facilities use.
9) Posting the Fire Safety Plan in its metal box.
10) Repair and rebuild of the circular window frame in 2024.
11) Order the remaining new phones and complete the rest of the phone system repairs.
12) Undertake to complete a Capital & Significant Operating Issues Plan.
13) Refresh the website appearance and upgrade the functionality to a more modern level.
14) Purchase a parish laptop computer and complete the coordination of computer systems at both churches.
15) Keep informed about Diocesan initiatives and participate as required.
16) Investigate the purchase of Wi-Fi operatable thermostats to reduce unnecessary heating of the building, work has been done on this, very expensive at over $350 / thermostat. A less expensive non WIFI base system is being employed..
17) Rectify problems with the paper product supplies in the washrooms.
18) Repair damaged roof soffit, repaint spire and install harness clips on the roof peak to facilitate this work. A man lift costing $1,900 will be required to provide access for this project to be undertaken this spring.
19) Upgrade sound system wiring and connections to improve performance and reliability.
20) Replace the hall entrance door to include a keypad lock, planned for later this year, doors and hardware are on site and need priming, painting and then installation.
21) Complete the cleaning of the remaining carpets in the sanctuary.
22) Get the Country Grocer loyalty program operational at St Mary's. Underway awaiting approval of the application.
23) Implement the new stormwater source control monitoring requirements for parking lot catch basins and prepare mitigation kit for hazardous spills in the parking lot in accordance with CRD bylaws/regulations.
24) Transfer funds to the Diocesan Trust Fund for investment.
25) Update the Welcome Board in the narthex.
26) Replace the fans in both the washrooms. Cost $200 X 2.
27) Refresh the congregation photo display in the hallway.
28) Arrange for stripping and recoating of men's washroom floor.
29) Transfer envelope secretary duties to designated individual with appropriate training by March 31. Delayed but under way.
30) Arrange a churchyard work party.
31) Review the grounds for interface concerns.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Wardens Report April 16th/24

Completed/in progress:

AED : Replacement fundraising began and the new AED has been ordered, costs appox.$1500.

PEMO: We have received information from the Fire Department and Emergency Program with regards to possibly being a site to be used in case of evacuation or disaster requirement in our neighbourhood. Forms to be reviewed and returned.

Grounds: First cut of the grass was done prior to Easter. Members have been working at clearing some broken limbs off trees and raking leaves and the burning was done in the fire pit.
The group plan another Saturday Morning April 27 after the men's breakfast.
There is a tree stump to be ground down. More burning to be done before the end of May as long as the index is okay to burn. We have had another community member offer help on the grounds, these people are welcomed and this latest lady has lots of experience and some great ideas.

Weekly Prayer Group: This group meets at the home of Eva Townsend on Wednesday from 3-4 and we pray about our community, the greater community, and as the spirit leads. Some weeks back we discussed how we could help some of the most senior people come out when they are caring for spouses. Then Eva mentioned how much she missed the prayer group that had been going for many years and so we asked if she would be willing to have us come to her - she was so excited!
So as she cannot get out easily - we go to her, this is open to the parish, let us know if you plan to go, parking can be an issue, so car pooling would be recommended.

Rentals: We have spoken about ways to increase use of the hall for $$$, and some ideas have come from these discussions but nothing concrete yet - there are questions. We do have the dog trials booked for two days, one next week and one in the fall. Also the Star Party Astrophysical group which is open to the community in August 9-11, so we hope for a clear night.

Preschool: Peter is arranging with the Preschool to get a new sign done for them, the old one is looking very tattered. We have been asked about removal of some tree branches and low hanging ones over their shed in the playground. They are willing to help and apparently have some funds available. I plan to speak to Adam who does the work in the cemetery to see if he can fit this in. If there is anyone interested in helping with chainsaw or ?? Or getting the branches out of the preschool area please let me know.

Country Grocer Receipts - Ongoing and working towards the next $50.00

Garbage Cans: Cans have been removed from the Cemetery and signs have been placed there encouraging people to take their own garbage home and recycle as much as possible. We find there is too much variety for us to be trying to recycle in those cans and as the garbage collection has been cancelled, we are hoping that people coming to the cemetery will help with this.

…./2

Church Back Wall: There are two more bubbles in the paint and the company has been contacted but no response at this point.

Pot Luck Lunches: will continue at least to the end of June.

<u>To Be Done:</u>

Sign: similar to the one at the Lych gate to be placed somewhere else on the property, possibly up near the upper parking lot. We need someone to do the work, we have the ideas.

Church Open During the Day: We are hoping that this can happen again, but no date as yet.

Children's Area: Ideas have been formulated but actual work has not started. There will be an explanation to the congregation when this begins.

And I am sure there are other things I have missed!!!!

Respectfully submitted
Lynda

St. Mary's March 2024 Financial Review

ITEM	Actual To 31-Mar	% To Budget Target=25%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$28,642.24	26.0%	$110,000	
OPEN OFFERING	$635.25	48.9%	$1,300	
FESTIVAL	$3,320.00	30.2%	$11,000	
HALL /FACILITIES USE DONATIONS	$5,000.00	38.5%	$13,000	
BAPTISMS/ WEDDINGS/ FUNERALS	$600.00	40.0%	$1,500	
MISCELLANEOUS/INTEREST	$0.00	0.0%	$500	
INCOME FROM HOLLY FAIR	$0.00	0.0%	$7,500	
PARISH THRIFT SALES (SPRING/FALL)	$0.00	0.0%	$5,500	
SPECIFIC DONATIONS	$0.00	0.0%	$0	
NEW BEQUESTS	$0.00	0.0%	$0	
DEFICIT ELIMINATION APPEALS	$0.00	0.0%	$0	
TRANSFERS - OTHER	$0.00	0.0%	$0	
TOTAL REVENUE	**$38,197.49**	25.4%	**$150,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$13,648.74	25.9%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIAN	$4,295.65	29.0%	$14,820	
RELIEF MUSICIAN	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$6,210.54	23.2%	$26,814	
DIOCESAN ASSESSMENT	$5,621.25	25.0%	$22,485	
CHRISTIAN EDUCATION	$91.82	36.7%	$250	
DIACONATE PROFESS DEVELOPMENT	$0.00	0.0%	$1,000	
CLERGY CONFERENCES	$0.00	0.0%	$750	
MUSIC MINISTRY	$0.00	0.0%	$900	
SANCTUARY SUPPLIES	$115.28	32.9%	$350	
ADVERTISING	$0.00	0.0%	$750	
INSURANCE	$0.00	0.0%	$8,638	
PHOTOCOPY	$634.04	21.1%	$3,000	
POSTAGE	$0.00	0.0%	$150	
STATIONERY	-$340.00	-45.3%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$4,540.39	53.4%	$8,500	
MAINTENANCE - CLEANING CONTRACT	$922.50	22.0%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$500	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$247.10	47.1%	$525	
HYDRO	$1,667.96	23.7%	$7,032	
WEBSITE SUPPORT/Online licenses	$0.00	0.0%	$750	
COMMUNICATIONS (Internet/Telephone)	$933.57	19.4%	$4,800	
WATER/SEWER	$221.22	25.3%	$875	
MISCELLANEOUS	$38.00	7.6%	$500	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$38,898.06**	23.3%	**$166,925**	
OPERATING SURPLUS/DEFICIT	**-$700.57**	4.2%	**-$16,625**	

11:01 AM
2024-04-08
Accrual Basis

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

	31 Mar 24
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	24,498.33
1110 · St. Mary's Church Events	3,112.55
1210 · St. Mary's Memorial Operating	164,393.48
Total 1005 · Consolidated Bank Account	192,004.36
Total Chequing/Savings	192,004.36
Accounts Receivable	
1400 · GST Receivable	878.82
Total Accounts Receivable	878.82
Total Current Assets	192,883.18
TOTAL ASSETS	**192,883.18**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,642.25
3120 · Church Events - Flower	1,757.10
3130 · Church Events - Holly Fair	
3131 · Church Events - Holly Fair Sale	306.25
3135 · Church Events - Holly Fair Don	576.57
Total 3130 · Church Events - Holly Fair	882.82
3150 · Church Events - General	88.85
3160 · Church Events - Church Sales	29.01
3170 · Church Events - Social Fund	996.82
3190 · Church Events- Recycle Refunds	555.00
Total 3100 · Current Special Ministries - CE	5,951.85
3400 · Outreach Funds	
3410 · Outreach - Rector's Discretion	170.00
3415 · Outreach-Threshold Housing	463.00
3420 · Outreach-ORRCA Dental Clinic	10.00
3440 · Outreach-General Use	614.00
3460 · Outreach-Saan. Pen. Hospital	10.00
3470 · Outreach-South Island Counselli	10.00
3480 · Outreach-PWRDF	10.00
3490 · Outreach-Christmas Hampers	
3496 · Outreach - Building Bridges	75.00
Total 3490 · Outreach-Christmas Hampers	75.00
3491 · Outreach-Anglican Appeal	10.00
3492 · Outreach-S. P. Lions Food Bank	10.00
3493 · Prayer Shawl Ministry	68.11

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

	31 Mar 24
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	2,450.11
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3515 · Memorial - Deficit Reserves	1,560.00
3520 · Memorial- Thrifty's	3,000.71
3530 · Memorial-Bequests	10,000.00
3540 · Memorial-Bursary - St. Mary's	830.65
3560 · Memorial-Guild	2,041.86
3570 · Memorial-Ron Smith Legacy	4,086.97
3590 · Memorial-Sound/Video	1,300.00
Total 3500 · Deferred Sp. Ministries - Mem.	40,210.20
Total Long Term Liabilities	48,612.16
Total Liabilities	48,612.16
Equity	
32000 · Retained Earnings	16,455.73
3900 · Opening Balance Equity-General	246.16
3910 · Retained Earnings-General	4,951.93
3920 · Retained Earnings-Church Events	6,515.82
3930 · Retained Earnings-Memorial Acct	116,801.95
Net Income	-700.57
Total Equity	144,271.02
TOTAL LIABILITIES & EQUITY	192,883.18

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

	Jan - Mar 24
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	635.25
4120 · Offering-Weekly	28,642.24
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,220.00
4133 · Offering - Festival-Christmas	100.00
Total 4130 · Offering - Festivals	3,320.00
Total 4100 · Offering Income	32,597.49
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	600.00
4330 · General Income-Facilities Use	5,000.00
Total 4300 · General Income	5,600.00
Total 4000 · INCOME - General	38,197.49
Total Income	38,197.49
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	13,648.74
5120 · Salary/Benefits-Music Director	4,295.65
5130 · Salary/Benefits-Admin./Bookeep.	6,210.54
5140 · Relief Clergy/Other Clergy	50.00
Total 5100 · Wages & Benefits - General	24,204.93
5300 · Expenditures - Admin - General	
5330 · Stationery Expenses	
5331 · Stationery - General	-340.00
Total 5330 · Stationery Expenses	-340.00
5340 · Photocopier - General	634.04
5360 · Diocesan Assessment	5,621.25
5380 · Fundraising Expenses	38.00
Total 5300 · Expenditures - Admin - General	5,953.29
5400 · Expenditures-Ministries-General	
5420 · Sanctuary	115.28
5430 · Christian Education	91.82
Total 5400 · Expenditures-Ministries-General	207.10
5500 · Expenditures-Maintenance-Gener.	
5510 · General Maintenance	4,540.39
5520 · Cleaning-General	
5521 · Cleaning-Contract	922.50
Total 5520 · Cleaning-General	922.50
Total 5500 · Expenditures-Maintenance-Gener.	5,462.89
5600 · Expenditures-Utilities-General	

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

	Jan - Mar 24
5610 · Water/Sewer	221.22
5620 · Hydro	1,667.96
5640 · Communications (Internet/phone)	933.57
5660 · Garbage Disposal	247.10
Total 5600 · Expenditures-Utilities-General	3,069.85
Total 5000 · EXPENDITURES - General	38,898.06
Total Expense	38,898.06
Net Income	**-700.57**

St Stephen's March 2024 Financial Review

ITEM	Actual To 31-Mar	% To Budget Target=25%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$16,045.64	19.8%	$81,000	
OPEN OFFERING	$130.25	6.5%	$2,000	
FESTIVAL	$700.00	6.4%	$11,000	Easter
HALL /Preschool Donation	$5,200.00	38.5%	$13,500	
OTHER HALL DONATIONS	$1,094.75	36.5%	$3,000	$300 grounds donations
WEDDINGS/ FUNERALS	$0.00	0.0%	$1,000	
FUNERAL BULLETIN FEES	$0.00	0.0%	$400	
INTEREST INCOME	$0.00	0.0%	$6,000	
DEFICIT ELIMINATION APPEALS	$0.00	0.0%	$0	
MISCELLANEOUS INCOME	$0.00	0.0%	$0	
NEW BEQUESTS				
TOTAL REVENUE	**$23,170.64**	19.7%	**$117,900**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$13,649.10	25.9%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIAN	$2,474.99	25.5%	$9,701	
RELIEF MUSICIANS & SOUND	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$3,104.76	23.1%	$13,445	
DIOCESAN ASSESSMENT	$4,486.26	25.0%	$17,945	
CHRISTIAN EDUCATION	$0.00	0.0%	$400	
DIACONATE PROFESS. DEVELOPMENT	$0.00	0.0%	$1,000	
CLERGY CONFERENCES	$0.00	0.0%	$750	
MUSIC MINISTRY	$0.00	0.0%	$300	
SANCTUARY SUPPLIES	$0.00	0.0%	$500	
ADVERTISING	$0.00	0.0%	$750	
INSURANCE	$0.00	0.0%	$8,545	
PHOTOCOPY	$760.88	21.7%	$3,500	
POSTAGE	$141.45	35.4%	$400	
STATIONERY	$145.00	24.2%	$600	
COMPUTER EXPENSES	$0.00	0.0%	$2,000	
MAINTENANCE - GENERAL	$935.71	18.7%	$5,000	
SECURITY	$107.07	16.5%	$650	
MAINTENANCE - CLEANING CONTRACT	$922.50	26.4%	$3,500	
MAINTENANCE - CLEANING SUPPLIES	$0.00	0.0%	$500	
MAINTENANCE - GROUNDS	$749.41	25.0%	$3,000	
GARBAGE	$102.17	10.2%	$1,000	
HYDRO	$2,680.87	48.7%	$5,500	
WEBSITE SUPPORT/Online Licenses MAINTE	$0.00	0.0%	$600	
HEATING OIL (HALL)	$1,286.41	21.4%	$6,000	
COMMUNICATIONS (Internet/Telephone)	$486.91	19.1%	$2,550	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$27.75	0.0%	$0	
BANK CHARGES & RECONCILIATIONS	$75.00	75.0%	$100	
RECONCILIATRION VARIANCES	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$32,186.24**	22.3%	**$144,572**	
OPERATING SURPLUS/DEFICIT	**-$9,015.60**	33.8%	**-$26,672**	

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

	31 Mar 24
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Consolidated Bank	
1010 · Coast Captial Operating Account	134,856.17
Total 1000 · Consolidated Bank	134,856.17
Total Chequing/Savings	134,856.17
Other Current Assets	
1400 · GST -(2.5%) Recoverable	1,549.16
1500 · INVESTMENTS	
1505 · Diocesan Investment (CTF)	
1506 · CTF Market Value Fluctuation	(8,308.26)
1505 · Diocesan Investment (CTF) - Other	130,000.00
Total 1505 · Diocesan Investment (CTF)	121,691.74
Total 1500 · INVESTMENTS	121,691.74
Total Other Current Assets	123,240.90
Total Current Assets	258,097.07
TOTAL ASSETS	**258,097.07**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	
2020 · Individuals Payable	(125.00)
Total 2000 · ACCOUNTS PAYABLE	(125.00)
Total Accounts Payable	(125.00)
Other Current Liabilities	
3100 · CURRENT SPECIAL MINISTRIES	
3110 · Altar Flowers /Guild	155.45
3160 · Community Lunch (#5)	215.56
3170 · Special Appeals	50.00
3175 · Sunday School / Christian Ed.	20.00
3190 · Social Fund	514.06
Total 3100 · CURRENT SPECIAL MINISTRIES	955.07
3400 · OUTREACH PROJECTS	
3410 · Rector's Discretionary Fund	20.00
3415 · Grief & Support Lunch	39.04
3420 · General Outreach	239.70
3435 · Saan.Pen. Hosp/Health Found.	50.00
3492 · Saanich Peninsula Food Bank	95.00
3493 · Prayer Shawls	663.50
Total 3400 · OUTREACH PROJECTS	1,107.24
Total Other Current Liabilities	2,062.31

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

	31 Mar 24
Total Current Liabilities	1,937.31
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	91,048.58
3510 · Contingency Reserve Fund	25,256.47
3520 · Garden Project (#5)	215.47
3525 · Grounds Maintenance (CTF)	26,529.58
3535 · Lych-gate (#5)	500.00
3540 · Memorial Hall Fund	
3543 · General Memorial Funds	44,392.49
Total 3540 · Memorial Hall Fund	44,392.49
3545 · Pet Memorial (#5)	438.50
3560 · Education Fund (#5)	4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS	193,370.00
Total Long Term Liabilities	193,370.00
Total Liabilities	195,307.31
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	39,400.95
32150 · Unrealized Gain/Loss	(8,308.26)
Net Income	(9,015.60)
Total Equity	62,789.76
TOTAL LIABILITIES & EQUITY	**258,097.07**

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

	Jan - Mar 24
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	130.25
4120 · Identified Donors	16,045.64
4130 · Festival Donations	
4131 · Easter Envelopes	700.00
Total 4130 · Festival Donations	700.00
Total 4100 · Offering Income	16,875.89
4330 · Facilities Income	
4334 · Community Facilities Use	440.00
4335 · Community Grounds User	300.00
4337 · Pre-School	5,200.00
4339 · Donation Boxes	354.75
Total 4330 · Facilities Income	6,294.75
Total 4000 · OPERATING INCOME	23,170.64
Total Income	23,170.64
Gross Profit	23,170.64
Expense	
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	13,649.10
5130 · Administrator -Salary/Benefits	3,104.76
5140 · Relief Clergy	50.00
5150 · Musicians	
5151 · Musicians -Contract	2,474.99
Total 5150 · Musicians	2,474.99
Total 5100 · Wages & Benefits	19,278.85
Total 5000 · General Expenditure	19,278.85
5300 · General Administration	
5320 · Post Box & Postage	141.45
5330 · Office Supplies	145.00
5340 · Photocopier	760.88
5360 · Diocesan Assessment	4,486.26
5380 · Fundraising Expenses	27.75
5390 · Bank Charges /Error Correction	75.00
Total 5300 · General Administration	5,636.34
5500 · Maintenence Expenses	
5510 · General Maintenance	935.71
5520 · Cleaning Expense	
5521 · Janitorial Contract	922.50
Total 5520 · Cleaning Expense	922.50

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

	Jan - Mar 24
5530 · Grounds Keeping	
5532 · Grounds Equipment	749.41
Total 5530 · Grounds Keeping	749.41
5550 · Security	107.07
Total 5500 · Maintenence Expenses	2,714.69
5600 · Utilities Expenses	
5620 · Hydro	
5621 · Electricity - Church	1,389.47
5622 · Electricity - Hall	1,291.40
Total 5620 · Hydro	2,680.87
5630 · Heating Oil - Hall	1,286.41
5640 · Communications (Phone/Internet)	486.91
5660 · Garbage & Recycling	102.17
Total 5600 · Utilities Expenses	4,556.36
5800 · Miscellaneous Expenses	
5810 · General Misc.	0.00
Total 5800 · Miscellaneous Expenses	0.00
Total Expense	32,186.24
Net Ordinary Income	(9,015.60)
Net Income	**(9,015.60)**