# St. Mary's Operation Committee Minutes
# May 8, 2020

**Follow-up Action Items arising from the meeting:**

| Name | Action Item | Target Date | Priority |
|---|---|---|---|
| Derek | Refresh estimates for Kitchen | | **H** |
| | Execute Kitchen Reno | Leslie/Derek to review calendar | H |
| Ian | Capital Plan | For September Meeting | H |
| Leslie | Advise Ian about the motion to order the lights | Done | |
| Ian | Order LED light fixtures for Hall | asap | H |
| Leslie | Liaise with Fern Perkins regarding St. Mary's Bursary | Done | |
| John /Carl | Curb Repairs, incl. scraping & repainting | | M |
| Ian | Hot Water Tank has reached its lifespan | | |
| Derek | Website Redesign Committee to meet | Asap. | M |

## MINUTES

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

**Regrets:** Ian Stuart

I. **Open meeting with Prayer** – The meeting was called to order and Rev. Lon opened with a prayer

II. **Adoption of Agenda** – Derek called for any additions or changes to the Agenda. Lon suggested that he give a verbal report under New Business. Hearing no other changes the amended agenda was accepted.

III. **Thanks** – Derek asked if anyone would like to speak to this subject.
John thanked everyone involved on the video preparation of the online Sunday Services. There was consensus that the online services were being well received and appreciated.
Lon thanked Carl, John, Irene and all who were continuing to do their work behind the scenes.
Derek gave thanks to God for the special talents and gifts of each member of the Operations Committee:
- With special recognition to Irene and her successful results with the Thrifty's Smile Card application. During a time of skepticism we were delighted to receive a target fundraising goal of $2,500.
- With special thanks to Carl and John for keeping the lawn beautifully manicured, even twice in one week, when they think no one is noticing.
- Derek gave a very prayerful thank you to the Lord for Len, for his many years of service to God, to the Parish and to the Operations Committee. He noted that if we had such a thing, we would raise his jersey to the rafters!
- He gave thanks to the Lord for being able to learn the more prayerful side of Ian, for Ian's efforts to enhance St. Mary with the gift from him and Jillian of a new sound system and for the many hours that Ian has dedicated to delivering a

quality production of the Sunday Services for the enjoyment of those in and beyond the Parish.

- Derek gave thanks for Lon, for the support that he provides by participating with the Operations Committee meetings, his ongoing leadership and supporting messages for stewardship.
- Derek gave thanks for Leslie for her tireless efforts and for being the "glue" that keeps us moving in the right direction.

He asked that the Lord bless all of those mentioned. Amen.

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

1. Turn over kitchen file to Derek/John - Ian provided the paint chip, and the sample of the countertop but he couldn't locate the contact information. However, with a 2-year delay, it is just about like starting over with the quotes. If the revised quotes are 10% more than the previous ones, Derek proposed that we use email to get validation from this Committee again.
2. Execute Kitchen Reno – Derek asked Lon if he felt comfortable with a couple of volunteers coming in to paint and contractors coming in to do work. Lon felt that it would be permissible if everyone was observing the appropriate social distancing. Lon also reiterated that he doesn't want anyone to feel pressured into working in any situation that might be uncomfortable for them.
3. Curb Repairs - We were blessed that no further damage to the curbs occurred over the winter. John is still willing to undertake the curb repair with Carl but will need to check to see if Ian's torch had been left on site as previously discussed and would need a few some supplies to undertake the repair. The parking lot line painting was deferred last year because of a redo by the line painting company and we have not budgeted for painting this year. However, the curbs were not scraped before their last painting and are very much in need of a scraping and re-painting. Derek asked if anyone was willing to obtain a quote. Leslie asked if this wasn't something that could be done in-house this year given that we didn't budget for professional painting. John felt that it was something that could be achieved.
4. Capital Plan – Ian has done considerable work. It was agreed that there were two components to the plan 1) the Capital Plan and 2) a Significant Operating Plan. The Committee asked that this report be in hand for the September meeting to allow for proper budgeting into 2021 and beyond.
5. Cooper Hall Replace one fluorescent fixture with LED to test results – Derek showed us the one light fixture that Ian had received. The Committee was pleased with the design and felt that we should take the opportunity of the building closures to proceed. Leslie suggested that now that we have approval from Thrifty's that we purchase the lights with reserve funds. Irene indicated that Ian suggested the lights would take four to six weeks to arrive.

   It was **Moved** by Leslie Pedlow, **Seconded** by John Beresford that Ian Stuart be asked to order the lights as soon as possible and that we take the funds from the "Lighting Fund" which will be paid back by the Thrifty's Smile Card grant. **CARRIED.**
6. Additional support for stacking chairs in Cooper Hall – John Beresford agreed to undertake this project from home and brought his truck so that he could take the materials with him today.

# St. Mary's Operation Committee Minutes
# May 8, 2020

V. **Business Arising/Discussion from Jan. 10, 2020 Minutes**
Items from the January meeting are captured elsewhere
The March meeting was cancelled due to the BC Stay Home COVID-19 order

VI. **Financial Reports**
Financial Statement to April 30, 2020 & Variance Comments - Derek explained that the financial statements are showing more "red" that in the past. This is a result of moving the $18,500 Operating Loan from the Memorial Fund out of the Income Total. This was done at the request of Parish Council. They felt that it would be more transparent for the average viewer.
Secondly he advised the Committee that he, Leslie and Lon met with our Coast Capital Advisor to deal with two GIC's that were coming due on May 17 ($20,000 principle plus interest) and May 30 ($10,000 principle plus interest.) Our Advisor gave us a breakdown of the "Specials of the Week" which ranged from 0.8% to 2% for terms varying in flexibility from 6 months to 2 years. Once Derek recovered from the shock. we reinvested the $20,000 principle for 15 months at 1.9% and the $10,000 principle for 1 year at 1.5%. We have asked that interest earned on the maturing GICs be deposited into our chequing account for our use this year.

It was **Moved** by Derek Osman, **Seconded** by Irene Feir, that the Operations Committee endorse the decision made on the above-mentioned GICs and authorize Derek, Leslie and Lon to reinvest the two remaining GICs that mature in July and August. **CARRIED**.

Derek reviewed the financial package. He asked if there were any comments or questions. Irene expressed her pleasure to see that offerings are up over last year and that people were making the effort to get their envelopes to the church by various means. Derek also advised that the Diocese has paid the insurance premiums up front due to the COVID crisis and we don't know when it will be charged back.

It was **Moved** by Derek Osman, **Seconded** by John Beresford that the Financial report to April 30, 2020 be received and recommend it for adoption by Council. **CARRIED.**

VII. **Other Reports**
1. Irene – Smile Card – nothing further to report.
2. John – Nothing to report
3. Ian – Ian's report was presented as written and received.
4. Derek – The report was presented as written. Derek also advised that since Heron Janitorial hasn't needed to perform its regular contract duties for April and May, that Derek has asked that the work that had been budgeted for cleaning the windows in and out, and stripping and sealing the floors in the hall and both bathrooms, be undertaken in May while the buildings are quiet. The cost will only be slightly higher than the two months savings experienced from the contract work. Leslie and Lon asked that we be made aware of the dates of the work so that we could advise the Worship Team and avoid working during that time. Derek has indicated that Blaine will advise him. Derek also advised that a three-license version of the 2020 version of QuickBooks software has been purchased so that St. Mary and St. Stephen will both be using the same version. Right now they are operating on 2016 and 2018 versions respectively and they will not "talk" to each other. The cost will be shared between the two churches. Derek also

wondered how we might ensure that the garden beds are being cared for. John agreed to prepare a message for Nancy's St. Mary's "Around the Parish" column in the ConneXion. Leslie will provide John with the schematic of the gardens.

It was **Moved** by John Beresford, **Seconded** by Irene Feir that the non-financial reports be received. **CARRIED**.

**VIII. New Business**

1. St. Mary's Bursary - There was a good discussion about St. Mary's Bursary. Leslie agreed to ask Fern Perkins to liaise with our recipient of last year's award that is due for payout to inquire about her success in completing her first year studies. Leslie will also ask Fern to liaise with her contacts at Stelly's Secondary to see if there are suitable candidates that could be recommended to the Wardens for the 2021 award.
2. Rector's Report – Rev. Lon gave us a verbal update on the COVID-19 procedures that have been underway. He said we have made good progress on getting the website email system cleaned up. He also asked that the Website Committee meet sooner than later to start upgrading to the newest platform. For Derek's information he mentioned that Bob Quicke has expressed an interest in being on the website committee and that could be discussed off-line.
Lon noted that he will be meeting with the Haro Region clergy and our Parish Wardens next week to start making plans. Lon indicated that despite what the Premier and Dr. Henry have announced, there **is still no date** for opening the churches. The Diocese will be looking very carefully at the guidelines that we need to adhere to for keeping not just parishioners but staff safe. There is obviously the restriction that gatherings must be less than 50 people. One of the tasks that the Wardens will be undertaking is to survey parishioners to see who wants to attend which service (Sunday at 9 or 11 or Wednesday at 10) or if they will continue to self-isolate. It is apparent that having a video of a service is very meaningful and that we will need to continue doing that in some form.

Leslie moved to adjourn at 3:00 p.m.

**IX. Next Meeting** (at 1:00 p.m.)

- July 10 – at Ian's. Depending upon BC Health Orders
- Sept. 11
- Nov. 13

**X. Closing with Grace** We said the Grace together.

D Osman

Derek Osman, Chair

# St. Mary's Operation Committee Agenda – May 8, 2020

**Regrets**: Ian

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

II. **Adoption of Agenda**

III. **Thanks**

IV. **Review Action Items – status, date adjustment, explanations?**
   1. Turn over kitchen file to Derek/John
   2. Execute Kitchen Reno
   3. Curb Repairs
   4. Capital Plan
   5. Cooper Hall Replace one fluorescent fixture with LED to test results
   6. Additional support for stacking chairs in Cooper Hall

V. **Business Arising/Discussion from Jan. 10, 2020 Minutes**
   Items from the January meeting are captured under Action Item Review
   The March meeting was cancelled due to the BC Stay Home Covid 19 order

VI. **Financial Reports**
   1. Financial Statement to April 30, 2020 & Variance Comments – Derek
   ✓ Motion to receive Financial Report, and recommend for adoption by Council

VII. **Other Reports**
   1. Irene – Smile Card
   2. John – Nothing to report
   3. Ian
   4. Derek
   ✓ Discussion & Motion to receive non-financial reports

VIII. **New Business**
   1. St. Mary's Bursary

IX. **Next Meeting** (at 1:00 p.m.)

   - July 10 – at Ian's. Depending upon BC Health Orders
   - Sept. 11
   - Nov. 13

X. **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

May 7, 2020

By Email

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

Members of Operations Committee and Council:

**RE: Comparative Financial Reporting to April 30, 2020 – St. Mary's, Saanichton**

Attached are the financial statements as of April 30, 2020 for the St. Mary 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:** The Assets, Liabilities, & Equity are collectively less than for the same month last year (by almost $20,600 or 10.2%). This is primarily because of the conclusion of the RAPID 2 Syrian Refugee accounting in 2019 – in 2019 the Rapid2 Refugee account had a balance of almost $30,000 but is zero now.
2. **Profit & Loss:** Shows a deficit of -$9,544. Operations are being facilitated by the operating loan of $18,500 from the Memorial Account. **However**, the deficit is $4,882 (or 33.8%) less than the deficit at the end of April last year.
3. **Statement of Changes in Equity**: The Events functional area demonstrated continued improvement, but this was eroded by the change in handling the operating loan of $18,500 this month. The result was an overall deficit of -$6,277 for the church. and the end-of-month Equity position was reduced to $117,088.
4. **Memorial Account:** The Memorial Account (page 7) documents the use of funds needed to support more significant projects, and where multiple disciplines are needed to achieve greater success. The portfolio of investments ($130,704 of GIC's) are recorded within the Memorial Account. There are 2 GIC's (total value of $30,708) that mature in May, and the other two GIC's (total value of almost $100,000) that mature by the end of August.
5. **Church (or Parish) Events**: Shows the financial contribution of each of the significant Parish Events. This account provides incremental funding for the General account throughout the year, but so far, there has only been one Thrift Sale. The recycle containers were taken to the redemption centre by Ken Pedlow who has taken on this special ministry. At the end of the year, a decision will be made as to how best to use the $920 contributed. There has been no change since last month.
6. **Budget Review:** documents the Operating Account income and disbursements, as measured against the Budget year-to-date. There is a deficit of -$9,544. Revenue is at 23.5% of Budget, instead of the target of 33.3%. Expenses are at 29.6% of Budget, instead of 33.3%, but we have yet to be billed for Insurance.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the month ended April 30, 2020.

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

Attachments

Respectfully,

Derek Osman
Church Warden

Comparative Balances

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

2. **Statement of Profit & Loss:** (on page 5) The Income to April 30, 2020 was $37,270 (not including the operating loan of $18,500 for cashflow from the Memorial Fund). Had both March and April been reported the same (by not including the operating loan when calculating revenue) April would have contributed $7,024 to the $37,270 of YTD revenue.

   The Total Offerings for the end of April were $978 (3.1%) more than for the same period in 2019.This is very encouraging and indicative that parishioners have responded to the messages of stewardship and have increased their Offering (at least modestly).

   The operating Expenses to April 30 were $7,092 or 13.2% less than the previous year.

   The Deficit at the end of April was -$9,544, versus -$14,426 in 2019.

3. **Memorial Account: (on page 6)** The following transactions were the only activity of this account to the end of April 30, 2020:
   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) **There are now only 1 In-Trust Accounts:**

      i. **Ron Smith Legacy:** The balance remains at $5,087. This fund is primarily for use as Rector's discretion, in support of those in the community who are challenged in the same manner as Ron had been.

   3) **Investments:** Following the re-investment of the GIC's in 2018, and the investment of the donated gift and bequest in May 2018, the investments in January are as follows:

| Investment | March Bal. |
|---|---|
| **3 Yr Rising Rate GIC; @ 1.25%; Matures May 17, 2020**<br>**110009473083 (110) (acct 1530)** | **$20,482.86** |
| **1-5Yr GIC-COMPD; @ 1.2%; Matures May 30, 2020**<br>**110012690071 (103) (acct 1560)** | **$10,225.00** |
| **1-5Yr GIC-COMPD ; @ 2.0%; Matures July 5, 2020**<br>**110015684188 (104) (acct 1570)** | **$25,495.90** |
| **1-5Yr GIC-COMPD; @ 2.0%; Matures Aug. 12, 2020**<br>**110015817986 (105) (acct 1550)** | **$74,500.00** |
| **Total Investments:** | **$130,703.76** |

Given that most of the GIC's will mature in 2020, we will seize that opportunity to establish a "laddering" investment strategy. Discussions with Coast Capital have already begun.

4. **<u>Budget Review</u>: (on page 9)**

This report is like the Statement of Profit & Loss on page 5, except that it also includes a comparison to the Budget.

The revenue was $37,269 (23.5% of Budget when the target was 33.3%) – exclusive of the transfer of $18,500 from the Memorial Account (to be paid back by year-end). Expenses to April 30 were $46,813, yielding a deficit of -$9,544.

Regular Offerings to the end of April 30 were $31,412 (29.8% of Budget versus the target of 33.3%). Total Revenue was $37,269 (without the operating loan of $18,500), being less than Budget by $2,302.25. The Total Expenses were $46,813. This is $7,241.75 more than the Budget.

5. **<u>Concerns & Considerations:</u>**

The unknown associated with the COVID-19 pandemic creates a series of unknowns for St. Mary Church, none the least of which is how long will the facilities be locked and unavailable to provide a source of revenue. We are going to have to continue to work hard to meet the needs of our parishioners in this new world of worshiping when the loyalties associated with the "bricks & mortar" facilities are diminished, and the options are greater.

Fortunately, we are witnessing a modest increase in total Offerings, perhaps due to the Stewardship messages being positively received.

**St. Mary Church**

**Balance Sheet - April 30, 2020**

| Assets | 2020 | 2019 | Liabilities & Equity | 2020 | 2019 |
|---|---|---|---|---|---|
| | | | **Liabilities** | | |
| Bank | $31,370 | $19,265 | Accounts Payable | $0 | $0 |
| | | | | | |
| Memorial Account Invest | $130,704 | $131,604 | Memorial Acct Funds | $27,542 | $23,204 |
| Memorial Operating | $20,298 | $51,994 | Memorial - RAPID2 Refugee | $0 | $29,795 |
| | | | Deficit Elimination Reserve | $4,500 | $8,064 |
| | | | General Outreach | $443 | $700 |
| | | | St. Matthews Liobrary | $1,277 | $1 |
| Accounts Receivable (GST) | $207 | $347 | Church Events | $7,839 | $5,673 |
| | | | **Total Liabilities** | **$41,601** | **$67,438** |
| | | | | | |
| | | | **Equity** | | |
| | | | Retained Earnings | $8,411 | $8,087 |
| | | | Opening Balance Equity - General | $246 | $246 |
| | | | Retained Earnings - General | $3,812 | $3,812 |
| | | | Retained Earnings - Church Events | $6,516 | $6,516 |
| | | | Retained Earnings - Memorial Acct | $113,037 | $113,037 |
| | | | Net Income | $8,956 | $4,074 |
| | | | **Total Equity** | **$140,978** | **$135,772** |
| | | | | | |
| **Total Assets** | **$182,579** | **$203,210** | **Total Liabilities & Equity** | **$182,579** | **$203,210** |

| St. Mary Church Profit & Loss To April 30 2020 | Jan. – Aprr. 20 | Jan. –Apr. 19 |
|---|---|---|
| **Income** | | |
| **4000 – INCOME – General** | | |
| **4110 · Offering-Open Offering** | $129 | $700 |
| **4120 · Offering-Weekly** | $31,412 | $29,798 |
| **4130 · Offering – Festivals** | | |
| **4131 – Offering –Festival-Easter** | $1,130 | $1,221 |
| **4133 · Offeirng-Festival-Christmas** | $25 | $0 |
| **Total 4130 · Offering – Festivals** | $1,155 | $1,221 |
| **Total 4100 · Offering Income** | $32,697 | $31,719 |
| **4300 · General Income** | | |
| **4320 · General Income-Bapt./Wed./Funer..** | $0 | $500 |
| **4330 · General Income-Facilities Use** | $4,400 | $5,301 |
| **4360 · General Income-Miscellaneous** | $173 | $135 |
| **Total 4300 · General Income** | $4,573 | $5,936 |
| **4400 · Transfers IN-General** | | $1,825 |
| **4440 · Transfers IN-Memorial Account** | $18,500 | $18,500 |
| **Total 4400 · Transfers IN-General** | $18,500 | $20,325 |
| **Total 4000 · INCOME – General** | $55,770 | $57,980 |
| **Less Operating Loan** | -$18,500 | -$18,500 |
| **Total Income** | $37,270 | $39,480 |
| **Expense** | . | . |
| **Reconciliation Discrepancies** | $0 | $0 |
| **5000 · EXPENDITURES – General** | | |
| **5110 · Salary/Benefits – Rector** | $16,716 | $16,522 |
| **5120 · Salary/Benefits-Music Director** | $3,799 | $3,902 |
| **5130 · Salary/Benefits-Admin./Bookeep.** | $9,315 | $9,121 |
| **5140 · Relief Clergy** | $0 | $75 |
| **5150 · Relief Musician** | $100 | $250 |
| **Salary/Benefits – Ass't. Curate** | $3,587 | $0 |
| **Total 5100 · Wages & Benefits – General** | $33,518 | $29,870 |
| **5300 · Expenditures – Admin – General** | | |
| **5320 – Postage** | $0 | $92 |
| **5330 · Stationery** | $154 | $326 |
| **5340 · Photocopier – General** | $925 | $1,744 |
| **5350 – Insurance** | $0 | $3,462 |
| **5360 · Diocesan Assessment** | $6,415 | $6,958 |
| **5370 · Advertising** | $155 | $174 |
| **Total 5300 · Expenditures – Admin – General** | $7,649 | $12,756 |
| **5410 · Music** | $136 | $374 |
| **5420 · Sanctuary** | $22 | $36 |
| **5430 – Christian Education** | -$45 | $65 |
| **Total 5400 · Expenditures-Ministries-General** | $114 | $476 |
| **5500 · Expenditures-Maintenance-Gener.** | $187 | $4,571 |
| **5521 · Cleaning-Contract** | $1,050 | $1,332 |
| **5522 · Cleaning-Supplies** | $221 | $230 |
| **5520 · Cleaning-General** | $1,271 | $1,562 |
| **5530 – Grounds & Equipment** | $27 | $91 |
| **Total – Expenditure – Maintenance – Gen.** | $1,484 | $6,225 |
| **5600 · Expenditures-Utilities-General** | $208 | $195 |
| **5620 · Hydro** | $2,327 | $2,432 |
| **5640 · Telephone** | $192 | $192 |
| **5650 · Internet** | $839 | $864 |
| **5660 · Garbage Disposal** | $230 | $220 |
| **Total 5600 · Expenditures-Utilities-General** | $3,796 | $3,903 |
| **5800 · Miscellaneous Expenses-General** | $70 | $409 |
| **GST Paid (2.5%) Non-Refundable** | $183 | $267 |
| **Total 5000 · EXPENDITURES – General** | $46,814 | $53,906 |
| **Total Expense** | $46,814 | $53,906 |
| **Net Income** | -$9,544 | -$14,426 |

# St Mary's

## Statement of Changes in Equity - April 30, 2020

| | General | Memorial | Events | Total 2020 |
|---|---|---|---|---|
| Equity, Beginning of Year | $3,812 | $113,037 | $6,516 | $123,365 |
| Income | $37,270 | $488 | $4,571 | $42,329 |
| Expenses | $46,814 | $0 | $1,792 | $48,606 |
| Net Income | **-$9,544** | **$488** | **$2,779** | **-$6,277** |
| **Equity, End of Month** | **-$5,732** | **$113,525** | **$9,295** | **$117,088** |
| **Transfers Year-to-Date:** | | | | |
| From Memorial (Jan.11) | $18,500 | -$18,500 | | |
| Thrifty's to Kitchen Renos (Feb.27) | | $2,340 | | |
| **Total:** | **$18,500** | **-$18,500** | **$0** | |

**Note1.** The Operating Loan of $18,500 was removed from Income because it is a transfer to be paid back within the year.

| St. Mary's<br>Other Funds' Activity - April 30, 2020<br>Memorial Account | Balance Jan 1, 2020 | Revenue | Expenses | Transfers IN (OUT) | Balance Apr. 30, 2020 |
|---|---|---|---|---|---|
| **General** | $26,219 | | | | |
| Transfer to Operating Fund (Jan 11) | | | | -$18,500 | |
| Total General: | **$26,219** | **$0** | **$0** | **-$18,500** | **$7,719** |
| **Deficit Elimination:** Carry Fwd | $4,500 | | | | **$4,500** |
| Deposit Deficit Elimination Reserve | | $0 | | | **$0** |
| Total Deficit Eliminaton: | **$4,500** | **$0** | **$0** | **$0** | **$4,500** |
| **Thrifty Foods & Fairway's** | $1,852 | | | | |
| Receipts from Thrifty's (Jan 14) | | $373 | | | $2,225 |
| Final Receipts from Thrifty's Grant (Feb) | | $115 | | | $2,340 |
| Funds Transfer to Kitchen Renos | | | | -$2,340 | $2,340 |
| Total Thrifty & Fairway: | **$1,852** | **$488** | **$0** | **-$2,340** | **-$0** |
| **Bequests & Donations** | **$10,000** | | | | |
| Bequests & Donations | **$10,000** | **$0** | **$0** | **$0** | **$10,000** |
| **Memorial Bursary** | $3,203 | | | | $3,203 |
| Gift for 2021 recipient | | | $0 | | $0 |
| 2020 Bursary Award | | | $0 | | $0 |
| Total Bursary: | **$3,203** | **$0** | **$0** | **$0** | **$3,203** |
| **Guild** | $3,261 | | | | |
| Total Guild | **$3,261** | **$0** | **$0** | **$0** | **$3,261** |
| **Kitchen Renos** | **$2,432** | | | | **$2,432** |
| Transfer From Thrifty's (Feb.) | | $0 | **$0** | **$2,340** | $2,340 |
| Total Kitchen Renos | **$2,432** | **$0** | **$0** | **$2,340** | **$4,772** |
| **Sub-Total:** | **$51,468** | **$488** | **$0** | **-$18,500** | **$33,455** |
| **In-Trust Funds:** | | | | | |
| **Ron Smith Legacy** [1] | $5,087 | | | | **$5,087** |
| | **$5,087** | **$0** | **$0** | **$0** | **$5,087** |
| **Memorial Acct Funds Othe** | **-$6,500** | | | | |
| St. Mary's Memorial Operations | | | | | **-$6,500** |
| **Total Memorial Funds Other** | **-$6,500** | **$0** | **$0** | **$0** | **-$6,500** |
| **Total In-Trust:** | **-$1,413** | **$0** | **$0** | **$0** | **-$1,413** |
| **Memorial Account Funds** | **$50,055** | **$488** | **$0** | **-$18,500** | **$32,042** |
| **INVESTMENTS:** | | | | | |
| 3 Yr Rising Rate GIC; @ 1.25%; Matures May 17, 2020 | $20,483 | | | | **$20,483** |
| 1Yr Redeemable GIC; @ 1.2%; Matures May 20, 2019 | $10,225 | | | | **$10,225** |
| 1Yr Redeemable GIC; @ 2.0%; Matures May 25, 2019 (formerly 1-5 GIC ANN to mature May 30, 2019 | $25,496 | | | | **$25,496** |
| 1-5Yr GIC Comp 110015817986 (105) | $74,500 | | | | **$74,500** |
| **Total Investments:** | **$130,704** | **$0** | **$0** | **$0** | **$130,704** |
| | **$180,759** | **$488** | **$0** | **-$18,500** | **$162,746** |

**Note 1.** Ron Smith Legacy: Discretionary funds to be suthiorized for expenditure by Incumbent and Wardens to asist thhose living in the community in circumstances similar to those that challenged Ron Smith.

## . Mary Church

## Other Funds' Activity - April 30, 2020

### Parish Events Fund

| | Balance Jan 1. | Revenue | Expenses | Transfers IN | Balance Apr. 30,2020 |
|---|---|---|---|---|---|
| **Altar** | $1,495 | $0 | -$491 | $0 | **$1,004** |
| **Flower** | $1,768 | $352 | -$84 | | **$2,035** |
| **Holly Fair** | $1,517 | $391 | | | **$1,908** |
| **General** | $6 | $12 | $0 | $0 | **$18** |
| **Parish Sale** | $134 | $2,075 | -$727 | | **$1,482** |
| **Social** | $142 | $821 | -$490 | $0 | **$472** |
| **Recycle Refunds** | $0 | $920 | | | **$920** |
| | **$5,061** | **$4,571** | **-$1,792** | **$0** | **$7,839** |
| **Net Income** | | **$2.778** | | | |
| **Transfer Notes:** | | | | | |

## 2020 OUTREACH – YTD April 30/2020

| Client | Open. Bal. Jan. 1/20 | Donations | Transfers In/Out | Disbursed | Balance Apr. 30, 2020 | Type |
|---|---|---|---|---|---|---|
| Rector's Discretionary Fund | 115 | 355 | 0 | -455 | 15 | Parish |
| General Use | 0 | 250 | 0 | 0 | 250 | Parish |
| PWRDF | 0 | 105 | 0 | 0 | 105 | O'seas |
| Lions Food Bank | 0 | 5 | 0 | 0 | 5 | Parish |
| Prayer Shawl Ministry | 68.11 | 0 | 0 | 0 | 68.11 | Parish |
| St. Matthew's Library | 361.02 | 916 | 0 | 0 | 1,277.02 | O'seas |
| **General Outreach:** | 544.13 | 1,631 | 0 | -455 | 1,720.13 | Parish |
| **Totals:** | **$544.13** | **$1,631** | **$0** | **-$455** | **$1,720.13** | |
| | | | **$1,176** | | | |
| | | | | | | |
| | | | | | | |
| All Nations Memorial Bursary (M. Beauvais) | $3,203.27 | $0 | | $?? | $3,203.27 | Parish |

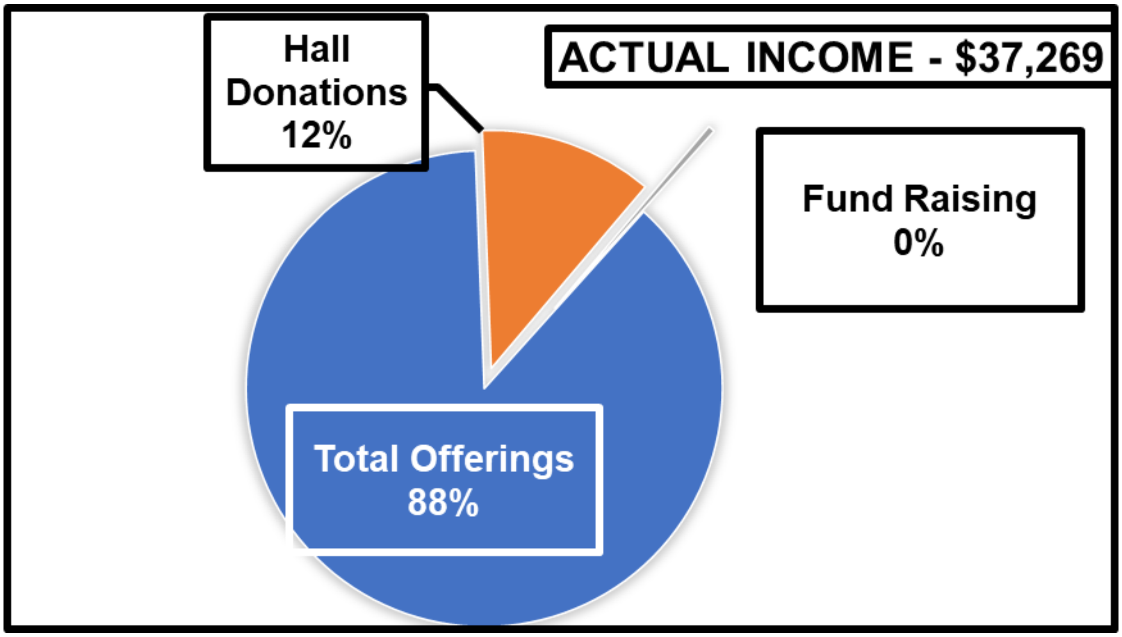
**Notes:**

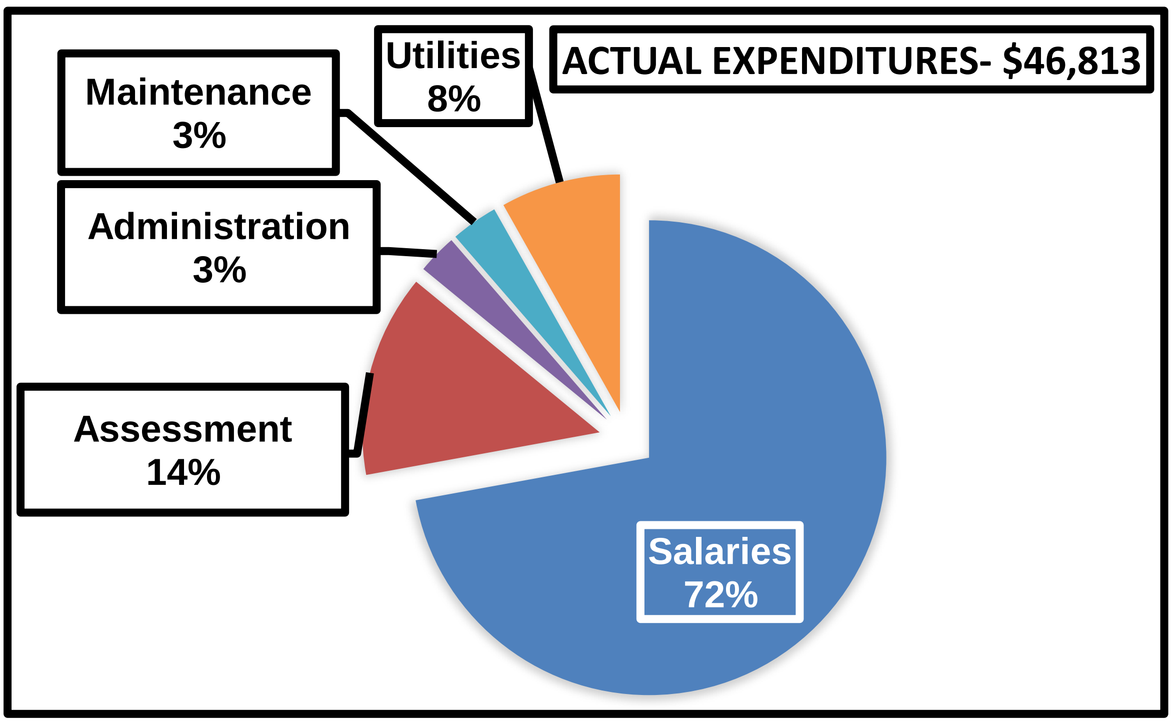
1. Will the All Nations Memorial Bursary be awarded this year, given the shortened year? When will students graduate?

# St. MARY'S BUDGET REVIEW

To April 30, 2020

| ITEM | 2020 BUDGET | To Apr.30/20 | %AGE 33.3% | RMKS 2020 Budget to 2020 Actuals |
|---|---|---|---|---|
| **INCOME** | | | | |
| REGULAR OFFERINGS | $105,340 | $31,412 | 29.8% | |
| OPEN OFFERING | $1,750 | $129 | 7.4% | |
| FESTIVAL | $4,300 | $1,155 | 26.9% | |
| HALL /FACILITIES USE DONATIONS | $16,000 | $4,400 | 27.5% | |
| H/M/D | $800 | | 0.0% | |
| MISCELLANEOUS | $225 | $173 | 76.9% | |
| TX FROM HOLLY FAIR | $9,500 | | 0.0% | |
| PARISH THRIFT SALES | $7,000 | | 0.0% | |
| DEFICIT ELIMINATION APPEAL - 2020 | $8,870 | $0 | 0.0% | |
| DEFICIT RESERVE | $4,500 | $0 | 0.0% | |
| **TOTAL REVENUE** | **$158,285** | **$37,269** | **23.5%** | |
| Operating Loan For Cash Flow | $18,500 | $18,500 | 0.0% | |
| **TOTAL RECEIPTS** | **$176,785** | **$55,769** | 31.5% | |
| | | | | |
| **DISBURSEMENTS** | | | | |
| STIPEND/BENEFITS - RECTOR | $48,675 | $16,716 | 34.3% | |
| RELIEF CLERGY | $800 | $0 | 0.0% | |
| ASSIST CURATE | $12,921 | $3,587 | 27.8% | |
| MUSIC DIRECTOR | $11,995 | $3,799 | 31.7% | |
| RELIEF MUSICIAN | $615 | $100 | 16.3% | |
| ADMIN. ASST/BOOKKEEPER | $26,752 | $9,315 | 34.8% | |
| DIOCESAN ASSESSMENT | $19,761 | $6,415 | 32.5% | |
| CHRISTIAN EDUCATION | $650 | -$45 | -6.9% | |
| CLERGY CONFERENCES | $700 | $0 | 0.0% | |
| MUSIC MINISTRY | $1,800 | $136 | 7.6% | |
| SANCTUARY SUPPLIES | $400 | $22 | 5.6% | |
| ADVERTISING | $350 | $155 | 44.2% | |
| INSURANCE | $3,850 | $0 | 0.0% | Not billed from Diocese yet. |
| PHOTOCOPY | $3,630 | $925 | 25.5% | |
| POSTAGE | $300 | $0 | 0.0% | |
| STATIONERY | $1,160 | $154 | 13.3% | |
| MAINTENANCE - GENERAL | $4,000 | $187 | 4.7% | |
| MAINTENANCE - CLEANING CONTRACT | $4,820 | $1,050 | 21.8% | |
| MAINTENANCE - CLEANING SUPPLIES | $408 | $221 | 54.1% | |
| MAINTENANCE - GARDENING | $350 | $27 | 7.7% | |
| GARBAGE | $470 | $230 | 48.9% | |
| HYDRO | $7,500 | $2,327 | 31.0% | |
| WEBSITE SUPPORT (Ascend & Tithe.ly) | $300 | $0 | 0.0% | |
| INTERNET | $2,700 | $839 | 31.1% | |
| TELEPHONE | $600 | $192 | 31.9% | |
| WATER/SEWER | $778 | $208 | 26.7% | |
| MISCELLANEOUS | $1,000 | $70 | 7.0% | |
| BANK CHARGES & RECONCILIATIONS | $0 | $0 | 0.0% | |
| GST Paid (2.5%) non-Refundable | $1,000 | $183 | 18.3% | |
| DEFICIT ELIMINATION RESERVE | $0 | $0 | | |
| **TOTAL EXPENDITURES** | **$158,285** | **$46,813** | 29.6% | |
| Repayment of Operating Loan | $18,500 | $0 | 0.0% | |
| **OPERATING SURPLUS/DEFICIT** | **$0** | **-$9,544** | 0.0% | Does not consider the Operating Loan of $18,500 |


ACTUAL INCOME - $37,269
Hall Donations 12%
Fund Raising 0%
Total Offerings 88%


ACTUAL EXPENDITURES- $46,813
Utilities 8%
Maintenance 3%
Administration 3%
Assessment 14%
Salaries 72%

**Operations Committee Report - May 2020**

I sent in the application for Smile Card revenues in early April - just in case Thrifty's was going ahead with the programme. I had sent them an email earlier asking about it but received no real reply, so I decided if we did not apply, we would definitely get nothing. After an email "conversation" with the Committee it was decided to replace the lights in Cooper Hall. Ian kindly provided me with costs for the lights and accessories and an estimate for installation. I gave these figures to Thrifty's and asked for $2500. On April 30, I received a reply saying we have been approved for up to $2500 based on purchases between May 1 2020 and April 30 2021.

Respectively submitted,
Irene

St. Mary's Operations Committee Report

May 6th, 2020

From: Ian Stuart, Rector's Warden

I regret that I won't be able to join you for this Friday's meeting of the Operations Committee, I have found myself continuing to be have a full plate of tasks and projects from my risk management work, in some cases made quite urgent by the COVID-19 situation as all levels of government and the various industries and enterprises we consult for come to grasp how to deal with operations at al levels going forward.

I wanted to start my report by taking a moment to thank everyone who has been involved in the production of our daily meditation messages and our online weekly worship program for Sundays. There have been countless hours of behind the scenes work put forward by Leslie, Lon, Matt, Derek, Cathy, and Bob as well as many others to ensure that this important work happens daily and weekly.

I have heard from numerous members of our church family how much they appreciate the thoughtful online work being done. I am grateful to be part of such an inspired team. There have been some steep learning curves for many of us as we become more technologically diverse in our approach to serving our church family.

As we move forward into our "new normal" the use of the online method of delivery of worship will need to be thoughtfully integrated into how we approach the use of our building for services and events. There will be much discussion over the coming weeks of what and how that will happen. We need to be open to all that God is calling us to do as we serve His people including the recording and/ or broadcast of our services or parts thereof.

The church building has been largely unused for the past 6+ weeks, however we have continued to do regular checks to ensure that everything is well. John and Carl have continued to faithfully cut the grass and tend the grounds. Many thanks to them for doing this. I had a few challenges trying to keep the heat at a lower temperature however I now have the programable thermostats under control and have them now on a hold setting of 16 degrees Celsius.

As of this writing there are a couple of lights in the hallway by the washrooms that are awaiting a retrofit of lamp sockets to have them working again. I have the parts for fixing one now and I have ordered more which should be in by mid next week. We have 6 more lights to change still, however I plan on doing them one by one as needed but will get and keep at least one set of parts on hand. About lights, I hope that Derek will be able to show you the sample of the new proposed lights for Cooper Hall. The dimming function cannot be demonstrated until it is wired in place and connect to the special low volt dimmers needed. The proposed idea is that each of the bank lights will operate on its own dimmer allowing for as much or as little light as wanted in the Hall. I have supplied Irene with a cost estimate for the Smile Card program. If the

Operations Committee agrees, then we can move forward and order the lights in the coming week.

The annual service of the back-flow valves was scheduled and then deferred; I will need to reschedule this in the next couple of weeks. The CRD has been contacted and the lady I spoke to said that they were not concerned and just to get it done when able.

The other jurisdictional matter to be address is the need for us to have on site a proper Spill Response kit should there be an accidently spill of a petroleum product in our parking area. We are required by the CRD to show that we have a kit that can keep the spill contained and out of the storm drain system. The cost of such a kit locally is about $90.

I trust that you will find all the above to be useful and remain,

Faithfully yours in His service,

Ian Stuart

# Operations Committee May 7, 2020 Report – Derek Osman

## I. Outreach:

1. As the graduation of students gets nearer, it suggests that we need to select a potential candidate to receive the First Nations Bursary for next year – given the shortening of the school year due to COVID-19. It may be a challenge to get Stelly's to nominate 1 or 2 candidates for our consideration. Further, it is time to confirm if last year's candidate is still progressing to fulfill the obligations to receive our Bursary of $1,000 this year. We hope so! The funds in the Memorial Bursary account are $3,203 at the end of April.

2. The Outreach Committee (Ken Pedlow (Chair), Leslie Pedlow, and Derek Osman) invited Fern Perkins to join the Committee recently, to provide depth and a special expertise that she brings to the discussions. Leslie has documented the enhanced perspective of the Committee.

3. As the Outreach report on page 6 of the April financial reports indicates, there has been modest support for the Outreach areas of monthly focus thus far. Total donations have been $1,631, with the St. Matthew's Library leading with $916.

4. Although the year of financial support to the RAPID2 Syrian Refugee family of 9 has concluded, the RAPID2 committee continue to provide morale support and meet via Zoom. The family is very much immersed within the community, and the children are doing well at school and sports like soccer. This is a true success story; the committee being led by Sandra Scarth.

## II. Support for St. Mary:

1. Since the hit of the pandemic, the church has been helped in many ways. Under Lon's leadership, Ian has provided excellent video production support for our Sunday Services. We have been receiving unsolicited accolades for the results, the work often taking Lon and Ian well into Sunday morning to get it finalized. Of course, we need a strong support of casting like Lindsay Pedlow, Cathy and Bob Quicke for the music, and others for Reading etc.

2. Ian was being pushed to get the Sunday Services ready, he barely had time to enjoy the new sound system that he and Jillian have gifted to St. Mary's. Soon we will be back into our facilities to enjoy the enhanced sounds of the new system.

3. We have yet to make progress with the renovation s to the kitchen – the cupboards, some painting, and new countertop. While it would seem like and ideal time to get this work done now, there are still constraints to how many

people can be in the building. However, with some criteria being relaxed, we may be able to make some progress soon. Fortunately, we know that the funding of $4,772 from Smile Card is readily available. This will be followed with the project to enhance the lighting in Cooper Hall with this year's funding from Smile Card, thanks to Thrifty's, up to $2,500 from them.

4. While the facilities are not being used, the cleaners (Blaine's crew) are not being compensated according to the payment schedule of the cleaning contract. So, we have worked a deal with Blaine that he will clean the windows (inside and out) and will strip and re-seal the floors in the Hall, kitchen, and washrooms. We had intended to have this work done this year anyway, but now we will have it done more economically. Once I know when they will be doing the Hall, I will be looking foe a helping crew to move the chairs and tables out of the Hall, and then later back into again. Fortunately, there should not be a rush scenario though.

5. A key factor in providing the daily Meditations and Sunday Services has been the ability to record the Readings and music in people's homes , and more recently outside and now withing the church facilities (under strict parameters)... Fortunately, the donations from parishioners have been well received – slightly more than last year. When you find the opportunity, please thank people for their donation, and encourage then to keep on doing a great thing. As much as the Diocese is seeking assistance from the Federal Government to help us, we still need to take ownership for our own destiny. Thank you, but please continue to support your stewardship role, and "Ask Not What Your Parish Can Do For You, Pray What You Can Do For Your Parish!". To get the messages distributed to everyone in the parish, especially those shut-ins at home, we have put a concerted effort in cleaning up the email listing. A number of email addresses that were being rejected have now been corrected, with our target of having 100% of them correct. It has taken some time, but we are getting close now.

6. Soon, we will be upgrading the accounting software to QuickBooks 2020. St. Mary is on version 2016, and St. Stephen is on version 2018; but the target is to have both churches on the same version for consistency of processes, reporting generation, and other productivity reasons. The target is to complete this while the activity in the offices is relatively low. The other improvement is that St. Stephen will be upgraded to the same version on their desktops as St. Mary for the Office 365 software.

Respectfully,

Derek Osman
Church Warden