Parish of Central Saanich Council Minutes
May 21, 2024 - 7:00 p.m. at St. Mary

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

Regrets: Bob Buchanan, Gary Moss, Don Wilson, 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.

II **Changes or Additions to the Agenda?** – Lon added Nominations Committee under New Business.

III **Minutes:**

1. Council Meeting – April 16, 2024. Feedback was received. Only two grammatical corrections received.

   It was **Moved** by Ian Stuart, **Seconded** by Ken Pedlow that the Minutes of the April 16, 2024 meeting be adopted. **Carried**

IV **Reports**

1. Rector – Lon spoke to his report. He noted that a couple of items were on the Agenda for later in the meeting.

a. Wardens:
St. Mary – The report was presented as written. Ian commented on item number 22 on the list regarding the Sound System. It has been determined that what was thought to be a faulty wireless mic is actually a faulty channel on the sound board. It is cutting out after two or three words. He will rearrange the labelling on the sound board in order to avoid that particular channel. Ken spoke about two requests for use of the St. Mary's parking lot – one from an upcoming construction project and the leadership of the Hindu Temple indicated that the District of Central Saanich has asked for a formal covenant between St. Mary and the Temple regarding parking. This is more complicated than the informal "friendly" arrangement that has been in place for several years and the Diocese has been asked for advice since they are the owners of the property.

b. St. Stephen – Since the issue of parking was raised, Lynda took the opportunity to read an email from Peter Simpson regarding his inquiry to the District of Central Saanich around the types of "rental" activity that may or may not affect our Permissive Tax Exemption status. Ken noted that he was concerned when he saw the item listed on the St. Stephen's Wardens' report and was going to ask about the nature of the item. Lon reiterated that Ken was the Parish Liaison on this file. We don't want various individuals approaching the District and that Peter should be in contact with Ken regarding these issues. There was some discussion around the types of activity that would impact the tax exemption status and the historical interpretation of what is Provincial Exemption and Municipal Exemption.

Lynda indicated that the new AED was in place and asked if St. Mary's had received an "alert" from the supplier about a potential manufacturing issue. Ian indicated that we had and that he had completed the testing as suggested and found that our unit was fine.

Lon asked if there were any other questions or comments. Karen McColm commented that it was evident by the list of items on the reports that the Wardens were undertaking an incredible amount of work and offered her thanks.

It was **Moved** by Lynn Fallan, **Seconded** by Judi Clark that the St. Mary's Wardens' Report be received and
it was **Moved** by Judi Clark, **Seconded** by Terry Hartley that the St. Stephen's Wardens' Report be received. **Carried.**

2. Financials:
   a) St. Mary Statements to April 30, 2024 – presented by Ken Pedlow. He drew attention to the notation regarding the Insurance invoice payable in May and the impact it will have on our deficit. Karen inquired about the credit in the Stationery expenses and Leslie explained that it was a recovery from memorial/funeral bulletin that gets divided between photocopying and stationery. Karen also noted that there would be no Fall Thrift Sale and Lon advised that there are discussions taking place between Marian and Leslie about a possible meal event.

      It was **Moved** by Ken Pedlow, **Seconded** by Ian Stuart that the St. Mary Financial Statements to April 30, 2024 by adopted. **Carried**.

   b) St. Stephen Statements to April 30, 2024 – Lynda Clifford presented with no additional comments.

      It was **Moved** by Lynda Clifford, **Seconded** by Judi Clark that the St. Stephen Financial Statements to April 30, 2024 be adopted. **Carried**.

V Business Arising/Discussion from Minutes

a) Children's Area at St. Stephen – Lon gave an update regarding this project. It was felt that this should be put on hold for further evaluation.

b) Taize Gathering – Originally three gatherings were planned. One was held and the other two are now on hold. The dates chosen conflicted with another long-term Taize-style service already occurring on the Peninsula. Lon and Lynda will be meeting with representatives from St. Michael and All Angels, Royal Oak to see if there might be an opportunity to hold a regional service beginning in the Fall. More information to follow.

c) Leadership Team Photo Board – The opportunity to renew photographs was missed at the Leadership Team Retreat. Let's try and get the photos updated at the June 18th Council Meeting.

Parishioner Photo Board at St. Mary – There was some discussion as to whether this had outlived its usefulness now that we have implemented the new name tags. After some discussion

It was **Moved** by Karen McColm, **Seconded** by Judi Clark that the boards mounted in the hallway be removed and the wall repaired and painted. **Carried.**

d) Photocopier – The lease is up on both Sharp copiers and the Wardens have received two proposals from Innov8 Digital Solutions. A decision has been made and paperwork signed to lease a Canon copier to replace the machine at St. Mary's. The cost is expected to be slightly less than the lease of the current copier at St. Mary. The equipment at St. Stephen's will be removed at no cost other than the wrap up of payment for the final copy count. The overall cost of the new copier will be split equitably between the two churches.

VI Correspondence – None

VII New Business

a) Nominations Team – The team usually consists of the Wardens but other congregation members may be included. Lon invited any of those present to sit on the Committee. There were no takers. He felt that this process should begin sooner than later so that it is clear to parishioners that efforts are being made to find committed volunteers for the various Leadership Team positions. Lon advised that he will work with Leslie on a bulletin announcement to get the process rolling in June. This Committee will need to be proactive in asking current Leadership Team members about their wishes going forward into the next year.
Leslie suggested that we develop a display of information similar to a "Ministry" Fair but focusing on the Leadership Team positions – a "Leadership Team Fair!" She is willing to pull the pertinent information from the Diocesan website.

IX Next Meeting

June 18, 2024 at 7:00 p.m. at St. Mary

Ken Pedlow - Motion for adjournment at 8:20 p.m.

X Closing with Prayer and the Grace

The Grace was said together.

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The Ven. Dr. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – May 21, 2024
7:00 p.m. at St. Mary

Regrets: Bob Buchanan

I **Open meeting with Prayer**

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

III **Minutes:**

1. Council Meeting – April 16, 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 April 30, 2024 – Ken

✓ *Motion to adopt*

   b) St. Stephen Statements to April 30, 2024 – Lynda/Bob

✓ *Motion to adopt*

V **Business Arising/Discussion from Minutes**

a) Children's Area at St. Stephen
b) Taize Gathering
c) Leadership Team Photo Board
d) Photocopier

VI **Correspondence**

a)

VII **New Business**

a) Nominations Committee

VIII **Upcoming Meeting**

June 18, 2024 at 7:00 p.m.

Motion for adjournment

IX **Closing with Prayer and the Grace**

Report from Incumbent, to Parish Leadership, for May 21, 2024.

The Ven. Dr. Lon Towstego

In the Community,

- RCMP Vets group, luncheon

In Parish:

- Worship preparation, recording of Snippets. Various pastoral care engagements.

- Planned and organized the Parish Leadership Team Retreat.
- Planned Interments, Celebration of Life, and two weddings.
- Working with Maria King on Practicum for Lay Leadership in Worship.

- We continue implementation of ideas and practices gathered from the Invite, Welcome, and Connect group. We introduced the "take you to coffee card".

- Attended St. Stephen and St. Mary, Operation Committee Meetings
- I have worked with Linda and Margaret O'Donnell to plan some Taizé style Gatherings at St. Stephen. I will update verbally.
- 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. (On hold) Update at meeting.

Diocese and Region

- I am part of the Cursillo Triennial Planning Team, as is Rachel Moss, Gary Moss and Marian Towstego. Worship planning meeting at Cedar May 18.
- Attended Clergy Conference April 29-May 2.

Lon+

Wardens' Report for St Mary's to Parish Council – May 21, 2024

Activities – completed.

1) Prepared materials for the Parish Council meeting.
2) Assisted with the Parish Council retreat.
3) Prepared materials for the May Operations Committee meeting.
4) Worked on maintenance of the lighting system in the Sanctuary by installing LED lightbulbs.
5) Prepared the financial review statements for the May meeting.
6) The transfer of envelope secretary duties to the designated individual has been completed
7) Have implemented the new stormwater source control monitoring requirements for parking lot catch basins and prepared mitigation kit for hazardous spills in the parking lot in accordance with CRD bylaws/regulations.
8) The women's washroom door closer has been installed.
9) On May 18 replaced the fans in both the washrooms. Cost $200 X 2. - Work postponed due to illness
10) Have made the decision to replace the two existing photocopiers with one of a new brand to be located at the St. Mary office.

Activities – Underway or planned.

11) Still waiting for follow up communication with representatives of the Hindu Temple re: facilities use.
12) Posting the Fire Safety Plan in its metal box will require drilling into the brick wall area.
13) Repair and rebuild of the circular window frame in 2024.
14) Order the remaining new phones and complete the rest of the phone system repairs.
15) Undertake to complete a Capital & Significant Operating Issues Plan.
16) Refresh the website appearance and upgrade the functionality to a more modern level.
17) Purchase a parish laptop computer and complete the coordination of computer systems at both churches.
18) Keep informed about Diocesan initiatives and participate as required.
19) The purchase of Wi-Fi operatable thermostats is cost prohibitive. A less expensive non WIFI base system is being installed
20) Rectify problems with the paper product supplies and dispensers in the washrooms.
21) Repair damaged roof soffit, repaint spire and install harness clips on the roof peak to facilitate this work. A man lift has been booked for June 12-14.
22) Upgrade sound system wiring and connections to improve performance and reliability.
23) 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.
24) Complete the cleaning of the remaining carpets in the sanctuary.
25) Get the Country Grocer loyalty program operational at St Mary's in coordination with the existing St. Stephen's program.
26) Transfer $100,000 to the Diocesan Consolidated Trust Fund for investment as per the recommendation of the Operations Committee.
27) Update the Welcome Board in the narthex.
28) Refresh the congregation photo display in the hallway.
29) Arrange for stripping and recoating of men's washroom floor as and when Blaine is able.
30) Arrange a churchyard work party following the June 2 meeting of interested parishioners.

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31) Review the gardens around the church for long term maintenance and access concerns.
32) Develop a team to investigate the costs and installation issues of replacing the dishwasher with a counter height one similar to that at St. Stephen.
33) Reviewing a parking use proposal for employees of a nearby construction project.
34) Following up on the implications of having to formalize our parking arrangement with the Hindu Temple by way of a covenant as now required by Central Saanich as part of their new temple development.
35) Assist with the establishment of a Nominations Committee for 2025 appointments.

Respectfully submitted by Ian Stuart & Ken Pedlow

St. Stephen Warden's Report - May 2024

Completed:

AED purchased and arrived. I have also received a note from the supplier that there might be a problem similar to Recall, there is a note to included. Wonder if St. Mary's got one too.

PEMO: We have the form to complete and sign at which time Lon will forward to the Diocese for their records.

Country Grocer Fundraiser: We are working towards the next gift card.
I am happy to have someone at St. Mary's do the tally and when the sheets are ready to go I will take them in and bring the gift card back to St. Mary's.

Preschool Grounds: The tree trimming has been completed by Adam Hill, and the cost is about $90.00 which will be shared with the preschool.

Preschool Contract: We have approved an increase for monthly payment for the preschool increase from $1300 to $1425 and the summer storage fee from $250 to $275. We plan to include the workings of fuel cost and what Leslie worked out as an explanation. Also, hydro is not in there, nor our insurance etc.

Garbage Removal: working out well also recycle.

Visitor Envelopes: Updating has been completed. Bob has distributed and we have extras.

Star Party: August 9,10,11 - deposit received - open to the public

Organ: With help of a repair person in Vancouver Peter has been told how to do the work, we trust it will be in good working area for a wedding
June 12th

Preschool: Their fire department report copy will be received, this was done in April.

Fire Department: The new report has been received about what surrounds our building and what can be done to create a safer perimeter.

Alarm testing has been completed and report and repairs done.

Dog Scents: people very happy with our facility for their trials.

We had an unused basket ball hoop on a stand that has been laying outside for some years and a preschool parent asked if he could have it with a donation and it now has a new home.

We had an offer to build a Cairn on the property but we have declined

Not completed:

Computers: Still need help with Computers at St. Stephen's and also the reception in the hall and at the church.

Rental: Need to connect with the municipal hall to find out if rental of the hall at a below average rate would make a difference to our Permissive Tax agreement.

Burning: The date is passed and there is still some burning to be done, it will be a small amount at a time and only when safe to do so.

Games Night: Still to be planned.

Community Outreach: planning is still underway

Opening of the Church during the day: on hold for now. Need for a grab bar to make it easier to transition to the railing is being considered.

Church Back Wall: Envision painting has been contacted and they said they would come by when the weather is better to repair it.

Sign: one that is a duplicate of the Lychgate sign where and how to be built to be decided.

(Storage for Cemetery tools: suggest a new shed for this storage)

Children's Area in Church: This on hold at the moment, we need to remove some equipment from the church and vestry, which could be used for children and parents if needed.

Grounds: We are aware that we do not have the people nor the finances that we need to keep the grounds in good order. There are some possibilities of future use and we need to consider what we can do. We have recently had some of the blackberries removed for a very nominal cost. More work needs to be done and a plan formulated for the immediate future and further out too. Some work has been done by community volunteers and church member has also been trying to cleanup around the property.

Keyboard(s): It has been suggested that we might be able to sell the two keyboards we have and use the money towards a new used one, which would have better tone. Joanne is willing to help with this project.

Respectfully submitted by
Lynda Clifford

St. Mary's April 2024 Financial Review

ITEM	Actual To 30-Apr	% To Budget Target=33%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$37,975.18	34.5%	$110,000	
OPEN OFFERING	$873.25	67.2%	$1,300	
FESTIVAL	$3,565.00	32.4%	$11,000	
HALL /FACILITIES USE DONATIONS	$5,800.00	44.6%	$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	**$48,813.43**	32.5%	**$150,300**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$18,198.32	34.5%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIAN	$5,713.35	38.6%	$14,820	
RELIEF MUSICIAN	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$8,280.72	30.9%	$26,814	
DIOCESAN ASSESSMENT	$7,495.00	33.3%	$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	$315.54	42.1%	$750	
INSURANCE	$0.00	0.0%	$8,638	$8,313 payable in May.
PHOTOCOPY	$1,585.79	52.9%	$3,000	
POSTAGE	$0.00	0.0%	$150	
STATIONERY	-$165.67	-22.1%	$750	
COMPUTER EXPENSES	$0.00	0.0%	$1,500	
MAINTENANCE - GENERAL	$4,540.39	53.4%	$8,500	
MAINTENANCE - CLEANING CONTRACT	$1,230.00	29.3%	$4,200	
MAINTENANCE - CLEANING SUPPLIES	$247.90	49.6%	$500	
MAINTENANCE - GARDENING	$0.00	0.0%	$1,000	
GARBAGE	$247.10	47.1%	$525	
HYDRO	$2,229.18	31.7%	$7,032	
WEBSITE SUPPORT/Online licenses	$0.00	0.0%	$750	
COMMUNICATIONS (Internet/Telephone)	$1,244.76	25.9%	$4,800	
WATER/SEWER	$221.22	25.3%	$875	
MISCELLANEOUS	$50.50	10.1%	$500	
BANK CHARGES & RECONCILIATIONS	$0.00	0.0%	$50	
TRANSFER TO MEMORIAL ACCOUNT	$0.00		$0	
TOTAL EXPENDITURES	**$51,691.20**	31.0%	**$166,925**	
OPERATING SURPLUS/DEFICIT	**-$2,877.77**	17.3%	**-$16,625**	

St. Mary's Anglican Church
Balance Sheet
As of 30 April 2024

	30 Apr 24
ASSETS	
Current Assets	
Chequing/Savings	
1005 · Consolidated Bank Account	
1010 · General Operating Account	23,669.28
1110 · St. Mary's Church Events	3,287.35
1210 · St. Mary's Memorial Operating	163,931.48
Total 1005 · Consolidated Bank Account	190,888.11
Total Chequing/Savings	190,888.11
Accounts Receivable	
1400 · GST Receivable	946.74
Total Accounts Receivable	946.74
Total Current Assets	191,834.85
TOTAL ASSETS	**191,834.85**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
3100 · Current Special Ministries - CE	
3110 · Church Events - Altar Fund	1,642.25
3120 · Church Events - Flower	2,034.96
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	921.83
3190 · Church Events- Recycle Refunds	555.00
Total 3100 · Current Special Ministries - CE	6,154.72
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	1,398.00
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 30 April 2024

	30 Apr 24
3495 · Outreach-St. Matthews Library	1,000.00
Total 3400 · Outreach Funds	3,838.11
3500 · Deferred Sp. Ministries - Mem.	
3510 · Memorial-General	17,390.01
3515 · Memorial - Deficit Reserves	780.00
3520 · Memorial- Thrifty's	3,318.71
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.	39,748.20
Total Long Term Liabilities	49,741.03
Total Liabilities	49,741.03
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	-2,877.77
Total Equity	142,093.82
TOTAL LIABILITIES & EQUITY	**191,834.85**

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

	Jan - Apr 24
Income	
4000 · INCOME - General	
4100 · Offering Income	
4110 · Offering-Open Offering	873.25
4120 · Offering-Weekly	37,975.18
4130 · Offering - Festivals	
4131 · Offeirng-Festival-Easter	3,465.00
4133 · Offering - Festival-Christmas	100.00
Total 4130 · Offering - Festivals	3,565.00
Total 4100 · Offering Income	42,413.43
4300 · General Income	
4310 · General Income-Bapt./Wed/Funer.	600.00
4330 · General Income-Facilities Use	5,800.00
Total 4300 · General Income	6,400.00
Total 4000 · INCOME - General	48,813.43
Total Income	48,813.43
Expense	
5000 · EXPENDITURES - General	
5100 · Wages & Benefits - General	
5110 · Salary/Benefits - Rector	18,198.32
5120 · Salary/Benefits-Music Director	5,713.35
5130 · Salary/Benefits-Admin./Bookeep.	8,280.72
5140 · Relief Clergy/Other Clergy	50.00
Total 5100 · Wages & Benefits - General	32,242.39
5300 · Expenditures - Admin - General	
5330 · Stationery Expenses	
5331 · Stationery - General	-165.67
Total 5330 · Stationery Expenses	-165.67
5340 · Photocopier - General	1,585.79
5360 · Diocesan Assessment	7,495.00
5370 · Advertising	315.54
5380 · Fundraising Expenses	50.50
Total 5300 · Expenditures - Admin - General	9,281.16
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	1,230.00
5522 · Cleaning-Supplies	247.90
Total 5520 · Cleaning-General	1,477.90

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

	Jan - Apr 24
Total 5500 · Expenditures-Maintenance-Gener.	6,018.29
5600 · Expenditures-Utilities-General	
5610 · Water/Sewer	221.22
5620 · Hydro	2,229.18
5640 · Communications (Internet/phone)	1,244.76
5660 · Garbage Disposal	247.10
Total 5600 · Expenditures-Utilities-General	3,942.26
Total 5000 · EXPENDITURES - General	51,691.20
Total Expense	51,691.20
Net Income	**-2,877.77**

St Stephen's April 2024 Financial Review

ITEM	Actual To 30-Apr	% To Budget Target=33%	2024 BUDGET	REMARKS 2024 Budget to 2024 Actuals
INCOME				
REGULAR OFFERINGS	$21,227.08	26.2%	$81,000	
OPEN OFFERING	$231.00	11.6%	$2,000	
FESTIVAL	$1,200.00	10.9%	$11,000	
HALL /Preschool Donation	$5,200.00	38.5%	$13,500	
OTHER HALL DONATIONS	$1,439.45	48.0%	$3,000	Includes $450 grounds donations
WEDDINGS/ FUNERALS	$0.00	0.0%	$1,000	
FUNERAL BULLETIN FEES	$0.00	0.0%	$400	
INTEREST INCOME	$1,350.35	22.5%	$6,000	
DEFICIT ELIMINATION APPEALS	$0.00	0.0%	$0	
MISCELLANEOUS INCOME	$0.00	0.0%	$0	
NEW BEQUESTS				
TOTAL REVENUE	**$30,647.88**	26.0%	**$117,900**	
DISBURSEMENTS				
STIPEND/BENEFITS - RECTOR	$18,198.80	34.5%	$52,686	
RELIEF CLERGY & OTHER CLERGY	$50.00	2.3%	$2,150	
CHURCH MUSICIANS	$3,395.13	35.0%	$9,701	
RELIEF MUSICIANS & SOUND	$0.00	0.0%	$1,200	
ADMIN. ASST/BOOKKEEPER	$4,139.68	30.8%	$13,445	
DIOCESAN ASSESSMENT	$5,981.68	33.3%	$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	$58.02	11.6%	$500	
ADVERTISING	$0.00	0.0%	$750	
INSURANCE	$0.00	0.0%	$8,545	$8,124 payable in May.
PHOTOCOPY	$1,261.52	36.0%	$3,500	
POSTAGE	$141.45	35.4%	$400	
STATIONERY	$145.00	24.2%	$600	
COMPUTER EXPENSES	$0.00	0.0%	$2,000	
MAINTENANCE - GENERAL	$731.19	14.6%	$5,000	
SECURITY	$214.14	32.9%	$650	
MAINTENANCE - CLEANING CONTRACT	$1,230.00	35.1%	$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)	$649.20	25.5%	$2,550	
YOUTH MINISTRY	$0.00	0.0%	$100	
SUNDAY SCHOOL	$0.00	0.0%	$200	
MISCELLANEOUS	$37.00	0.0%	$0	
BANK CHARGES & RECONCILIATIONS	$75.00	75.0%	$100	
RECONCILIATRION VARIANCES	$0.00	0.0%	$0	
TOTAL EXPENDITURES	**$41,126.67**	28.4%	**$144,572**	
OPERATING SURPLUS/DEFICIT	**-$10,478.79**	39.3%	**-$26,672**	

Accrual Basis

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 30 April 2024

	30 Apr 24
ASSETS	
Current Assets	
Chequing/Savings	
1000 · Consolidated Bank	
1010 · Coast Captial Operating Account	133,054.80
Total 1000 · Consolidated Bank	133,054.80
Total Chequing/Savings	133,054.80
Other Current Assets	
1400 · GST -(2.5%) Recoverable	1,614.32
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	123,306.06
Total Current Assets	256,360.86
TOTAL ASSETS	**256,360.86**
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	117.16
3160 · Community Lunch (#5)	215.56
3170 · Special Appeals	-1,321.48
3175 · Sunday School / Christian Ed.	20.00
3190 · Social Fund	575.81
Total 3100 · CURRENT SPECIAL MINISTRIES	-392.95
3400 · OUTREACH PROJECTS	
3415 · Grief & Support Lunch	39.04
3420 · General Outreach	259.70
3435 · Saan.Pen. Hosp/Health Found.	50.00
3492 · Saanich Peninsula Food Bank	120.00
3493 · Prayer Shawls	683.50
Total 3400 · OUTREACH PROJECTS	1,152.24
Total Other Current Liabilities	759.29
Total Current Liabilities	634.29

St. Stephen Church -Anglican ParishCS
Balance Sheet
As of 30 April 2024

	30 Apr 24
Long Term Liabilities	
3500 · DEFERRED SPECIAL PROJECTS	
3505 · Church Restoration (CTF)	91,148.58
3510 · Contingency Reserve Fund	26,036.47
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)	588.50
3560 · Education Fund (#5)	4,988.91
Total 3500 · DEFERRED SPECIAL PROJECTS	194,400.00
Total Long Term Liabilities	194,400.00
Total Liabilities	195,034.29
Equity	
30000 · Opening Bal Equity	40,712.67
32000 · Retained Earnings	39,400.95
32150 · Unrealized Gain/Loss	-8,308.26
Net Income	-10,478.79
Total Equity	61,326.57
TOTAL LIABILITIES & EQUITY	256,360.86

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

	Jan - Apr 24
Ordinary Income/Expense	
Income	
4000 · OPERATING INCOME	
4100 · Offering Income	
4110 · Open Offerings	231.00
4120 · Identified Donors	21,227.08
4130 · Festival Donations	
4131 · Easter Envelopes	1,200.00
Total 4130 · Festival Donations	1,200.00
Total 4100 · Offering Income	22,658.08
4330 · Facilities Income	
4334 · Community Facilities Use	440.00
4335 · Community Grounds User	450.00
4337 · Pre-School	5,200.00
4339 · Donation Boxes	549.45
Total 4330 · Facilities Income	6,639.45
4340 · Interest	1,350.35
Total 4000 · OPERATING INCOME	30,647.88
Total Income	30,647.88
Gross Profit	30,647.88
Expense	
5000 · General Expenditure	
5100 · Wages & Benefits	
5110 · Priest Salary/Benefits	18,198.80
5130 · Administrator -Salary/Benefits	4,139.68
5140 · Relief Clergy	50.00
5150 · Musicians	
5151 · Musicians -Contract	3,395.13
Total 5150 · Musicians	3,395.13
Total 5100 · Wages & Benefits	25,783.61
Total 5000 · General Expenditure	25,783.61
5300 · General Administration	
5320 · Post Box & Postage	141.45
5330 · Office Supplies	145.00
5340 · Photocopier	1,261.52
5360 · Diocesan Assessment	5,981.68
5380 · Fundraising Expenses	37.00
5390 · Bank Charges /Error Correction	75.00
Total 5300 · General Administration	7,641.65
5400 · Ministry Expense	
5420 · Church & Sanctuary Supplies	58.02
Total 5400 · Ministry Expense	58.02
5500 · Maintenence Expenses	

St. Stephen Church -Anglican ParishCS

Profit & Loss

January through April 2024

	Jan - Apr 24
5510 · General Maintenance	731.19
5520 · Cleaning Expense	
5521 · Janitorial Contract	1,230.00
Total 5520 · Cleaning Expense	1,230.00
5530 · Grounds Keeping	
5532 · Grounds Equipment	749.41
Total 5530 · Grounds Keeping	749.41
5550 · Security	214.14
Total 5500 · Maintenence Expenses	2,924.74
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)	649.20
5660 · Garbage & Recycling	102.17
Total 5600 · Utilities Expenses	4,718.65
5800 · Miscellaneous Expenses	
5810 · General Misc.	0.00
Total 5800 · Miscellaneous Expenses	0.00
Total Expense	41,126.67
Net Ordinary Income	(10,478.79)
Net Income	**(10,478.79)**