St. Mary's Operation Committee
Special Budget Meeting Minutes
January 20, 2020

MINUTES

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

Regrets: Lon Towstego (input received by email), Len Fallan

I. **Opening:** The meeting was called to order at 1:05 pm. Leslie opened the meeting with two brief readings from BAS Midday Prayers in order to clear her mind:

The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control. If we live by the Spirit, let us also walk by the Spirit. *Galatians 5.22, 23a, 25*

For anyone who is in Christ, there is a new creation; the old creation has gone, and now the new one is here. It is all God's work. It was God who reconciled us to himself through Christ and gave us the work of handing on this reconciliation. *2 Corinthians 5.17–18*

II. **Minutes of January 10, 2020:** Leslie asked that, since we were all together, that we vote on the Minutes of the last meeting. She reported that there were only a couple of typographical errors that were corrected.

It was **Moved** by Ian Stuart, **Seconded** by John Beresford that the Minutes of the January 10, 2020 Meeting be adopted. **CARRIED.**

III. **2020 Draft Budget:**

General Operating – Derek asked if everyone had the financial package with the revised budget submissions A, B and C. John reminded us that receiving the material in PDF would be appreciated. Leslie apologized and would endeavour to ensure that future material was sent in that format.

Derek explained the differences between each of the budget proposals, answered any questions that were forthcoming. There was some concern expressed about the size of the budget item for Deficit Elimination. Was it actually achievable? There was also a brief discussion regarding the impact of Transforming Futures and Ian reiterated that it was likely that 2020 would only be a pledging year. Derek also reiterated that the funding target for TF could be achieved from other outside sources as well as parishioners.

Leslie brought forward Lon's request for an addition to the Christian Education budget in order to accommodate funding for a Building Bridges Regional Event. It was agreed that the line item would be increased from $300 to $400.

Leslie also inquired about the stated percentage increase for the water/sewer utility that was discussed at the last meeting. It was determined that the increase was not 48% but 4.8%. Therefore, the budget for that line item would be reduced from $1,098 to $800. This will negate the impact of the increase for Christian Education and would require that Derek make the appropriate changes to return the ending balance to zero.

It was **Moved** by Leslie Pedlow, **Seconded** by John Beresford that we recommend Proposed Budget C, as amended above, to Parish Council.

After some discussion on how we ensure that the message is very clear that we will be in a deficit position if we do not achieve the income targets, it was suggested that we increase the frequency of communication with the parishioners so that they have information, preferably quarterly, either via the Newsletter or the bulletin. Derek also indicated that the Narrative Budget would make the situation very clear. John indicated that he thought that we would be reviewing the Narrative Budget today, especially in light of the situation with the Curate. Derek circulated the wording for this narrative that had been developed in consultation with Lynda Clifford and Rev. Lon. The Committee felt that it was well done.
The Committee discussed removing the remarks column and the 2019 budget column from the Budget document and any unnecessary lines like GST. The motto was the simpler the better!

The Motion was **Carried**.

X. Next Meeting:
Future meetings will be on March 13, May 8, Sept. 11 and Nov. 13. Ian confirmed that there will be a special pool-side meeting on July 10, details to follow via Ian.

XI. Adjournment: Leslie moved the meeting adjourned at 2:00pm. We said the Grace together.

Derek Osman, Chair

St. Mary's Operation Committee Budget Meeting
Agenda – January 20, 2020

Regrets: Len, Lon (has sent input)

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

II. **Minutes of the January 10, 2020 Meeting** – Take Vote

III. **2020 Draft Budget**
General Operating

IV. **Next Meeting** (at 1:00 p.m.)
- Schedule:
  - March 13
  - May 8
  - July 10??
  - Sept. 11
  - Nov. 13

V. **Closing with Prayer and Grace**

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church

Faith - Family - Friendship

St. Mary's Anglican Church
1973 Cultra Avenue
Saanichton, BC V8M 1L7
250-652-1611
stmarys.saanichton@shaw.ca

December 16, 2019

By Email

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

Members of Operations Committee and Council: **December 10, 2019 – St. Mary, Saanichton**

Attached are the financial statements as of December 31, 2019 for the St. Mary Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

1. **Balance Sheet:** This financial package includes the following financial statements as of December 31, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively about $44,310 less than for the same month last year. The bank deposits balance was about the same as at December 31, 2018 and the Memorial Operating funds are $42,882 less than at December 31, 2018.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. After paying back the loan of $18,500 from the Memorial Account at the beginning of the year, and transferring $8,000 (contributed in previous year's) from Deficit Reserves at the end of December there is a year-to-date surplus or $4,824. (Note that there was $2,864 donated to the Deficit Elimination fund in 2019, that is treated as revenue.) Of the $4,824 balance at year-end, $4,500 was transferred to the Deficit Reserve for use against future deficits, yielding a surplus of $324. At year-end last year, there was a reported surplus of $8,087.

3. **Budget Review**: This report provides a better insight for the surplus of $324 to the end of December. Revenues are slightly more than Budget. The expenses are $3,915 less than budget.

This abbreviated format for reporting the financial status of St. Mary has been changed with the understanding of Gail Gauthier, Finance Director at the Diocesan Office. The year-end report will be more robust.

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

Attachments

Respectfully

Derek Osman
Church Warden

Comparative Balances - All Three Accounts

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

2. In 2018, St. Mary **consolidated their banking at Coast Capital Credit Union** for the three separate bank interests (General, Memorial, and Church Events) into one (General) bank account. January 2019 is the first month that the year-to-year comparative reports could be generated directly off the QuickBooks system. This has been a long-awaited achievement in productivity! The Balance Sheet and the Profit & Loss reports are two reports that were done in this fashion.

3. **Balance Sheet – December 31, 2019**, (refer to page 5)

   At the end of December, the 2019 Balance Sheet was stronger than the 2018 Balance sheet, despite the Total Assets being less by $44,310 or 18.6%. This trend began in August and is attributable to the fact that we are no longer providing the banking services for the RAPID2 Refugee sponsorship group.

   In 2019, there was $726 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate. It is not recognized as revenue, but just carried on the Balance Sheet. At the end of 2018, the Accounts Receivable was $1,345.

   Under the Liabilities section, the Memorial account is $44,633 less than in 2018 mainly due to the balance held in trust for the RAPID2 Refugee family has been reduced to $0.

   The Deficit Elimination of $1,500 from 2015 and the Deficit Elimination of $6,500 from 2018 have been combined into the "Memorial – Deficit Elimination" of $8,000. This has been used in 2019 to help reduce the projected deficit. However, $4,500 from the proceeds of 2019 was transferred back into the Deficit Reserve Account.

   Given that the decrease in Liabilities is greater than the reduction in Assets, and the Equity is greater in 2019, the Balance Sheet is viewed to be stronger in 2019 than in 2018.

4. **Statement of Profit & Loss:** For quick reference, a Summary of the Profit & Loss Statement is presented on page 6. A full detailed listing of the Profit & Loss appears on page 9. The Total Income to December 31, 2019 was $165,318 (inclusive of the loan of $18,500 for cashflow from the Memorial Fund, and the $8,000 transferred from previous years' Deficit Reserves). This is $19,239 more than at year-end last year.

   The operating Expenses to December 31 were $27,002 or 19.6% more than the previous year. Contributing factors to this variance were:

a) the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2019 costs were $15,561 or 49.1% more than of the YTD costs for 2018.
b) The Diocesan Assessment was $2,790 or 15.3% more in 2019.
c) General Maintenance costs have been $4,957 (or 5 times more) more in 2019, attributable to the mandated installation and testing of water back-flow valves.
d) The transfer of $4,500 to Deficit Reserves for future deficits.

5. <u>Budget Review</u>: (on page 7, with graphs on page 8)

This report is more detailed than the Summary of Profit & Loss on page 5, and it also includes a comparison to the 2019 Budget.

The revenue was $165,318 after including:

a) the transfer of $18,500 from the Memorial Account (paid back by year-end),
b) the transfer from the Parish Thrift sales of $6,625 (more than budget),
c) the transfer from the Holly Fair of $9,000, and
d) the transfers from the Deficit Reserves from previous years (a total of $8,000 from 2015 and from 2018).

The 2019 expenses as of December 31 were $164,994, yielding a surplus of $324 after $4,500 was transferred to the Deficit Reserves account for deficits in future years.

Regular Offerings to the end of December were $97,678 ($878 over Budget). Total Revenue was $138,814 (without the operating loan of $18,500 and deficit reserve transfers from previous years), being less than Budget by $25,883 (or 19.3%). Fortunately, the proceeds from the thrift sales were $6,625, being 9.1% more than budget.

Total Expenses were $160,495. This is $3,914 (or 2.4%) less than the Budget. This positive statement was achieved despite the unbudgeted cost of the installation of the back-flow valves (about $3,700).

6. <u>2020 Budget Projections:</u> There are 3 versions being considered. **<u>The table on page 10 (version "A")</u>** compares the 2019 Budget with the performance results for 2019, and with the proposed Budget for 2020.This version has a deficit of $15,680.

<u>The version on page 11 (version "B")</u> as both the Regular Offerings and the Deficit Elimination Appeal for 2020 increased by $7,840 to balance the books.

The version on page 12 (version "C") as both the Regular Offerings and the Deficit Elimination Appeal for 2020 increased by $6,840 to balance the books, after the contribution for the Cooper Hall was increased by $2,000, in consideration for the expected storage fees of $2,400 for the items in the choir loft.

Only one version, to be recommended by the Operations Committee, will appear in the final version of this report.

7. **Church Events Fund (on page 13):**
   This report identifies the financial holding areas (for revenues, expenses, and transfers) for the various funds that are used to support specific ministries.

8. **Memorial Account (on page 14 & 15):**
   The Memorial Report sets out the revenue, expenses, and funds transferred associated with the support of every charity through the use of the Memorial Account.

9. **Outreach Investments (on page 16):**
   For all charities, domestic and international, we have identified the source of the funds (direct donations or donations transferred from another account) are set out – both for acquiring the funds and for distributing the funds.

10. Concerns & Considerations:

To get St. Mary on a sound financial footing to better achieve the goals of the various ministries, we must continue to build upon the recent gains attributable to stewardship. More specifically we need to:

1. Sustain and enhance recent growth of donations thought to be attributable to Stewardship.
2. Sustain revenue growth from Church Sales and Holly Fair.
3. Re-establish revenue streams from the use of the Cooper Hall.
4. Sustain all revenue streams regardless of the upcoming initiatives for Transforming Futures.

At year-end 2019, we had a balance of $4,500 in the Deficit Reserves account to assist with deficits in future years. To achieve this balance and to balance the books at year-end, it was necessary to use $8,000 from previous years' Deficit Reserves.

St. Mary's

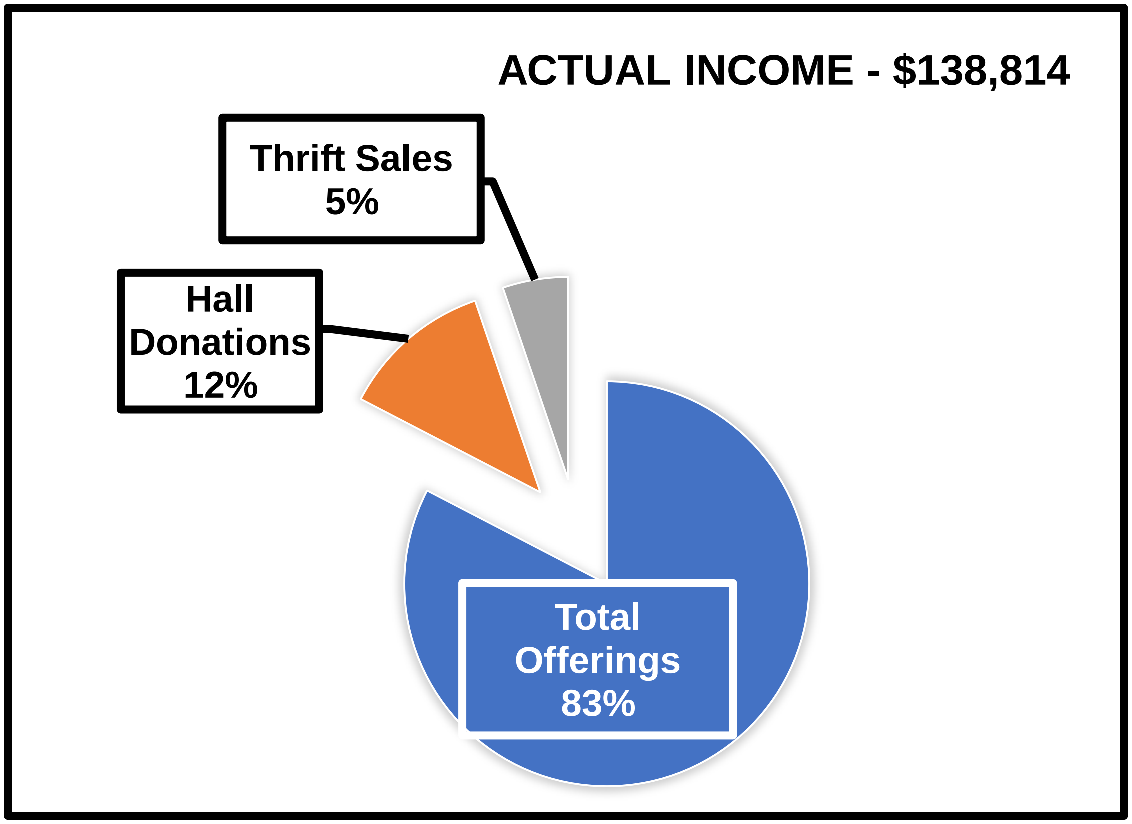
Balance Sheet - December 31, 2019

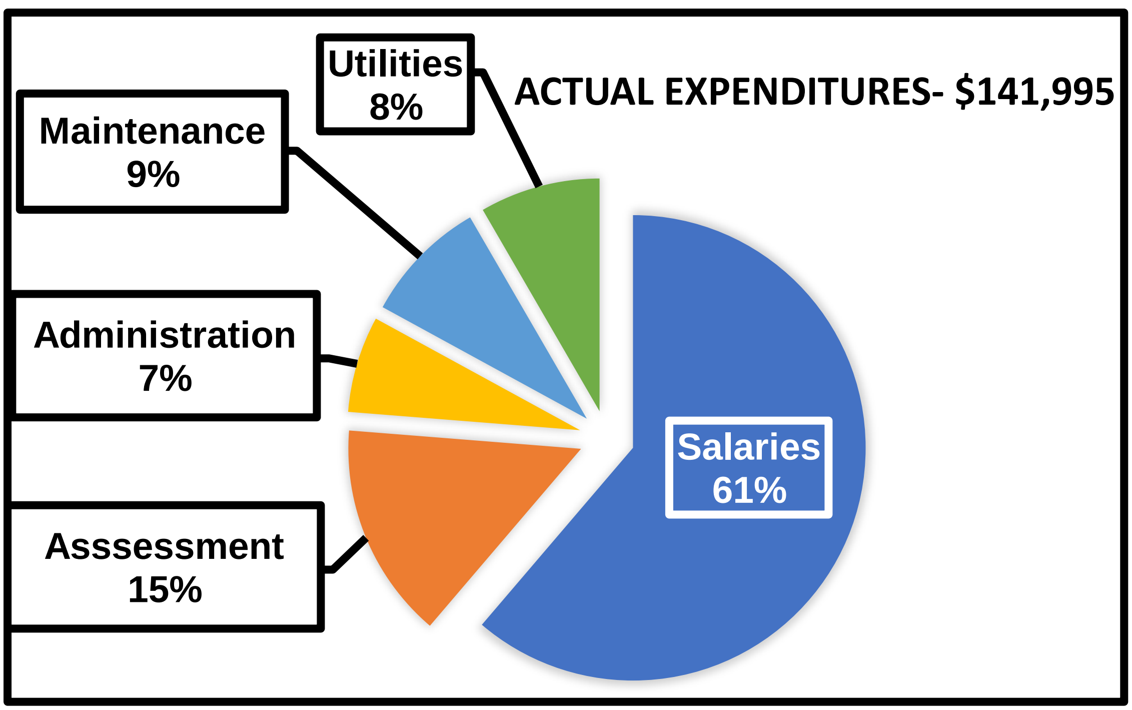
Assets				**Liabilities & Equity**		
	2019	**2018**			**2019**	**2018**
Bank	$17,881	$17,788		Accounts Payable	$0	$0
Memorial Account Invest	$130,704	$131,604		Church Events	$5,061	$6,123
Memorial Operating	$44,756	$87,638		Outreach	$429	$3,847
				Memorial	$56,554	$96,707
				Total Liabilities	**$62,044**	**$106,677**
Accounts Receivable (GST)	$726	$1,345				
				Equity		
				Retained Earnings	$8,087	$0
				Opening Balance Equity -General	$246	$246
				Retained Earnings - General	$3,812	$3,812
				Retained Earninges-Church Events	$6,516	$6,516
				Retained Earnings - Memorial Acct	$113,037	$113,037
				Net Income	$324	$8,087
				Total Equity	**$132,022**	**$131,698**
Total Assets	**$194,066**	**$238,376**		**Total Liabilities & Equity**	**$194,066**	**$238,376**

Summary Profit & Loss to Dec. 31, 2019	Jan - Dec 19	Jan - Dec 18
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,753	$1,502
4120 · Offering-Weekly	$97,678	$90,428
Total 4130 · Offering - Festivals	$3,931	$4,669
Total 4100 · Offering Income	$103,362	$96,599
4200 - Income-Deficit-Reserves	$2,864	$0
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	$1,400	$775
4330 · General Income-Facilities Use	$15,411	$15,763
Total 4300 · General Income	$16,967	$16,910
4410 - Transfer IN-CE-Holly Fair	$9,000	$8,000
4420 · Transfer IN-CE-Church Sales	$6,625	$6,070
4440 · Transfers IN-Memorial Account	$18,500	$18,500
4460 - Transfers In- Deficit Reserves	$8,000	$0
Total 4400 · Transfers IN-General	$42,125	$32,570
Total 4000 · INCOME - General	$165,318	$146,079
Total Income	**$165,318**	**$146,079**
Expense		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$47,257	$15,673
5120 · Salary/Benefits-Music Director	$11,101	$11,518
5130 · Salary/Benefits-Admin./Bookeep.	$26,227	$25,197
5140 · Relief Clergy	$725	$563
5150 · Relief Musician	$600	$525
Total 5100 · Wages & Benefits - General	$85,909	$70,478
5300 · Expenditures - Admin - General		
5340 · Photocopier - General	$4,087	$3,039
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$21,046	$18,256
Total 5300 · Expenditures - Admin - General	$30,353	$26,520
Total 5400 · Expenditures-Ministries-General	$2,111	$2,801
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	$5,908	$951
Total 5520 · Cleaning-General	$4,368	$5,233
Total 5500 · Expenditures-Maintenance-Gene	$10,421	$6,884
Total 5600 · Expenditures-Utilities-General	$11,448	$11,710
Total 5700 - Memorial Account	$18,500	$18,500
5725 - Trans to Memorial - Deficit Res	$4,500	$0
5800 · Miscellaneous Expenses-General	$1,025	$800
5900 · GST Paid (2.5%) Non-Refundable	$726	$0
Total 5000 · EXPENDITURES - General	$164,994	$137,693
Total Expense	**$164,994**	**$137,992**
Net Income	**$324**	**$8,087**

St. MARY'S BUDGET REVIEW

ITEM	2019 BUDGET	To Dec 31,2019	%AGE 100.0%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	$96,800	$97,678	100.9%	
OPEN OFFERING	$1,500	$1,753	116.9%	
FESTIVAL	$4,400	$3,931	89.3%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,411	93.4%	
SPECIFIC DONATIONS	$180	$0	0.0%	
H/M/D	$775	$1,400	180.6%	
GST REBATE	$1,345	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$156	69.3%	
TX FROM HOLLY FAIR	$9,000	$9,000	100.0%	
PARISH THRIFT SALES	$6,070	$6,625	109.1%	
DEFICIT ELIMINATION APPEAL - 2019	$1,200	$2,864	238.7%	
DEFICIT ELIMINATION RESERVE - 2018	$6,500	$6,500	100.0%	Not to be included in Revenue
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	100.0%	Not to be included in Revenue
TX from Sunday Serenade	$0	$0	0.0%	
TX FROM MEMORIAL	$18,500	$18,500	0.0%	A Transfer of Funds; Repaid by Y/E
TOTAL REVENUE	**$164,495**	**$165,318**	100.5%	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	$48,240	$47,257	98.0%	
RELIEF CLERGY	$766	$725	94.7%	
ASSIST. CURATE	$0	$0	0.0%	
MUSIC DIRECTOR	$11,760	$11,101	94.4%	
RELIEF ORGANIST	$613	$600	97.9%	
ADMIN. ASST/BOOKKEEPER	$26,189	$26,227	100.1%	
DIOCESAN ASSESSMENT	$21,046	$21,046	100.0%	
CHRISTIAN EDUCATION	$300	$65	21.7%	
CLERGY CONFERENCES	$325	$255	78.6%	
MUSIC	$2,200	$1,417	64.4%	
SANCTUARY SUPPLIES	$400	$373	93.3%	
ADVERTISING	$350	$279	79.7%	
INSURANCE	$3,850	$3,462	89.9%	
PHOTOCOPY	$3,457	$4,087	118.2%	
POSTAGE	$350	$277	79.1%	
STATIONERY	$1,037	$917	88.4%	
MAINTENANCE - GENERAL	$4,000	$5,908	147.7%	Water Back-Flow Mandated Install & Test.
MAINTENANCE - CLEANING CONTRACT	$4,850	$3,997	82.4%	
MAINTENANCE - CLEANING SUPPLIES	$711	$371	52.2%	
MAINTENANCE - GARDENING	$350	$145	41.4%	
GARBAGE	$470	$445	94.7%	
HYDRO	$8,000	$7,096	88.7%	
WEBSITE SUPPORT (Church OS)	$260	$285	109.6%	
INTERNET	$2,860	$2,591	90.6%	
TELEPHONE	$800	$575	71.9%	
WATER/SEWER	$725	$742	102.4%	
MISCELLANEOUS	$800	$1,025	128.1%	
BANK CHARGES & RECONCILIATIONS	$200	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$726	72.6%	
CCOUNT TRANSFER TO MEMORIAL ACCOU	$18,500	$18,500	0.0%	
DEFICIT ELIMINATION RESERVE		$4,500		
TOTAL EXPENDITURES	**$164,409**	**$164,994**	**100.4%**	
OPERATING SURPLUS/DEFICIT	**$86**	**$324**		


ACTUAL INCOME - $138,814
Thrift Sales 5%
Hall Donations 12%
Total Offerings 83%


Utilities 8%
ACTUAL EXPENDITURES- $141,995
Maintenance 9%
Administration 7%
Asssessment 15%
Salaries 61%

Detailed Profit & Loss Statement

Detailed Profit & Loss to Dec. 31, 2019	Jan - Dec 19	Jan - Dec 18
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,753	$1,502
4120 · Offering-Weekly	$97,678	$90,428
4130 · Offering - Festivals		
4131 · Offering-Festival-Easter	$1,231	$1,058
4132 - Offering-Festival-Thanksgiving	$1,275	$1,186
4133 · Offeirng-Festival-Christmas	$1,425	$2,425
Total 4130 · Offering - Festivals	$3,931	$4,669
Total 4100 · Offering Income	$103,362	$96,599
4200 - Income-Deficit-Reserves	$2,864	$0
4300 · General Income		
4310 · General Income-Bapt./Wed/Funer.	$1,400	$775
4320 · General Income-Specific Don.	$0	$145
4330 · General Income-Facilities Use	$15,411	$15,763
4340 · General Income-GST Rebate	$0	$0
4360 · General Income-Miscellaneous	$156	$227
Total 4300 · General Income	$16,967	$16,910
4400 · Transfers IN-General		
4410 - Transfer IN-CE-Holly Fair	$9,000	$8,000
4420 - Transfer IN-CE-Church Sales	$6,625	$6,070
4440 · Transfers IN-Memorial Account	$18,500	$18,500
4460 - Transfers In- Deficit Reserves	$8,000	$0
Total 4400 · Transfers IN-General	$42,125	$32,570
Total 4000 · INCOME - General	$165,318	$146,079
Total Income	**$165,318**	**$146,079**
Expense		
Reconciliation Discrepancies	$0	$299
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$47,257	$15,673
5115 · Salary/Benefits-Priest in Charg	$0	$16,023
5120 · Salary/Benefits-Music Director	$11,101	$11,518
5130 · Salary/Benefits-Admin./Bookeep.	$26,227	$25,197
5140 · Relief Clergy	$725	$563
5150 · Relief Musician	$600	$525
5160 · Bookkeeping Consultant	$0	$979
5170 - Salary/Benefits - Ass't. Curate	$0	$0
Total 5100 · Wages & Benefits - General	$85,909	$70,478
5300 · Expenditures - Admin - General		
5310 - Website Maintenance	$285	$238
5320 · Postage	$277	$208
5330 · Stationery	$917	$895
5340 · Photocopier - General	$4,087	$3,039
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$21,046	$18,256
5370 · Advertising	$279	$315
5390 - Bank Charges/Errors - General	$0	$160
Total 5300 · Expenditures - Admin - General	$30,353	$26,520
5400 · Expenditures-Ministries-General		
5410 · Music	$1,417	$2,468
5420 · Sanctuary	$373	$288
5430 · Christian Education	$65	$45
5440 · Conferences	$255	$0
Total 5400 · Expenditures-Ministries-General	$2,111	$2,801
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	$5,908	$951
5520 · Cleaning-General		
5521 · Cleaning-Contract	$3,997	$4,587
5522 · Cleaning-Supplies	$371	$646
Total 5520 · Cleaning-General	$4,368	$5,233
5530 · Grounds and Equipment	$145	$141
5540 · Flood Expenses-Net of Recovery	$0	$558
Total 5500 · Expenditures-Maintenance-Gene	$10,421	$6,884
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	$742	$687
5620 · Hydro	$7,096	$7,189
5640 · Telephone	$575	$795
5650 · Internet	$2,591	$2,600
5660 · Garbage Disposal	$445	$439
Total 5600 · Expenditures-Utilities-General	$11,448	$11,710
Total 5700 - Memorial Account	$18,500	$18,500
5725 - Trans to Memorial - Deficit Res	$4,500	$0
5800 - Miscellaneous - General	$0	$0
5800 · Miscellaneous Expenses-General	$1,025	$800
5900 · GST Paid (2.5%) Non-Refundable	$726	$0
Total 5000 · EXPENDITURES - General	$164,994	$137,693
Total Expense	**$164,994**	**$137,992**
Net Income	**$324**	**$8,087**

St. MARY'S 2020 BUDGET PROPOSAL - A

ITEM	2019 BUDGET	2019 ACTUALS	2020 Budget	%AGE To Actual	RMKS 2019 Budget to 2018 Actuals
INCOME					
REGULAR OFFERINGS	$96,800	$97,678	$98,500	0.8%	
OPEN OFFERING	$1,500	$1,753	$1,750	-0.2%	
FESTIVAL	$4,400	$3,931	$4,300	9.4%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,411	$14,000	-9.2%	
SPECIFIC DONATIONS	$180	$0	$0	0.0%	
H/M/D	$775	$1,400	$800	-42.9%	
GST REBATE	$1,345	$0	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$156	$225	44.2%	
TX FROM HOLLY FAIR	$9,000	$9,000	$9,500	5.6%	
PARISH THRIFT SALES	$6,070	$6,625	$7,000	5.7%	
DEFICIT ELIMINATION APPEAL - 2020	$1,200	$2,864	$2,000	-30.2%	
DEFICIT RESERVE	$6,500	$6,500	$4,500	-30.8%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	$0	-100.0%	
TX FROM MEMORIAL	$18,500	$18,500	$18,500	0.0%	A Transfer of Funds; Repaid by Y/E
TOTAL REVENUE	**$164,495**	**$165,318**	**$161,075**	-2.6%	
DISBURSEMENTS					
STIPEND/BENEFITS - Rector	$48,240	$47,257	$48,675	3.0%	
RELIEF CLERGY	$766	$725	$800	10.3%	
ASSIST. CURATE	$0	$0	$12,921	0.0%	
MUSIC DIRECTOR	$11,760	$11,101	$11,995	8.1%	
RELIEF ORGANIST	$613	$600	$615	2.5%	
ADMIN. ASST/BOOKKEEPER	$26,189	$26,227	$26,752	2.0%	
DIOCESAN ASSESSMENT	$21,046	$21,046	$19,761	-6.1%	
CHRISTIAN EDUCATION	$300	$65	$300	361.5%	
CLERGY CONFERENCES	$325	$255	$700	174.2%	See note from Gail Gauthier, plus for Len & Matt
MUSIC	$2,200	$1,417	$1,800	27.0%	
SANCTUARY SUPPLIES	$400	$373	$400	7.2%	
ADVERTISING	$350	$279	$350	25.4%	
INSURANCE	$3,850	$3,462	$3,850	11.2%	
PHOTOCOPY	$3,457	$4,087	$3,630	-11.2%	
POSTAGE	$350	$277	$300	8.3%	
STATIONERY	$1,037	$917	$1,160	26.5%	
MAINTENANCE - GENERAL	$4,000	$5,908	$4,000	-32.3%	Drainage protection? AED bat. replacement
MAINTENANCE - CLEANING CONTRACT	$4,850	$3,997	$4,820	20.6%	Increase of $25/mo.; plus stripping of floors
MAINTENANCE - CLEANING SUPPLIES	$711	$371	$408	10.0%	
MAINTENANCE - GARDENING	$350	$145	$350	141.4%	
GARBAGE	$470	$445	$470	5.6%	
HYDRO	$8,000	$7,096	$7,500	5.7%	
WEBSITE SUPPORT (Church OS)	$260	$285	$300	5.3%	
INTERNET	$2,860	$2,591	$2,700	4.2%	
TELEPHONE	$800	$575	$600	4.3%	
WATER/SEWER	$725	$742	$1,098	48.0%	Announced increase of 48%
MISCELLANEOUS	$800	$1,025	$1,000	-2.4%	
BANK CHARGES & RECONCILIATIONS	$200	$0	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$726	$1,000	37.7%	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT	$18,500	$18,500	$18,500	0.0%	
DEFICIT ELIMINATION RESERVE		$4,500	$0	-100.0%	
TOTAL EXPENDITURES	**$164,409**	**$164,994**	**$176,755**	7.1%	
OPERATING SURPLUS/DEFICIT	**$86**	**$324**	**-$15,680**		

St. MARY'S 2020 BUDGET PROPOSAL - B

ITEM	2019 BUDGET	2019 ACTUALS	2020 Budget	%AGE To Actual	RMKS 2019 Budget to 2018 Actuals
INCOME					
REGULAR OFFERINGS	$96,800	$97,678	$106,340	8.9%	Incremental $7,840 to balance the books
OPEN OFFERING	$1,500	$1,753	$1,750	-0.2%	
FESTIVAL	$4,400	$3,931	$4,300	9.4%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,411	$14,000	-9.2%	
SPECIFIC DONATIONS	$180	$0	$0	0.0%	
H/M/D	$775	$1,400	$800	-42.9%	
GST REBATE	$1,345	$0	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$156	$225	44.2%	
TX FROM HOLLY FAIR	$9,000	$9,000	$9,500	5.6%	
PARISH THRIFT SALES	$6,070	$6,625	$7,000	5.7%	
DEFICIT ELIMINATION APPEAL - 2020	$1,200	$2,864	$9,840	243.6%	Incremental $7,840 to balance the books
DEFICIT RESERVE	$6,500	$6,500	$4,500	-30.8%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	$0	-100.0%	
TX FROM MEMORIAL	$18,500	$18,500	$18,500	0.0%	A Transfer of Funds; Repaid by Y/E
TOTAL REVENUE	**$164,495**	**$165,318**	**$176,755**	6.9%	
DISBURSEMENTS					
STIPEND/BENEFITS - Rector	$48,240	$47,257	$48,675	3.0%	
RELIEF CLERGY	$766	$725	$800	10.3%	
ASSIST. CURATE	$0	$0	$12,921	0.0%	
MUSIC DIRECTOR	$11,760	$11,101	$11,995	8.1%	
RELIEF ORGANIST	$613	$600	$615	2.5%	
ADMIN. ASST/BOOKKEEPER	$26,189	$26,227	$26,752	2.0%	
DIOCESAN ASSESSMENT	$21,046	$21,046	$19,761	-6.1%	
CHRISTIAN EDUCATION	$300	$65	$300	361.5%	
CLERGY CONFERENCES	$325	$255	$700	174.2%	See note from Gail Gauthier, plus for Len & Matt
MUSIC	$2,200	$1,417	$1,800	27.0%	
SANCTUARY SUPPLIES	$400	$373	$400	7.2%	
ADVERTISING	$350	$279	$350	25.4%	
INSURANCE	$3,850	$3,462	$3,850	11.2%	
PHOTOCOPY	$3,457	$4,087	$3,630	-11.2%	
POSTAGE	$350	$277	$300	8.3%	
STATIONERY	$1,037	$917	$1,160	26.5%	
MAINTENANCE - GENERAL	$4,000	$5,908	$4,000	-32.3%	Drainage protection? AED bat. replacement
MAINTENANCE - CLEANING CONTRACT	$4,850	$3,997	$4,820	20.6%	Increase of $25/mo.; plus stripping of floors
MAINTENANCE - CLEANING SUPPLIES	$711	$371	$408	10.0%	
MAINTENANCE - GARDENING	$350	$145	$350	141.4%	
GARBAGE	$470	$445	$470	5.6%	
HYDRO	$8,000	$7,096	$7,500	5.7%	
WEBSITE SUPPORT (Church OS)	$260	$285	$300	5.3%	
INTERNET	$2,860	$2,591	$2,700	4.2%	
TELEPHONE	$800	$575	$600	4.3%	
WATER/SEWER	$725	$742	$1,098	48.0%	Announced increase of 48%
MISCELLANEOUS	$800	$1,025	$1,000	-2.4%	
BANK CHARGES & RECONCILIATIONS	$200	$0	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$726	$1,000	37.7%	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT	$18,500	$18,500	$18,500	0.0%	
DEFICIT ELIMINATION RESERVE		$4,500	$0	-100.0%	
TOTAL EXPENDITURES	**$164,409**	**$164,994**	**$176,755**	7.1%	
OPERATING SURPLUS/DEFICIT	**$86**	**$324**	**$0**		

St. MARY'S 2020 BUDGET PROPOSAL - C

ITEM	2019 BUDGET	2019 ACTUALS	2020 Budget	%AGE To Actual	RMKS 2019 Budget to 2018 Actuals
INCOME					
REGULAR OFFERINGS	$96,800	$97,678	$105,340	7.8%	Incremental $6,840 to balance the books
OPEN OFFERING	$1,500	$1,753	$1,750	-0.2%	
FESTIVAL	$4,400	$3,931	$4,300	9.4%	
HALL /FACILITIES USE DONATIONS	$16,500	$15,411	$16,000	3.8%	includes $2,400 for storage
SPECIFIC DONATIONS	$180	$0	$0	0.0%	
H/M/D	$775	$1,400	$800	-42.9%	
GST REBATE	$1,345	$0	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$156	$225	44.2%	
TX FROM HOLLY FAIR	$9,000	$9,000	$9,500	5.6%	
PARISH THRIFT SALES	$6,070	$6,625	$7,000	5.7%	
DEFICIT ELIMINATION APPEAL - 2020	$1,200	$2,864	$8,840	208.7%	Incremental $6,840 to balance the books
DEFICIT RESERVE	$6,500	$6,500	$4,500	-30.8%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$1,500	$0	-100.0%	
TX FROM MEMORIAL	$18,500	$18,500	$18,500	0.0%	A Transfer of Funds; Repaid by Y/E
TOTAL REVENUE	**$164,495**	**$165,318**	**$176,755**	6.9%	
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STIPEND/BENEFITS - Rector	$48,240	$47,257	$48,675	3.0%	
RELIEF CLERGY	$766	$725	$800	10.3%	
ASSIST. CURATE	$0	$0	$12,921	0.0%	
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RELIEF ORGANIST	$613	$600	$615	2.5%	
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DIOCESAN ASSESSMENT	$21,046	$21,046	$19,761	-6.1%	
CHRISTIAN EDUCATION	$300	$65	$300	361.5%	
CLERGY CONFERENCES	$325	$255	$700	174.2%	See note from Gail Gauthier, plus for Lan & Matt
MUSIC	$2,200	$1,417	$1,800	27.0%	
SANCTUARY SUPPLIES	$400	$373	$400	7.2%	
ADVERTISING	$350	$279	$350	25.4%	
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GST Paid (2.5%) non-Refundable	$1,000	$726	$1,000	37.7%	
ACCOUNT TRANSFER TO MEMORIAL ACCOUNT	$18,500	$18,500	$18,500	0.0%	
DEFICIT ELIMINATION RESERVE		$4,500	$0	-100.0%	
TOTAL EXPENDITURES	**$164,409**	**$164,994**	**$176,755**	7.1%	
OPERATING SURPLUS/DEFICIT	**$86**	**$324**	**$0**		

St. Mary's

Other Funds' Activity - December 31, 2019

Church Events Fund

	Balance Jan 1. 2019	Revenue	Expenses	Transfers IN (OUT)	Balance Dec 31, 2019
Altar Fund	$1,495	$50		-$50	**$1,495**
Flower	$1,819	$1,750	-$1,852	$50	**$1,768**
Holly Fair[1]	$1,789	$10,728	-$2,000	-$9,000	**$1,517**
General (Calendars)[2]	$366	$128	-$156	-$332	$6
Church Sale[3]	$147	$8,963	-$4,176	-$4,800	$134
Wine Fest[4]	$168	$0	$0	-$168	$0
Social:	$338	$477	-$673	$0	$142
Totals:	**$6,123**	**$22,096**	**-$8,858**	**-$14,300**	**$5,061**
Net Income		**$13,238**			
Total:				**-$1,062**	

Transfer Notes:

1. Holly Fair transfer to General Expenses
2. General to Parish Account
3. Church Sales to General Operating Expenses.
4. Wine Fest to Parish Account.

	St. Mary's				
	Other Funds' Activity - December 31, 2019				
	Memorial Account				
	Balance Jan 1, 2019	Revenue	Expenses	Transfers IN (OUT)	Balance Dec. 31, 2019
General	$25,321				
Transfer to Operating Fund (Jan 18)				-$18,500	
Interest Earned on GIC (June 1)		$899			
Repayment of Operating Fund Loan (Dec. 31)				$18,500	
Total General:	**$25,321**	**$899**	**$0**	**$0**	**$26,219**
Deficit Reserves	$8,000				
Marmalade sales (March 23)		$64			
Cooper GIK (May 13)		$2,800			
General Operations (Dec. 31)				-$10,864	
From General Operations (Dec. 31)				$4,500	
Total Interest:	**$8,000**	**$2,864**	**$0**	**-$6,364**	**$4,500**
Thrifty Foods & Fairway's	$1,306				
Receipts from Thrifty's (Jan 14-May 27)		$1,125			$2,432
Transfer to Kitchen Renos (June 24)				-$2,432	$0
Receipts from Thrifty's (June 24 - Dec. 27)		$1,852			$1,852
Total Thrifty & Fairway:	**$1,306**	**$2,978**	**$0**	**-$2,432**	**$1,852**
Bequests					
Memorial Bequests	$10,000				$10,000
First Nations Memorial Bursary	$2,407				$2,407
Interest from GIC (June 12)		$1,831			$4,238
Gift for 2020 recipient			-$35		$4,203
2019 Bursary awarded to Mitchell Beauvais			-$1,000		$3,203
Total Bursary:	**$2,407**	**$1,831**	**-$1,035**	**$0**	**$3,203**
Guild	$3,261				
Total Guild	**$3,261**	**$0**	**$0**	**$0**	**$3,261**
Kitchen Renos (funded by Smile Card)	$0				
Transfer From Thrifty's Smile Card (June 24)				$2,432	
Total Kitchen:	**$0**	**$0**	**$0**	**$2,432**	**$2,432**
Memorial Sub-Total:	**$50,295**	**$8,572**	**-$1,035**	**-$6,364**	**$51,467**

Memorial Account – Page 2 of 2

In-Trust Funds:					
Ron Smith Legacy	$5,087				$5,087
	$5,087	$0	$0	$0	$5,087
PRF (RAPID2 Refugees)	$41,325				
Immigration Loan Fund	$0				$0
Dinner Fundraiser (May 29)		$12,687			$12,687
Loan Repayment (June 13,14)			-$10,169		$2,518
Float for Catoring for Semse (June 19)			-$1,000		$1,518
Funds transfer to RAPID 2 Syrian Ref. (Sept 17)				-$1,518	$0
Immigration Loan Totals:	$0	$12,687	-$11,169	-$1,518	$0
RAPID 2 Syrian Refugee Dental Fur	$1,885				
Donations (Jan. 28 - Aug. 6)		$5,954			$7,839
Dental treatment (Jan. 28 - Oct. 16)			-$7,839		$0
RAPID2 Dental Total:	$1,885	$5,954	-$7,839	$0	$0
RAPID 2 Syrian Refugee Fund	$39,440				
From Immigration Loan Fund (Sept 17)				$1,518	$40,958
Donation from Holy Trinity (Sept 23)		$1,200			$42,158
Family Expenses (Jan 11 - Oct. 16)			-$42,158		$0
RAPID2 Family Living Totals:	$39,440	$1,200	-$42,158	$1,518	$0
Total In-Trust:	**$46,412**	**$19,841**	**-$61,166**	**$0**	**$5,087**
MEMORIAL ACCOUNT TOTALS	**$96,707**	**$28,412**	**-$62,201**	**-$6,364**	**$56,554**
INVESTMENTS:					
3 yr Rising Rate GIC; @ 3.0%; Matures May 17, 2020	$20,483				$20,483
1-5Yr GIC-Compd; @ 2.25%; Matures May 30, 2020	$10,225				$10,225
1-5Yr GIC-Compd; @ 2.25%; Matures July 25, 2020	$25,496				$25,496
1-5Yr GIC-Compd; @ 2.05%; Matures Aug. 12, 2020	$74,500				$74,500
Total Investments:	**$130,704**	**$0**	**$0**	**$0**	**$130,704**
	$227,411	**$28,412**	**-$62,201**	**-$6,364**	**$187,258**

2019 OUTREACH – YTD December 31/2019

Client	Open. Bal. Jan. 1/19	Donations	Transfers In/Out	Disbursed	Balance	Type
Rector's Discretionary Fund	0	195	300.27	495.27	0	Parish
Youth for Christ	0	60	90	150	0	Parish
Saanich Peninsula Hospital & Health F.	0	180	70	250	0	Parish
SICCT	0	145	105	250	0	Diocese
PWRDF	0	455		455	0	O'seas
Christmas Hampers	59.52	335	[1]394.52		0	Parish
Building Bridges Gifts	0	795	85	880	0	Parish
Anglican Appeal	0	280		280	0	O'seas
Saanich Peninsula Lions Food Bank	0	1,510.75	9.25	1520	0	Parish
Prayer Shawl Ministry	100.87			32.76	68.11	Parish
St. Matthew's Library 2017	3,475.01			3,475.01	0	O'seas
St. Matthew's Library 2019	212	3,582.02		3,433	361.02	O'seas
General Outreach:	0	640				Parish
Church of the Nazarene – community (Esquimalt) fire relief				100		Parish
Royal Canadian Legion Poppy Fund				50		Parish
Youth for Christ			[2]90			Parish
Saanich Peninsula Hospital & Health (chaplaincy)			[2]70			Parish
SICCT			[2]105			Diocese
Sisters of St. John				225		Diocese
General Outreach Balance					0	
Totals:	**$3,847.40**	**$8,177.77**	**$659.52**	**$11,596.04**	**$429.13**	
			$659.52			
All Nations Memorial Bursary (M. Beauvais)	$2,407.30	$1,831.17		$1,035.20	$3,203.27	Parish

Notes:

1. $9.25 transferred to Food Bank + $85 to Building Bridges Gifts + $300.27 to Rector's Discretionary Fund to reimburse expenditures for community hamper needs.
2. From General Outreach Fund - $90 transferred to Youth for Christ + $70 to SPH for chaplaincy + $105 for SICCT