

Parish of Central Saanich Council Minutes – October 17, 2017

7:00 p.m. at St. Stephen's

ACTION ITEMS

Name	Action Item	Page Reference	Target Date	Completed
All Members	Review St. Stephen's Monthly Financial statements & send questions to Lynda/Derek before Nov. 14th	1 & 4	ASAP	
P E P C	Contact 2017 event organizers to see if there is a wish to repeat event in 2018	1		

Attendees: Canon Peter Parker (Chair)
Lynda Clifford Derek Osman Greg Robinson
Allan Carlson Nancy Choat Mike Dyer
Karen McColm Ken Pedlow
Leslie Pedlow (Recording Secretary)

Regrets: Don Wilson

I Open meeting with Prayer

Peter called the meeting to order at 7:03pm and began with a bible reading and a prayer.

II Changes or Additions to the Agenda

Peter asked if there were any changes or additions. An email was received from Don Wilson containing two items that will be added to New Business.

III Minutes:

The Minutes of the September 19, 2017 Council Meeting were approved by Electronic Vote. Electronic Voting Results – 6/7 members who voted, voted in favour. The approved minutes were posted to the website on October 3, 2017.

IV Review of Action Items:

1. **Provide Council with St. Stephen's Monthly Financial Reports** – Lynda indicated that she had the reports on hand and they would be circulated later in the meeting for people to peruse at a later time. All questions should be directed to Lynda on or before November 14th.
2. **Parish Events Planning Committee** – The draft 2018 Events Plan was circulated with the council package. Derek reported that he has only taken last year's events and put in the 2018 date closest to last year's. Confirmation is still needed from the event "owners" as to whether their particular event will proceed or not. He also noted that some of the items on the plan were actually there as place holders (facility rentals) so the dates are not double-booked. Derek asked if the GEMS summer camp would proceed? There was some discussion as to whether Teen Alpha needed an Event Pre-Approval. After some explanation of the Event Approval Process to bring Peter up to speed, it was determined that this was a Christian Education opportunity lead by Katherine and Brett Cane. Peter did express his appreciation for the usefulness of the process. Leslie asked for the Alpha

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schedule for the Parish Calendar. Derek indicated that the format of the Events Listing will be revised after the dates are added to the Parish Calendar. Greg agreed that he intends to host the Valentines Day Dance on Feb. 10. Peter asked that he be given a listing once it is finalized in the format as presented as he would find it most helpful.

3. Haro Regional Conference – Please be reminded that the next Conference is to be held on Saturday, October 21st at 11:00 a.m. at St. Andrew's, Sidney. Council felt that this was not something that Peter needed to attend.

V Business Arising/Discussion from Minutes

1. Nominating Committee – Derek again explained to Council the importance of having a Committee in place as quickly as possible. Nominations should be done in a thoughtful and logical manner and not ad hoc the week prior to the AGM. Those who are approached should be given enough detail and time to make a careful decision. Peter concurred.

Derek indicated that Carol Watkins and Leslie Pedlow from St. Mary's had agreed to sit on the Committee. No one has yet come forward from St. Stephen's. There was some discussion as to how to recruit representatives from St. Stephen's for the Nominating Committee. Leslie suggested a bulletin announcement. Peter indicated that the Wardens should be personally inviting people to serve. Derek asked that this be pursued quickly.

2. Parish Financial Management Consultant – A document from Derek entitled "Highlight of Final Report from Collins Barrow – Dated October 12, 2017" was circulated with the Council package. It outlined the key findings and recommendations of the accounting firm Collins Barrow. Derek indicated that the full report had been classified as Confidential due to the nature of some of the comments but that no key finding have been withheld from the summary report, as confirmed by the Wardens. There was an immediate question by as to why Council could not see the report in its entirety which removed the focus from the report findings to an issue of trust and transparency within Council. Derek and Lynda both tried to explain that the reason for confidentiality was from a personnel privacy perspective. Peter gave his perspective on the difference between "privacy", "confidentiality" and "secrecy". Council agreed that it would like to see the complete report. Derek agreed to provide a copies for review at the next meeting; those copies provided would then be shredded at the end of that meeting.

Derek refocused Council back to the findings summary, asking: (1) if it still approves of working to implement the findings and recommendations of Collins Barrow prior to recruiting for a new Parish Treasurer; (2) Does Council still agree with its decision noted in the September 20th Minutes, to use the unspent budgeted funds to work on the findings and recommendations of Collins Barrow; and (3) Does Council still approve of Derek Osman being the acting Parish Treasurer until a new Parish Treasurer

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(volunteer or paid) is recruited. The council responded in the positive to all three questions.

It was **Moved** by Allan Carlson, **Seconded** by Ken Pedlow that the uncommitted, budgeted funds be used to implement the recommendations of the Report by Collins Barrow dated October 12, 2017. **CARRIED.**

VI Reports: *All reports are filed with the original Minutes*

1. Priest-in-Charge:

- a) Peter's report was presented as circulated. He indicated that he has already observed how very different the two congregations are.
- b) Draft Covenant: The draft was circulated in the Council package. Peter explained that he accepted the interim position on the basis that he would be able to do "Intentional Ministry" and not just be a "babysitter". He reviewed the changes that had been made since the printed version appeared in the meeting package (for example, now 3 days per week, inclusive of a ½ flex day). He expressed his hope that Council would support the Covenant. There being no objections heard, after some discussion about dates and availabilities, the Covenant will be signed at both Churches on October 22nd with a special liturgy. Peter would like the Covenant to be public and as such, it is hoped that it will go into the next edition of ConneXion.
- c) Peter also mentioned that he had a few worship service questions that he hoped to resolve soon, i.e. Can Service of the Word not include Communion?; How many readings?; Announcements – first or last? He will be asking the congregations so that they may have a voice.

2. Wardens' Reports:

- a) Derek Osman: Derek's report was presented as circulated. He verbally highlighted:
 - i. that the September Thrift Sale was very well attended, exceeded budget and is of much value to the community. 10% of the proceeds return to the community as Outreach.
 - ii. He drew attention to the summary of the RAPID program as it concluded on September 30th. There is a balance of \$5,500 left in the account and that money will be divided equally and donated to the St. Stephen's Eritrean Family program and to the Diocesan Refugee Sponsorship Program.
- b) St. Stephen's: The report was presented as circulated.

It was **Moved** by Allan Carlson, **Seconded** by Mike Dyer that the non-financial reports be received. **CARRIED.**

3. Financial Reports:

- a) St. Mary's: Derek presented the St. Mary's Financial package to September 30th, 2017 as circulated by email. He encouraged members to read the first five pages of the commentary for a more clear understanding of the

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financial picture. The final page summary to budget, which is the most tempting to read, gives a very optimistic picture. However, it does not reflect items like the borrowing of \$18,500 from the Memorial Fund for cash flow purposes. When all is factored in, we will need a very successful Holly Fair and Deficit Elimination Appeal to balance at year-end. Peter commented that the message came through very clearly.

It was **Moved** by Derek Osman, **Seconded** by Ken Pedlow that St. Mary's Financial Statements to September 30, 2017 be adopted. **CARRIED.**

- b) St. Stephen's: As requested by Council at the last meeting, Lynda circulated all of the monthly Profit and Loss reports beginning January, 2017 through September 2017. Lynda asked that these reports be reviewed at home and that you send questions to Derek or herself as quickly as possible and definitely prior to November 14th.

VII Strategies and Tasks for 2017:

Council agreed that this information would be very useful in the Parish Profile.

- VIII Correspondence:** We received thank you letters from Stelly's Secondary School, the Saanich Peninsula Hospital and Mt. Newton Centre. They are all most grateful for the funds received from the proceeds of the Wine Fest. It concludes our commitment having this indication that the funds will be used for the purpose that we intended.

IX New Business:

Don Wilson sent his regrets but did send an email with the following text:
A couple of things I was going to bring up:

1. Name Tags: To facilitate Peter getting to know us (and because it is just a good idea to be hospitable to newcomers) we need to encourage people to wear their nametags at St. Stephens. I will ask Bob for a current "active parishioner" list and get the name tags updated. I am thinking of using the magnetic poster board that was bought for outreach that doesn't seem to be currently used.
2. Parishioner Portraits. I have purchased a set of portrait lighting umbrellas for portrait work. After I am finished with the GGGGGG&EG I hope to engage as many of our St. Stephen's congregation to sit for a Photo Directory. I will coordinate with Bob, since I gave him the photo backdrop that Lynda and I made.

Council expressed its thanks to Don. We greatly appreciate your attention to these concerns.

X Next and Upcoming Meetings

November 21 at St. Mary's
December 12 at St. Stephen's (normally cancelled)
January 16/18 at St. Stephen's

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February 18 AGM at St. Mary's
(Council meeting in February TBD, at least 1 week prior to AGM)

XI Closing with the Grace

Ken Pedlow made a motion to adjourn at 9:06pm. The meeting was closed the saying of the Grace.



The Rev. Canon Peter Parker, Chair

Parish of Central Saanich Council Agenda – October 17, 2017

7:00 p.m. at St. Stephen's

Regrets:

I Open meeting with Prayer

II Changes or Additions to the Agenda?

III Minutes:

1. Council Meeting – Sept. 19, 2017 approved electronically
6/7 who voted, approved. Posted to Website on Oct. 3, 2017.

IV Review Action Items from Minutes – status, date adjustment, explanations?

1. Provide Council with St. Stephen's Monthly financial reports
2. Parish Events Planning Committee to contact 2017 event organizers (2018 Preliminary attached - Derek)
3. Reminder: Haro Regional Conference – October 21st, 11:00 am at St. Andrews

V Business Arising/Discussion from Minutes

1. Nominating Committee - Derek
2. Parish Financial Management Consultant - Derek (attached)

VI Reports

1. Priest-in-Charge - Peter
 - a) Report (attached)
 - b) Covenant (attached)
2. Wardens' - Derek (attached)
- Lynda & Greg (attached)

✓ *Motion to receive non-financial reports*

2. Financials.

- a) St. Mary's Statements to September 30, 2017 – Derek (*Attached*)

✓ *Motion to adopt*

- b) St. Stephen's Statements to September 30, 2017

✓ *Motion to adopt*

VII Strategies and Tasks

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VIII Correspondence

- Letters in appreciation for Wine Fest donations.

IX New Business

X Next Meeting

November 21 at St. Mary's

XI Upcoming Meetings

December 12 at St. Stephen's (normally cancelled)

January 16/18 at St. Stephen's

February 18 AGM at St. Mary's

(Council meeting in February TBD, at least 1 week prior to AGM)

XII Closing with Prayer and Grace

2018 Events Planning - Highlights (discussion notes)

Overall direction for Parish events for 2018: Continue to engage Youth and Children to participate in each event, or host a special program for them. Increase promotion efforts.

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
1	Jan 28 th 27th	Thrift Sale	St. Mary's	Yes	Fund-raiser / Community	Complete
Lynn Fallan & Leslie Pedlow: Generates operating revenue (\$2,003) for St. Mary's, 10% of which goes to Outreach. Popular within the community (donating, volunteering, buying, benefiting from free items, social event). Support effort not significant (1 day of setup, 1/2 day of selling, almost runs by itself due to good documentation of the process). Fellowship amongst volunteers (St. Mary's and St. Stephen's). 150 attendees.						
2	Feb. 10 th	Valentine's Day Dance	St. Stephen's	Placeholder	Community	Complete
Greg Robinson: Fellowship amongst the parish, 60% from community. The FREE event of the year sponsored by the parish. Entertainment from Greg's band. Donations invited for Outreach.						
	Feb. 25 th	Sunday Serenade Concert	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed (Exempt)
Sue & John Smith:						
	Feb. 27 th	Pancake Supper Shrove Tuesday	St. Mary's	Lions Club to advertise?	Community	Cancelled for 2017
Lynn Fallan & Leslie Pedlow: Attendance waining, largely St. Mary's, plus members of close community. Proceeds to Sidney Food Bank, but minimum donation is now \$500						
3	March 30 - April 1 st	Weekend Seminar	St. Mary's	Yes; Placeholder; Assessment needed	Parish	Committed
Relatively low cost; except for the guest speaker. Average attendance 40; separate church services on Sunday yields more attendees than a joint parish service. A focused Bible study over the weekend with Bishop Bill Hockin.						
4	April 14 th	Spring Faire	St. Stephen's	Placeholder only	Outreach	Cancelled for this year
Replaced by Boot Sale and Wine Fest 2 years ago. Hosted last year, and had a Silent Auction despite agreement otherwise; it conflicted with the Silent Auction for Wine Fest. Proceeds used for Outreach. May have a new Event in the fall.						
	April 22 nd	Sunday Serenade	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed (Exempt)
Sue & John Smith:						
5	May 12 th 11th	Spring Fling	St. Mary's	Yes	Fund-raiser / Community	Proceed (Exempt)
Lynn Fallan: Similar to Thrift Sale in format, effort to host, community involvement and participation, and proceeds.						

2018 Events Planning - Highlights (discussion notes)

No	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
	May 27 th	Soundings Concert	St. Mary's	Placeholder only -no assessment needed	Fund-raiser / Community	Proceed (Exempt)
Sue & John Smith:						
6	June ? & July 1 st	Parades – Brentwood Bay, & Sidney	Parish	Yes	Parish	Abeyance File
<u>Rachel Moss</u> : Hosted for first time last year; last minute planning. Achieved community awareness and fellowship amongst parishioners. Donated Float vehicles, so low cost.						
7	July 7 th	Peninsula Wine Fest	St. Stephen's	Yes	Parish Fund-raiser / Community	Sandra Scarth & Derek Osman
Sandra Scarth & Derek Osman: Requires a lot of volunteers to be successful, but is a significant Parish event. Generates \$9,500 for Outreach. Great exposure within the community. 75% of 190 attendees were from community. Successful Silent Auction, despite conflict with Spring Faire. Complex Event, but after 2 years it is beginning to "run by itself".						
	July 22 nd	Hymn Sing	St. Stephen's / St. Mary's	Keep outside unless raining.	Community	Al Gerresner & Greg Robinson
<u>Lynda Clifford</u> : Declining attendance (30); mostly from the parish (not community). If host this event again, consider holding it at St. Mary's.						
8	Aug. 7-10 th	GEMS Girls Summer Camp	St. Stephen's		Community	Abeyance File
Katherine Carlson: Restricted to girls and their friends active with GEMS. Religious teaching.						
9	August 12 th	Blessing of the Animals	St. Stephen's	Yes ; Placeholder	Outreach	Al Gerresner & Greg Robinson
Al Geresner: Recommended to not host this event.						
10	Sept. 29 th	Thrift Sale	St. Mary's	Yes	Fund-raiser / Community	Proceed (Exempt)
Lynn Fallan and Leslie Pedlow: Similar to previous Thrift Sale and Spring Fling.						
	October 28 th	Sunday Serenade Concert	St. Mary's	Placeholder only - no assessment needed	Fund-raiser / Community	Proceed (Exempt)
Sue & John Smith:						

2018 Events Planning-Highlights (discussion notes)

No.	Date	Event	Location	Post Event Assessment Completed?	Event Type	Recommendation
11	Nov. 3 rd	Garlic Gala	St. Stephen's	Don Wilson to lead.	Outreach	Don & Susie Wilson
	<u>Don Wilson:</u> Proceeds of about \$1,000 towards Outreach (Hilda). Linked to Outreach.					
12	Nov. 7 th	Saanichton Spaghetti Dinner	St. Mary's	No – SVA determined	Fund-raiser / Community	Proceed (Exempt)
	<u>Lynn Fallan & Leslie Pedlow:</u> Saanichton Village Assoc. invites St. Mary's to provide a facility, for a donation of \$1,000. Work done by SVA (Fresh Cup) and Brownies. Is a "Hall Rental". <u>Mostly community attendees.</u>					
13	Nov. 24 th	Holly Fair	St. Mary's	Yes	Fund-raiser / Community	Sue Smith & Leslie Pedlow
	<u>Sue Smith and Leslie Pedlow:</u> Generated \$9,700 towards Deficit Elimination. 200 attendees, largely from the community. Multi-faceted, including silent auction, luncheon, baking, garden produce, etc.. Donations from business community.					
14	Dec. 1 st	Saanichton Community Christmas	St. Mary's		Community	SVA is Committed/ Lynn Fallan
	<u>Lynn Fallan & Leslie Pedlow:</u> Pancake Breakfast and pictures with Santa, in conjunction with the SVA Community Christmas. Proceeds go to Sidney Food Bank.					
	Dec 2 nd	Sunday Serenade	St. Mary's	Placeholder only – no Assessment needed	Fund-raiser / Community	Proceed (Exempt)
	<u>Sue & John Smith:</u>					
	Dec 9 th	Soundings Concert	St. Mary's	Placeholder only – no Assessment needed	Fund-raiser / Community	Proceed (Exempt)
	<u>Sue & John Smith:</u>					
	Dec. 22 nd	Child's Christmas in Wales	St. Mary's	Placeholder only - no Assessment needed	Fund-raiser / Community	Proceed (Exempt)
	<u>Sue & John Smith:</u>					
	September??	Garage Sale	St. Stephen's	Placeholder only	Fund-raiser / Community	Abeyance File
	<u>Lynda Clifford:</u> To be hosted this year if no Spring Faire. Garage Sale instead of Boot Sale.					
	February-	CPR Course – 2 courses completed	St. Stephen's or St. Mary's	Invite community members	Community	Complete
	<u>Lynda Clifford:</u> To host the session(s) in Nancy Chout's absence. Hosted the sessions at St. Stephen's in February.					

Highlights of Final Report from Collins Barrow – Dated October 12, 2017

Over the summer months of 2017, Collins Barrow conducted a review of the financial management, policies, and internal controls of St. Mary's Church, St. Stephen's Church, and St. Stephen's Cemetery. This review arose from comments made at the 2016 Annual General Meeting, and was approved to proceed by Council at the April 2017 meeting. Those interviewed by Collins Barrow were David Scarth (Cemetery), Jen Buscall (St. Stephen's Church), Leslie Pedlow (St. Mary's Church), and Derek Osman (acting Parish Treasurer).

I. Review of Financial Management, Policies, and Internal Controls:

The significant findings for the two churches and the cemetery included the following:

A. For St. Mary's:

1. Consolidate the 3 bank accounts (General Operating Accounts, Parish Events Accounts, and Memorial Accounts) into one account, relying upon the accounting software to manage and report on the source and use of funds.
2. Implement the chart of accounts, endorsed by the Diocese. In the QuickBooks system to replace those areas reported on by the system, plus the Memorial Accounts (primarily capital expenditures)
 - a. Implement the approved Chart of Accounts.
 - b. Move the recording of financial information for the Memorial Account from Excel spreadsheet to the QuickBooks system, and
 - c. Develop the financial reporting package so that the reports will be generated with a minimum of manual effort.

B. For St. Stephen's:

1. Enhance Cash Management controls from counting the weekly Offerings to depositing them. This will be significantly improved by establishing a rotating schedule of volunteers, a process that is already under way. Also, formalize the approval process for transferring funds between accounts.
2. Consolidate the 3 bank accounts (Designated / Operating Accounts, Outreach Accounts, and Refugee Accounts) into one account, relying upon the accounting software to manage and report on the source and use of funds.
3. Implement the chart of accounts, endorsed by the Diocese. In the QuickBooks system to replace those areas reported on by the system,
 - a. Implement the approved Chart of Accounts, and

- b. Develop the financial reporting package so that the reports will be generated with a minimum of manual effort.

C. For St. Stephen's Cemetery:

Because of this review and assessment being conducted, David Scarth has withdrawn his request that an audit be conducted.

1. Revise the allocation of costs between the St. Stephen's Church and the Cemetery.
2. Implement the chart of accounts, endorsed by the Diocese. In the QuickBooks system to replace those areas reported on by the system,
 - a. Implement the approved Chart of Accounts, and
 - b. Develop the financial reporting package so that the reports will be generated with a minimum of manual effort.

II. Articulate the roles and responsibilities of the Bookkeepers, and the Parish Treasurer:

A. Bookkeepers:

Assuming the Bookkeepers are parishioners who have the accounting qualifications, the position would be responsible for all internal financial accounting, reporting, and controls on behalf of the church or cemetery. This includes payment, receipts, payroll (liaising with the Diocese), and systems support processes. These responsibilities may be curtailed if the position is being fulfilled by an external contractor, presumably so as to contain costs.

B. Parish Treasurer:

The role of the Parish Treasurer is to determine and oversee the larger financial picture – it is a higher role, to assist the Bookkeepers and the Wardens. More specifically, the Parish Treasurer will:

- Develop and implement financial management policies and procedures,
- Determine overall financial management strategies to make best use of assets
- Oversee preparation of year-end reporting, Diocesan reporting and tax filings.
- Annual Budget review and monthly comparison to actual.
- Reporting to Council and parish members at Council meetings and Annual General Meetings.

A suggested implementation schedule was provided, but it has yet to be reviewed by the Wardens and Bookkeepers.

PARISH OF CENTRAL SAANICH

Interim Priest In Charge Report to Parish Council Oct 17 2017

So far I have met twice with the wardens, once in September and once on Tuesday morning Oct 12. As well I have conferred often with Leslie and with Robert in familiarizing myself with operational details of the two offices and congregations.

I had a substantive meeting with David Scarf regarding the operation of the Cemetery at St. Stephen's.

I had a meeting with Brett Cane in September at my house, so that he could fill me in on the things he does in the parish.

I have been interviewed by John Smith who is publishing an early edition of the parish magazine, which will inform the parishioners about their new priest-in-charge.

This week past we received a request for a funeral service at St. Stephen's. This will have taken place the day of this meeting. I learned a bit too late that we do not normally offer the St. Stephen's hall area for funeral receptions; however, Madeleine was most accommodating and the timing allowed us to prepare the space just before the service and reset it after the reception.

I attended the Tuesday evening Study Group at St. Stephen's this week.

The time allotted for this ministry quickly fills, and I am grateful that the wardens have negotiated with Synod office an extra half day per week "flex time". This will enable me to be present to some of the other functions of the parish.

I am enjoying the fellowship in Christ at both churches. The liturgical routine is varied to say the least, and I appreciate the guidance I am given by our liturgical assistants and musicians.

It will be important at this first council meeting to be able to express any concerns or hopes for the covenant, so that we can present it in a final form to the parish. I hope we can set Nov 5 as the day to include a brief covenanting liturgy in the Sunday services. Hopefully by then a majority of the membership will have seen it and be able to enter into this covenant with enthusiasm.

Respectfully submitted

- Peter

COVENANT FOR INTERIM MINISTRY

Between

The Parish of Central Saanich (St. Mary's Saanichton & St. Stephen's South Saanich)

And

The Reverend Canon Peter J. Parker, Interim Priest-in-Charge

This covenant is entered into by priest and congregation under the authority of the Bishop of the Anglican Diocese of British Columbia.

General Goals for the Interim Priest-in-Charge

- Spiritual Leadership of the Parish through the Interim Time
- Ongoing development of healthy congregational life
- Leadership of specific processes for renewal in this interim time, also referred to as "Interim Tasks", including
 - Coming to terms with history: helping the congregation understand the effects of its history on its identity and corporate awareness
 - Discovering the congregation's unique identity and vision for the future
 - Dealing with shifts in leadership roles and decision-making processes
 - Reflecting on the congregation's relationship with the Diocese and the wider Church
 - Developing a commitment to the anticipated leadership of a new incumbent, and the ministry plan for the future
 - Saying farewell to the Interim Priest-in-Charge

Specific Responsibilities of the Interim Priest-In-Charge

- On behalf of the Bishop, and in consultation with the wardens and honorary assistant, spiritual leadership and guidance of all areas of congregational life
- Primary leadership of worship, in regular and occasional services, in collaboration with the honorary assistant, organist, lay assistants, sidespersons, children's ministry, and chancel guild
- Pastoral ministry, along with laity, for those who are sick, shut-in, or in crisis
- Participation in meetings of Parish Council
- Collaborative support for ongoing programs, organizations, and activities in the parish
- Administrative leadership of staff, in consultation with the Wardens
- Oversight of Training for Lay Leadership and Ministry
- Oversight of Christian Formation programs (e.g. Bible Study, Baptismal Preparation, New Believers' Education)
- Facilitation of the parish's participation in Diocesan activities
- Modeling of a healthy balance of congregational service and self-care

Responsibilities of Wardens, Parish Council, and Lay Leadership of the Congregation:

- Continuing in regular worship and attendance at congregational meetings
- Continued disciplined giving and support for the mission and ministries of the parish
- Exercise of authority as laid out in the Canons and Regulations of the Diocese
- Collaboration in the leadership of efforts to meet the goals of this covenant, especially the Interim Tasks
- Recruitment and encouragement of lay participation in the ministries of the congregation
- Appropriate Financial Compensation of the Interim Priest-in-Charge, in consultation with the Diocese
- The establishment of an Interim Ministry Committee, including the Wardens and Representatives from each Church, to serve as a confidential support and advisory group and to monitor the progress on the Interim Tasks

Compensation:

\$300 per day, 2 0days per week	\$600
Sunday, one half day: \$150	<u>\$150</u>
Weekly total	

The Diocesan office will administer the compensation, making appropriate deductions at source.

An accounting of time will be provided to the Diocesan Office and the Interim Ministry Committee at the end of each month.

Restrictions:

The Interim Priest-in-Charge will not meet or consult with the Bishop's Consultation Committee in the process of calling or interviewing a new incumbent, and under no circumstance will apply for or be considered as a candidate for the position of incumbent.

This covenant is entered upon on this _____ day of _____ 2017

The Rev. Canon Peter J. Parker, Interim Priest-in-Charge

Greg Robinson, Rector's Warden

Lynda Clifford, Warden, St. Stephen's

Derek Osman, Warden St. Mary's

1. Community Involvement (Outreach):

- a. RAPID Refugee Program: The Diocese has approved an extension for the financial support of the Kamalmaz Family until the end of September. Over \$14,000 has been added to this fund since the beginning of the year, but with expenses exceeding \$31,000, the fund only has a balance of \$5,500. Fortunately, the fund has been able to assist the family for the one-year required period, but also for a 3-month extension. This program will now be closed, as per the criteria of the refugee fund.
- b. The third Thrift Sale, held in September, was again a success. There was the longest line-up of people from the community that was waiting for the doors to open, and the total proceeds exceeded \$1,900 from about 250 patrons. Clothing items not sold were sent to Our Place.

2. Operations Committee:

- a. David Stewart and Ken Pedlow continue to work on the capital plan. David had developed a spreadsheet to track capital expenditures (and to a lesser extent, on-going operating expenditures). This is related to a listing of assets that is organized by significant work center or room. This tool will help to smooth capital and significant operating costs year-over-year.
- b. Parish Financial Management Consultant:
 - i. Council approved the motion to engage the local accounting firm Collins Barrow Victoria Ltd. to:
 - a) Review the policies, procedures, and practices used within each church and the cemetery,
 - b) Define the roles and responsibilities of the Parish Treasurer and the Bookkeepers, and
 - c) Identify potential opportunities for improvement.
 - ii. During late June and July, David Scarth, Leslie Pedlow, Jen Buscall, and I were interviewed individually by an accountant from Collins Barrow. The assessment and report was completed for \$1,575, including tax. These costs are to be shared between St. Mary's and St. Stephen's.
 - iii. As a result of the resignation of Jen Buscall, a bookkeeper (Myra Lucke) from Collins Barrow assumed her bookkeeping responsibilities, including for the Cemetery, effective September 7.
 - iv. Leslie expects to receive some consulting assistance from Collins Barrow (perhaps Myra) to achieve initiatives recommended in the Collins Barrow report.

3. Other Activities:

- a. The members of the Bishop's Consultation Team have been announced as being the three wardens (Greg, Lynda, & Derek), and Jaackie Kolson, John Beresfor, and Leslie Pedlow. The Archdeacon (Penelope Black) will be an advisor to the Team. They have begun meeting to prepare for the Transition Evening on October 13, to which all parishioners will be invited.
- b. The financial reports for St. Mary's are attached under their own heading.

Respectfully submitted,
Derek Osman

Meeting Schedule 2017

	<u>St. Mary's Operations Committee</u>	<u>St. Mary's Wardens'</u>	<u>Joint Wardens' At St. Stephen's</u>	<u>Council</u>
<u>Oct.</u>		Oct. 11	Oct. 10	Oct. 17 (St. Stephen's)
<u>Nov.</u>	Nov. 10	Nov. 8	Nov. 14	Nov. 21 (St. Mary's)
<u>Dec.</u>		Dec. 13	Dec. 12 (9:00 AM)	Dec. 12 (if needed) (St. Stephen's)
<u>January</u>				
<u>February</u>				Feb 18: AGM

Notes:

1. **St. Mary's Operations Committee:** 1:00 to 3:00, generally on Friday, every 2nd month, except for the summer months.
 2. **St. Mary's Wardens' Meetings:** 1:00 to 3:00 on the 2nd Wednesday of each month.
 3. **Joint Wardens' Meetings:** 10:00 to 12:00 on the 2nd Tuesday of each month; at St. Stephen's.
 4. **Council Meetings:** 7:00 to 9:00pm, on the 3rd Tuesday of each month, except for the summer months, with the meeting location alternating between the two churches.
- 1) The **Committee members** have reviewed the Pre-Event Approval forms that have been submitted and **Council has approved the following Events** to proceed:

<u>Even Name</u>	<u>Date</u>	<u>Location</u>	<u>Leaders of Event</u>
a) Garlic Gala	Nov. 4	St. Stephen's	Don & Susie Wilson
b) Holly Fair	Nov. 25	St. Mary's	Sue Smith & Leslie Pedlow

- 2) When considering future requests for Event approvals, we need to also consider the dates when the St. Mary's Facilities Manager has approved the follow Hall rentals:

Oct. 29 th	Sunday Serenade Concert		Dec. 2 nd	Saanichton Community Christmas		Dec 10 th	Soundings Concert
Nov. 8 th	Saanichton Spaghetti Dinner		Dec. 3 rd	Sunday Serenade Concert		Dec. 23 rd	Child's Christmas in Wales

Respectfully submitted, Lynda Clifford, Derek Osman, Susan Pullan, Kati Wambara

ST. STEPHEN'S WARDENS' REPORT – OCTOBER 2017

This past month has been filled with many changes, for the entire parish. We joined together to say farewell to Rob and family. There was an excellent turnout for the combined service and reception. Even prior to that we had met with Bishop Logan and the Consultation Team was formed. We were told who our interim priest in charge would be and have continued with only a few bumps.

At St Stephen's the Tuesday night bible study has taken on a new format, using a study book, they are now meeting in the lower hall. There was a week when it felt like people were scattering, but soon regrouped. I understand Peter has attended one of their evenings and the feed back I got was that what he shared was positive.

The newly formed altar guild which consists of Phyllis Othman and myself with Doreen continuing to help out too, is working out. We are hoping for another person to come on soon.

There is a plan to run a Youth Alpha course beginning in November, lots of good ideas came from the organizational meeting. You will hear more about this in coming weeks. Katherine Carlson is leading this group. Marianne Shields is sharing her expertise also! These women have both had experience teaching young people and have some great ideas and talent which will help to make this a successful time. Gems is not meeting at this time, the Alpha was felt to be a good next step and others from the community will be invited.

Our church was decorated again to celebrate the harvest as we welcomed a number of visitors to our Thanksgiving service. There has been some discussion on how we can make new comers more welcome and help with switching between books and bulletins. It is an ongoing issue and conversation, trying to keep printing costs down with the bulletin, using the bulletin for announcements and not taking time before the service, or at the end. And having people take the bulletins home with them so that they have the information available to them during the week.

Operations meeting was held and we are trying a new method of getting things done, with Richard West being the outdoors contact person and Bob Westgate being the interior contact person. Since Bob Quicke has taken over many of the jobs that were spread around in the past ie. phoning for furnace check, ordering septic tank empty, getting quotes. We are aware that we are in need of a replacement furnace and when the next servicing is done we will speak to the technician and ask his opinion. We have managed to go for another year, but don't want a crash in December, just hard to know whether to do it now or wait till it is really necessary. We feel that we can handle what needs to be done with less meetings. With communication between the above-mentioned men, Bob and the wardens we hope that it will work. Wardens will be the ones approving any major expense. It has been brought to my attention that there are some decorating needs in the building and perhaps we have volunteer painters among us who might tackle some of these areas over the winter.

There have been a couple of things happen recently, which have required repairs. The sliding door at the kitchen hatch came off and damaged the floor in front. This can be a safety issue, so a need to speak with installer. Also, we believe that the outdoor hose was left on for a considerable length of time and caused a leak in the cemetery office, which is in the process of being further investigated and repaired. We did arrange for a fan to be placed in the room to dry the carpet etc. We are finding it difficult to find people to look after repairs on these small jobs, and had hoped that we could get the installer to do the floor and the door and this project.

The area was opened up and sprayed which has helped. The installer is tied up for another month and we think that we are ok to hold off until then. We checked on insurance for water damage, but because there is a suspicion that it was the hose, we were told that would not be covered. The downside of this happening is that the lady who works in the cemetery office on Thursday was not able to work due to the odour, but as the situation improved she was back working in there.

We are still waiting for the sealing of the kitchen floor. And waiting for cleaning of same. There has been a request that we get carpets in upstairs hall and lower hall cleaned, waiting for quotes.

Painting of the east wall of the church is in progress with it having been sprayed, sanded and primed. Again we found it difficult to get a painter and after such a dry summer which made for a perfect painting time. Hopefully the person we finally found will be able to complete the job in between our recent occasional showers.

At St Stephen's, we welcomed Peter to his first Sunday with us on Oct 1st and also on that day we thanked David Scarth for his work as cemetery custodian and historian for the past 17 yrs. David received a gift of cash, which I believe he will put towards publishing some of the stories of the cemetery that have been written over the years.

There has been ongoing work with the bookkeeper and the accounting firm to get our procedures tidied up. Myra is working in the office for a few hours one day a week. She is also helping to get some people trained to do the counting of collection in a manner approved of by the diocese. This has not been made easy, by lack of volunteers, but perhaps when we do get a few trained others will come on board. Bank deposit procedures have also been adjusted. There have been meetings and emails from Collins Barrow with regards to the forming of the parish treasurer position. I imagine Derek will speak more to this,

We have had, I believe a successful Transition Evening meeting and the consultation team will now have some guidelines to begin to work on the parish profile, in order to be ready to advertise for a new rector. We will soon receive a template from the Bishop's office and some guidelines of how we put it all together. I am aware that we have seen some necessary changes in our regular activities around the parish, that we may see more as we progress through the interim time, but I believe we have excellent leadership and a willing congregation. We are thankful for all those who lead or facilitate groups. These people help us to continue the times we have come to enjoy and value.

Respectfully submitted

Lynda Clifford Greg Robinson



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
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October 12, 2017

By Email

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

Members of Operations Committee and Council:

**RE: Comparative Financial Reporting to September 30,
2017 – St. Mary's, Saanichton**

Attached are the financial statements as of September 30, 2017 for the St. Mary's Church in the Parish of Central Saanich. This is the format of the reporting that is expected by the Diocese.

This financial package includes the following financial statements:

1. Balance Sheet: demonstrates that Assets continue to be greater 2017 than in 2016. We were close to needing an infusion of operating cash, but weathered the storm.
2. Statement of Income and Expenses: Illustrates an increase in the surplus year over year, for the same period. The results are positive.
3. Statement of Changes in Equity: also notes the transfers between funds It also reflects that we are at the life cycle stage of depleting the RAPID Refugee account in the Memorial Account.
4. Memorial Account: documents the transfer of funds to the Operating Account, the use of other funds, and the use of the 3 "in-trust" funds.
5. Church (Parish) Events: Shows the financial contribution of each of the Events.
6. Budget Review: documents the Operating Account income and disbursements, as measured against the Budget.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, primarily for the month of September.

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

Respectfully


Derek Osman
Church Warden

Attachments

Last Updated 7/24/2017

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Comparative Balances - All Three Accounts

1. The **fiscal year** is in sync with the calendar year.
2. St. Mary's has **three banking Accounts**, being:
 - a. **General Operating**, to support the daily operating revenues and expenses.
 - a. **Memorial** to hold designated and undesignated trust funds together with the investment portfolio. It is used to track:
 - i. the investment portfolio (GIC's),
 - ii. "uncommitted" funds that are made available for temporary use by the cash-flow needs of the General Operating account, and for capital expenditures, and
 - iii. funds held "in trust" for the refugee programs, and to facilitate the issue of tax receipts for donors, mostly beyond the parish.
 - b. **Church Events**, to track the revenues and to fund the expenses for the numerous special Events sponsored by St. Mary's for either Outreach initiatives or to assist in meeting the annual operating costs. It is the repository for the Altar, Flower, Social Events, Holly Fair, Parish Sales, Music Festival, Youth Funds, sales initiatives such as church calendars and the purchase of retirement gifts and cards. It may also be used to track the revenues and expenses for Parish Events, like the Wine Festivals.

3. Balance Sheet – September 30, 2017

At the end of September, the Balance sheet does not appear to be as favorable in 2017 as in 2016. Assets are not as strong in September of last year. For example, the bank balance has \$11 thousand more in 2016. Some reasons for this include that less (\$2,500) was borrowed from the Memorial Account at the beginning of the year, and secondly, we have been paying out the outreach dollars as they have been collected, rather than waiting until the end of the year. The equity position for the Memorial account has declined as the fund for the RAPID Refugee fund has been depleted. The funds supported the family for a 3-month extension beyond the first year.

4. **Statement of Income and Expenses:** By the end of September, the surplus was \$1,029, while in 2016, we were in a deficit position. This however includes the transfer of \$18,500 in January from the Memorial Account, and the transfer of \$3,705 from Parish Events. Despite being in a surplus position, even if we came in on budget at the end of the year, we would have a deficit of almost \$3,000. To pay back the \$18,500 that was borrowed from the Memorial Account, we must have a very successful Holly Fair fund raiser, and a successful Deficit Elimination Appeal.

The good news is that we had a successful Thrift Sale fund raiser in September, and exceeded the budget. All 3 Thrift Sales hosted this year were a success – financially and with community involvement.

5. **Statement of Changes in Equity:** The Equity as of September 30 is significantly more than the opening balances of the General and Parish Events Accounts (the equity position of the Memorial Account was not determined). The following transfers have taken place this year:
- In January, \$18,500 was transferred from the Memorial Account to the Operating Account; an amount expected to be transferred back by year-end. This amount is to assist in funding regular operating expenses. In past years, this amount has been \$20,000 - \$25,000.
 - In May as the GICs were being re-invested, the interest earned was transferred to the Parish Events fund to eliminate a negative balance in the Social Fund. This amount plus a round-down of the GICs for a total of \$582 was transferred to the Parish Events funds.
 - The proceeds of the two Thrifts Sales was transferred from the Parish Events to the General Account fund. This increased the accumulated amount from the Thrift Sales for general revenue to \$3,705. Consistent with our policy to donate 10% of this amount to Outreach, a further \$412 was transferred from the Parish Events funds to the General Accounts (Outreach) fund. The Thrift Sale held in September yielded proceeds more than \$1,900, also exceeding budget.
 - The proceeds of \$10,800 from the Wine Fest were distributed to the 3 recipients (Saanich Peninsula Hospital, Mount Newton Society Centre, and Stelly's Secondary School.
 - Upon the resignation of Rob Szo, he requested that he purchase his laptop. He purchased it, and ½ of the proceeds were forwarded to St. Stephen's, as they had paid for half of the purchase price.
6. **Memorial Account:** The following transactions are highlights of this account:
- As previously reported, in January, \$18,500 was transferred to the Operating Account, but is expected to be transferred back by the end of the year.
 - Thanks to the Thrifty Foods' program, there was sufficient funds received to transfer \$823 to pay towards balance payable for the garden tractor (at the end of May, there was only \$406 remaining to be paid), A new application was submitted to Thrifty's for this year, and has now been approved. The funds from this year's application will be used to pay off the tractor, and then to pay for the replacement of the carpet in the Boardroom and the Library. The tractor has now been paid for, and the new carpeting has been installed in the boardroom and the library. This completes the carpet replacement program, except for the significant capital project of replacing the carpet in the church.
 - There was \$4,000 (courtesy of the Guild) earmarked for the green hangings. However, on April 16, we were informed that we would be

paying only for the materials, and not the labour costs, and even the material costs would be donated back to St. Mary's. So, there remains about \$3,600 that is still in the Memorial Account, and the cost of the materials (\$367) was returned as a Gift-In-Kind (being revenue to the General Account).

d. **There are 3 In-Trust Accounts that have a balance of \$47,491:**

i. **Ron Smith Legacy:** Has a balance of \$5,483. It primarily for use as Rector's Discretion, but also funded the acquisition and installation of a commemorative bike rack. The plaques (\$312) have been received and installed now. The last financial transaction was for \$500 in support of Rector's Discretionary spending in May.

ii. **RAPID (Syrian Refugee Family):** The Memorial account is being depleted because of dental bills beyond expectations for our refugee family. Over \$14,000 has been added to this fund since the beginning of the year, but with expenses exceeding \$31,000, the fund only has a balance of \$5,500. Fortunately, the fund has been able to assist the family for the one-year required period, but also for a 3-month extension. This program will now be closed, at the direction of the Diocese.

iii. **PRF (Refugees)** The balance at the end of July remained at \$28,235. As the family has yet to arrive, no expenses have been realized.

e. **Investments:** There were two GIC investments for a total of \$119,700:

i. **A 1 year GIC,** redeemable May 20, 2017, for \$45,200

ii. **A 3 -year GIC** with Rising Rate, to mature June 12, 2019 for \$74,500

The 1-year GIC was redeemed on its anniversary date. Then the \$45,200 was re-invested in May as follows:

i. \$10,000 in a 1-year Redeemable GIC; matures May 20, 2018

ii. \$20,000 in a 3-year Rising Rate GIC; matures May 17, 2020.

iii. \$15,000 in a 5-year GIC; matures May 17, 2022.

iv. The interest earned to-date plus the \$200 of the principle (total of \$582) was transferred to the Parish Events Account.

7. **Church (Parish) Events** Two Thrift Sales generated proceeds of \$4,338. Of these proceeds \$3,705 was transferred to the General Account to assist with eliminating the deficit at year-end. By past agreement, 10% of these proceeds (\$412) is also transferred to the Outreach fund of the General Account. As mentioned, the third Thrift Sale, held in September, was also successful.

However, we are particularly proud of the Wine Fest which generated proceeds of \$10,800 to be shared amongst the 3 chosen recipients.

Because we invite people for coffee after the 9:00am service, we stopped putting out the basket for donations. To compensate for that decision, we provided some marginal funding last year. This year, a parishioner donated \$300 of start-up funding.

8. Budget Review:

The financial statement in the package offers a message more positive than in past years at the end of September. The Regular Offerings continue to track very close to budget (72% of budget when the target is 75%). However, Total Revenue (less the transfer from the Memorial Account) is only at 64%.

Our expenses are right on budget at 75% of the plan annual spending. A more positive factor is due to recording income from the Thrift Sales in General Revenue (having been transferred from Parish Events to General Account) now as it is received, rather than towards at the end of the year. However, even if we were on budget, we would still be in a deficit position of about \$2,900 at year-end.

Fortunately, our revenues are exceeding our expenditures. But, that is only with including the \$18,500 that was borrowed from the Memorial Account, and needs to be paid back by the end of the year. It will be a stretch to do so – all dependent upon the success of the Holly Fair fund raiser and the Deficit Elimination Appeal.

9. Concerns & Considerations:

- a. The new financial system (QuickBooks) is not yet fully implemented. The software is installed and being used. However, the Code of Accounts was revised in conjunction with the system upgrade. We have yet to transpose the data into the new Code of Accounts, and to automate the generation of the financial reports so that the new format committed to the Diocese (with comparative reporting) is generated without undue intervention by Leslie. Also, the Memorial Account is still managed via a spreadsheet. It needs to be installed into the new version of the QuickBooks system, and the associated reports developed.
- b. Without a very successful Deficit Elimination program, we will be challenged to pay back the funds that were borrowed from the Memorial Account in January! Expenditures will have to be more closely managed henceforth.
- c. We have received the draft report from Collins Barrow who have just completed a review of our financial systems for both churches and the cemetery.

St. Mary's
Balance Sheet - September 30, 2017

Assets

	<u>2017</u>	<u>2016</u>
Bank	\$13,921	\$25,114
Investments	\$119,500	\$117,294
Accounts Receivable	\$0	\$0

Liabilities & Equity

	<u>2017</u>	<u>2016</u>
Accounts Payable	\$724	\$1,660
Outreach	<u>\$2,506</u>	<u>\$4,491</u>
	<u>\$3,230</u>	<u>\$6,151</u>

Equity

General Fund	\$1,364	-\$2,111
Memorial Account		
Parish Events	\$9,327	\$21,074
	<u>\$10,691</u>	<u>\$18,963</u>

<u>Total</u>	<u>\$133,421</u>	<u>\$142,408</u>
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<u>Total</u>	<u>\$13,921</u>	<u>\$25,114</u>
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St. Mary's

Statement of Income and Expenses - September 30, 2017

<u>Income</u>	<u>2017</u>	<u>2016</u>
Regular Offerings	\$65,246	\$63,678
Open Offerings	\$1,982	\$1,883
Festival	<u>\$1,237</u>	<u>\$1,307</u>
<u>Total Offerings</u>	<u>\$68,465</u>	<u>\$66,868</u>
Rent	\$11,515	\$10,995
Interest	\$3	\$4
Specific Donations / Outreach	\$922	\$196
Miscellaneous	\$0	\$69
Guild/Parish Events	\$0	\$0
GST Rebate	\$1,332	\$237
Deficit/ Capital Appeal	\$3,266	<u>\$2,499</u>
<u>Total Operating Fund</u>	<u>\$85,502</u>	<u>\$80,868</u>
Memorial Account	\$18,500	\$20,000
Parish Events	\$3,705	<u>\$0</u>
<u>Total Income</u>	<u>\$107,707</u>	<u>\$100,868</u>
<u>Expenses:</u>		
<u>Operating Fund:</u>		
Stipend/Benefits	\$36,599	\$36,620
Youth Worker	\$0	\$1,572
Relief Clergy	\$563	\$563
Music Services	\$9,009	\$10,719
Admin. Support	\$17,093	\$13,699
Parish Financial Mgt. Consult.	\$0	\$0
<u>Total Salaries</u>	<u>\$63,264</u>	<u>\$63,173</u>
Diocesan Assessment	\$16,127	\$14,940
Christian Education	\$773	\$1,187
Outreach	\$0	\$0
Music Services	\$969	\$701
Insurance	\$3,265	\$3,174
Office General	\$5,981	\$6,119
Maintenance - General	\$4,647	\$1,366
Maintenance - Cleaning	\$3,226	\$4,153
Utilities	\$8,227	\$6,833
Miscellaneous	\$200	\$1,524
Major Capital	\$0	<u>\$0</u>
<u>Total Operating Fund</u>	<u>\$106,679</u>	<u>\$103,171</u>
Memorial Fund		
Parish Events		
<u>Total Expenses</u>	<u>\$106,679</u>	<u>\$103,171</u>
<u>Surplus (Deficit)</u>	<u>\$1,029</u>	<u>-\$2,303</u>

St Mary's
Statement of Changes in Equity - September 30, 2017

	<u>General</u>	<u>Memorial</u>	<u>Events</u>	<u>Total 2017</u>	<u>Total 2016</u>
Equity, Beginning of Year	\$335	\$151,090	\$5,111	\$156,536	
Income	\$107,707	\$24,277	\$33,201	\$165,186	
Expenses	\$106,679	\$28,215	\$28,985	\$163,879	
Net Income	<u>\$1,029</u>	<u>-\$3,938</u>	<u>\$4,216</u>	<u>\$1,306</u>	
Transfers:					
From Memorial (Jan.)	\$18,500	-\$18,500			
From Memorial (May)		\$582	\$582		
From Parish Events (May)	\$3,705		-\$3,705		
From Parish Events to O/R	<u>\$412</u>		<u>-\$412</u>		
To St. Stephen's (Szo laptop)		-\$325			
To Wine Fest Recipients			-\$10,800		
Total:	<u>\$22,617</u>	<u>-\$18,243</u>	<u>-\$14,335</u>		
Equity, End of Month	<u>\$23,981</u>	<u>\$128,909</u>	<u>-\$5,008</u>	<u>\$147,881</u>	<u>\$77,425</u>

St. Mary's
Other Funds' Activity - September 30, 2017
Memorial Account

	Balance Jan 1, 2017	Revenue	Expenses	Transfers IN (OUT)	Balance Sep 30, 2017
General	\$18,713				
Interest					
Rec'd (Jan 31, Feb 28, Mar 31, Apr 30)		\$5			
May 20 from GIC redeemed + int.				\$582	
Rec'd (May 31)		\$1			
Rec'd (June 30)		\$1			
Rec'd (July 31)		\$1			
Rec'd (Aug 31)		\$1			
Sale of laptop to Szo (Sep 19)		\$650			
St. Stephen's share of laptop				-\$325	
Transfer to Operating Fund (Jan)				-\$18,500	
Transfer to Investments					
Total:	<u>\$18,713</u>	<u>\$659</u>	<u>\$0</u>	<u>-\$18,243</u>	<u>\$1,129</u>
Thrifty Foods	\$0				
Receipts from Thrifty's (Jan 13)		\$264			
Receipts from Thrifty's (Feb 9)		\$20			
Receipts from Thrifty's (Feb 10)		\$156			
Receipts from Thrifty's (Mar 10)		\$174			
Receipts from Thrifty's (Apr 7)		\$170			
Transfer to Mower (Apr 18)				-\$784	
** Receipts from Fairway's (Apr 7)		\$38			
Transfer to Mower (May 15)				-\$38	
				-\$823	
Receipts from Thrifty's (Jun 8)		\$45			
Receipts from Thrifty's (July 6)		\$193			\$238
Receipts from Thrifty's (Aug 8)		\$196			
Pay off Mower (Aug 31)				-\$386	\$48
Receipts from Thrifty's (Sep 7)		\$197			<u>\$245</u>
Total:	<u>\$0</u>	<u>\$1,453</u>	<u>-\$1,208</u>	<u>-\$1,208</u>	
Bequests & Donations	\$0	\$0			<u>\$0</u>
First Nations Bursary	\$2,501	\$2,501	-\$25		
Recipient Isabella Kennedy			-\$1,000		
Flowers for Isabella Kennedy			-\$17		\$1,460
GIK Flowers		\$17			<u>\$1,476</u>
Guild	\$4,000		-\$367		<u>\$3,633</u>
Mower	-\$1,228			\$843	
				\$386	<u>\$0</u>
Carpet (fund by Smile Card)					
Installation in Boardroom / Library			-\$2,155		<u>-\$2,155</u>
	<u>\$23,986</u>	<u>\$4,631</u>	<u>-\$4,772</u>	<u>-\$19,817</u>	<u>\$8,229</u>
In-Trust Funds:					
Ron Smith Legacy	\$6,795				
Rector's Discretionary (Mar 15)			\$500		
Rector's Discretionary (May 16)			\$500		
Memorial Plaques			\$312		
		\$0	<u>\$1,312</u>	\$0	<u>\$5,483</u>

RAPID (Refugees)	\$22,924				
Receipt (Jan 31)		\$200			
Receipt (Feb 27)		\$1,200			
Receipt (Mar 30)		\$200			
Receipt (May 8)		\$3,902			
Receipt (May 8)		\$200			
Receipt (May 8)		\$2,572			
Receipt (May 15)		\$70			
Receipt (May 22)		\$80			
Receipt (May 31)		\$100			
Receipt (June 4)		\$1,000			
Receipt (June 21)		\$780			
Receipt (July 31)		\$3,992			
Dental (Jan 5, Mar 27)			\$6,470		
Allowances (Jan 2,9,16,23,30)			\$2,500		
Allowances (Feb 6,13,20,27)			\$2,000		
Allowances (Mar 6, 13, 20, 27)			\$2,000		
Allowances (Apr 3, 10, 17, 24)			\$2,000		
Allowances (May 3, 22)			\$415		
Allowances (May 1,8,15,22,29)			\$2,500		
Allowances (Jun 5,12,19,26)			\$2,000		
June 8 - Dental # 31 & 32			\$767		
June 20 - # 33 Postage to send RAPID doc's			\$21		
June 26 - #34 Dental			\$177		
July 20 - # 35 Dental			\$1,920		
July 26 - # 36 Rental Insurance Reimbursement			\$307		
July 31 - # 37 Rental Reimbursement			\$1,250		
Aug 28 - # 38 Dental			\$1,900		
Aug 28 - # 39 Rental Reimbursement			\$1,250		
Sep 26 - #40 Postage - Sandra Scarth			\$13		
Sep 26 - #41 Dental			\$3,185		
Sep 29 - #42 Dental			\$1,000		
	<u>\$22,924</u>	<u>\$14,296</u>	<u>\$31,674</u>	<u>\$0</u>	<u>\$5,545</u>
PRF (Refugees)	\$22,885				
Receipt (Jan 24)		\$5,350			
	<u>\$22,885</u>	<u>\$5,350</u>	<u>\$0</u>	<u>\$0</u>	<u>\$28,235</u>
Total In-Trust:	<u>\$52,604</u>	<u>\$19,646</u>	<u>\$32,987</u>	<u>\$0</u>	<u>\$39,263</u>
TOTALS	<u>\$76,590</u>	<u>\$24,277</u>	<u>\$28,215</u>	<u>-\$19,817</u>	<u>\$47,491</u>
Investments					
GIC (1 yr Redeemable May 20, 2017)					
Plus \$382 Interest	\$45,200	-\$45,000			
Reinvest GIC May 17			\$20,000		\$20,000
Reinvest GIC May 17			\$15,000		\$15,000
Reinvest GIC May 20			\$10,000		\$10,000
GIC (3 yr Rising Rate Mature June 12, 2019)	\$74,500				\$74,500
	<u>\$119,700</u>	<u>-\$45,000</u>	<u>\$45,000</u>	<u>\$0</u>	<u>\$119,500</u>
TOTALS	<u>\$196,290</u>	<u>-\$20,723</u>	<u>\$73,215</u>	<u>-\$19,817</u>	<u>\$166,991</u>

St. Mary's
Other Funds' Activity - September 30, 2017
Parish Events Fund

	<u>Balance</u>			<u>Transfers</u>	<u>Balance</u>
	<u>Jan 1, 2017</u>	<u>Revenue</u>	<u>Expenses</u>	<u>IN (OUT)</u>	<u>Sept 30, 2017</u>
Altar	\$1,308	\$100			\$1,408
Choir					\$0
Flower	\$1,365	\$1,765	\$1,611		\$1,519
Holly Fair	\$191	\$200	\$200		\$191
Musical Festival:		\$3,305			\$3,305
Performers			\$1,000		-\$1,000
Advertising			\$1,052		-\$1,052
Other	\$1,806		\$297		\$1,509
Total Musical:		\$3,305	\$2,349		\$2,762
General:					\$0
Calendars			\$32		-\$32
Books		\$140	\$140		\$0
Gifts		\$1,955	\$1,933		\$22
Bank		\$0			\$0
Interest		\$583		\$582	\$583
Other	-\$241	\$58	\$17		-\$200
Transfer from Social					\$0
Parish Sale	\$133	\$6,259	\$245		\$6,147
Transfer to General Fund **			\$4,117	-\$4,117	-\$4,117
Social	\$256				\$256
Wine Fest ***	\$7	\$15,536	\$15,323	-\$10,800	-\$10,580
Youth	\$286				\$286
Floats	\$288	\$2,650	\$2,650		\$288
Other & Misc.					\$0
Comfort		\$351	\$137		\$214
Sunday Coffee		\$300	\$232		\$68
	\$5,399	\$33,201	\$28,985	-\$14,335	-\$1,185
Net Income		\$4,216			

** \$3,705 from Thrift Sales was transferred as revenue to General Accounts.

An additional 10% of that amount (\$412) was transferred to Outreach in the General Accounts
The total amount transferred was \$4,117.

*** \$10,800 was disbursed to the three recipients of the proceeds of the Wine Fest Event.

The 3 recipients were the Saanich Peninsula Hospital, The Mount Newton Centre Society,
and the Stelly's Secondary School.

ST MARY'S BUDGET REVIEW - 30 SEPTEMBER 2017

ITEM	2017 BUDGET	TO 30 Sep 17	%AGE 75.00%	RMKS
INCOME				
REGULAR OFFERINGS	\$90,000	\$65,121	72.36	
OPEN OFFERING	\$3,000	\$1,982	66.08	
FESTIVAL	\$3,750	\$1,237	32.99	
HALL/FACILITIES USE DONATIONS	\$17,000	\$11,515	67.74	
INTEREST	\$5	\$3	64.80	
SPECIFIC DONATIONS	\$0	\$422	#DIV/0!	2 GIK - Communion supplies/Altar Set
ENVELOPES	\$125	\$125	100.00	
H/M/D	\$500	\$500	100.00	
GST REBATE	\$1,000	\$1,332	133.16	NFA
MISCELLANEOUS	\$200			
TX FROM HOLLY FAIR	\$8,500			
PARISH THRIFT SALES	\$5,000	\$3,705		
DEFICIT ELIMINATION APPEAL - 2017	\$8,000	\$1,766		
DEFICIT ELIMINATION APPEAL - 2015 CF	\$1,500	\$1,500		
TX FROM MEMORIAL		\$18,500		
TOTAL REVENUE	\$138,580	\$107,707	77.72	
DISBURSEMENTS				
STIPEND/BENEFITS	\$51,000	\$36,599	71.76	
RELIEF CLERGY	\$700	\$563	80.36	
MUSIC DIRECTOR	\$11,300	\$8,009	70.88	
RELIEF ORGANIST	\$600	\$999	166.58	incl. \$549.46 2016 Benefit Recovery
ADMIN. ASST/BOOKKEEPER	\$19,600	\$17,093	87.21	Increase in hours plus overtime
PARISH FINANCIAL MGMT. CONSULT.	\$4,000	\$0	0.00	
DIOCESAN ASSESSMENT	\$21,503	\$16,127	75.00	
CHRISTIAN EDUCATION	\$500	\$319	63.87	
CLERGY CONFERENCES	\$400	\$266	66.59	
MUSIC	\$700	\$969	138.45	
SANCTUARY SUPPLIES	\$400	\$187	46.72	
ADVERTISING	\$300	\$188	62.74	
INSURANCE	\$3,500	\$3,265	93.29	NFA
OFFERING ENVELOPES	\$200		0.00	
PHOTOCOPY	\$3,000	\$2,757	91.91	inc. cost recovery from St. Stephen's
POSTAGE	\$400	\$210	52.50	
STATIONERY	\$1,250	\$867	69.32	
MAINTENANCE - GENERAL	\$3,000	\$4,423	147.45	recovery of \$1063 rec'd.
MAINTENANCE - CLEANING CONTRACT	\$4,700	\$2,730	58.09	
MAINTENANCE - CLEANING SUPPLIES	\$500	\$496	99.18	
MAINTENANCE - GARDENING	\$500	\$224	44.80	
GARBAGE	\$500	\$430	86.00	NFA
HYDRO	\$7,500	\$7,246	96.61	incl. anniversary catch up
INTERNET	\$1,200	\$587	48.96	
TELEPHONE	\$2,000	\$1,234	61.68	
WATER/SEWER	\$600	\$551	91.79	
MISCELLANEOUS	\$1,500	\$200	13.35	
BANK CHARGES & RECONCILIATIONS	\$100	\$138	137.60	
TOTAL EXPENDITURES	\$141,453	\$106,679	75.42	
OPERATING SURPLUS/DEFICIT	-\$2,873	\$1,029	-35.80	