Parish of Central Saanich Council Minutes – Oct. 22, 2019
7:00 p.m. at St. Mary

ACTION ITEMS

Name	Action Item	Page Reference	Target Date
Lon	Set a date to attend a Saturday Mass & memo of understanding regarding Covenant	1	
Lon	Work with Leslie & Bob to replace Parish identifiers in bulletin	1	
All	Email Derek regarding circulated 2020 calendar	2	
Ian	Open House for parishioners on Transforming Futures – set date		
Derek	Revisit our signatures on Privacy Policy agreeing to Diocesan email system	2	
Wardens	Succession Planning – Review Job Descriptions	3	

Attendees: The Rev. Lon Towstego, Chair
Derek Osman, Greg Robinson, Lynda Clifford
Terry Hartley, Karen McColm, Ken Pedlow
David Stewart, Don Wilson, Leslie Pedlow (Recording Secretary)

Regrets: Ian Stuart, Sandra Scarth

Absent: Allan Carlson (Lon to follow up)

I. Open meeting with Prayer
Lon called the meeting to order at 7:00pm and opened with a Prayer from the New Zealand Prayer Book.

II. Changes or Additions to the Agenda
Lon asked if there were any changes or additions to the Agenda. None were noted and the meeting continued.

III. Minutes:
The Minutes of the September 17, 2019 Council Meeting were approved by Electronic Vote. 8/8 who voted, voted in favour. One member did not vote. The approved minutes were posted to the website October 16, 2019.

IV. Review of Action Items from Minutes:
1. Saturday Mass with St. Elizabeth – Lon to liaise with Father Rolf. Saturday Mass is 5:00 p.m. October 19 was postponed. Lon asked that this be kept on the docket until another date is established.
2. Bulletin items to replace the Parish Identifiers – Lon has had a brief conversation with Bob but Lon has been aware that Bob has had to focus on financials. Lon will continue to liaise with Bob and Leslie to establish bulletin consistency.
3. Refresh 2020 Calendar of Events – to be discussed under Business Arising
4. Stewardship Messaging – Done. Sandra did send an email request asking for a report at the next meeting on whether there was any concrete evidence of success from the messaging. Would have to be written in a way that no identities are obvious – for privacy reasons.

5. Thank you notes to volunteers – Lynda is currently working on some and Leslie and Lon have sent several in relation to recent volunteer efforts at St. Mary.
6. Regional Wardens' Mtg – set for St. Mary's on Nov. 30th. Ian has agreed to take the lead role.
7. Set date for Transforming Futures Open House – on the agenda for later
8. Signatures on Policies – Derek forgot to bring the revised privacy policy signature acknowledgement sheets. He will attempt to have them distributed.
9. Succession Planning – discussed under Wardens' Report
10. Invest St. Stephen's Funds – Done
11. Refresh St. Stephen's Financial Statements – Done. See Financial Reports
12. StreetHope Ministry – St. Mary's will launch this outreach initiative in the new year when we weren't already asking our parishioners for so much in other areas.

V. Business Arising/Discussion from Minutes

1. Events – Pre-Approval & Post Assessments. Derek emphasized the necessity to do planning for 2020 as quickly as possible. His next step will be to confirm leadership and principal volunteers and to confirm dates. He indicated there is a need to update the Pre-approval form/process. He has created an "Events" calendar for tracking, copies of which he circulated for review. Please email Derek if you have any questions or concerns. He has had several people tell him that they are feeling overwhelmed with events (big and small) and Derek asked that the Leadership Team be strong enough to see if there are any events that could be put on hiatus or dropped altogether.
   Greg mentioned that he has been asked if the Valentine Dance could possibly be a fundraising event. There was some reluctance on the part of Council. Having free community events provides fuel for our case for Property Tax Exemption. Derek also asked if there was anyone who might become the photographer for the Saanichton Community Breakfast with Santa? John Beresford and Lindsay Pedlow were two names suggested. Derek will pursue.
2. Cemetery Committee – Lon has liaised with Angela (our database contractor) and she is available to meet on a Friday. Lon asked those at Council who were on the Cemetery Committee if they would be available for a meeting on Friday, November 22nd. David Stewart suggested that after they meet with Angela regarding the use of the database, that a more formal meeting take place. It has also been decided to take the advertisement for a cemetery custodian off of the Diocesan website and replace it with a short summary and invite inquiries.
3. Stewardship Initiatives – See the Wardens' Reports which indicate they are seeing positive results from the Stewardship talks.

VI. Reports:

1. Rector: Lon's report was circulated with the Council Package. He called for any questions. Greg wondered what was meant by "Matt will lead Bible Study as needed" – would it only be when Lon was away or other times. Lon indicated that Matt would take the study when he was away next Wednesday and at other

times. David Stewart inquired if Matt would be taking on newer roles. Lon confirmed that would be the case and invited Council members to the November 5th Supper Eucharist where Matt would be presenting. Lon indicated that Matt is a gifted and capable teacher.

2. Wardens'
   a) St. Mary – The report was circulated with the electronic package. Lon asked Derek about the Wine Fest Eventbrite situation. Derek has been persistent and has devoted considerable time and effort corresponding with the company but they do not have a phone number and he has not had success by email. Leslie asked if there was a way to ask for leverage from the Diocesan Chancellor. Lon suggested that Catherine Pate uses Eventbrite frequently and she may have some insight. Derek encouraged Council members to write their Stewardship Story for the website. David asked how Soup's On was doing financially. There is a healthy balance.

   b) St. Stephen – The report was circulated with the email package. Derek asked if there were guidelines for who should be receiving Thank You cards. There was a brief discussion about a workshop on Sunday School and Lynda has had some responses for those willing to attend and to assist with Sunday School.

3. Transforming Futures – Ian was unable to attend the meeting but sent a very brief report. Lon had more details about TF in his Rector's Report that will be discussed under New Business.

   It was **Moved** by Ken Pedlow, **Seconded** by David Stewart, that the non-financial reports be received. **CARRIED.**

4. Financials
   a) Treasurer's Report: Derek emphasized the need for some very serious succession planning, not just into next year but well into the future. Derek showed that he has a full-page list of job descriptions that need to be reviewed. He noted that the Executive Team along with Sandra Scarth and Leslie Pedlow will undertake the first stages of the task. Lon asked if we would need to elect Synod Delegates at the AGM. The answer was that we likely would. Leslie will need to update her "Years of Service" record. The Nominating Committee will flow out of this work. Karen suggested that the title of section 1 of the report should be labelled "Financial Systems – St. Stephen" for clarity. Under the Financial Performance topic, Derek noted that St. Stephen has a deficit reserve of $9,749. If this reserve is used, the deficit at September 30 could be reduced to $4,206. There was a brief discussion about the Permissive Tax Exemption approval. Derek reiterated that the cost-saving to the Parish over the two-year approval period is $90,000. We will need to be diligent in being able to answer the three questions that are outlined in Derek's report. Derek will be attending a Regional Treasurer's meeting in November and he has

asked that this topic be placed on the agenda so that the churches can compare their strategy for addressing this tax in the various jurisdictions.

b) St. Mary Statements to September 30, 2019. There is a need to approve these statements as they are to the end of the third quarter and need to be sent to the Diocese. They are slightly longer due to the nature of their use. Derek referred to the Profit & Loss narrative and the deficit that is noted. We are still expecting receipt of $2,400 for the storage of goods, the Stewardship presentation has resulted in some movement in donations and the Thrift Sales for 2019 exceeded budget. Expenses are currently less than budget and we will have to keep a tight rein on expenses. Derek indicated that we are hoping the excitement builds in the lead up to the Holly Fair as it must be successful to assist in the bottom line. Karen asked if the Thrift Sale income could be pulled out and placed on the pie graph for information.

It was **Moved** by Derek Osman, **Seconded** by Ken Pedlow, that St. Mary Financial statements to September 30, 2019, be adopted and forwarded to the Diocese. **CARRIED**.

c) St. Stephen Financial Report – Greg spoke to his report. He advised that, as of a meeting this morning, the trial period for running the parallel Charts of Account has been changed to the last quarter of the fiscal year. He advised that Bob will be attending a QuickBooks course information session on Saturday to get more information to bring back to the Wardens. Greg thanked Leslie and Derek for their work on getting the St. Stephen's financials to this point.

d) St. Stephen Statements to June 30, 2019 – There is a need to approve these statements as they are to the end of the second quarter and need to be sent to the Diocese. They are slightly longer due to the nature of their use. Karen pointed out that there was a typo in the cover letter of the financial package which would need to be corrected before it went to the Diocese.

It was **Moved** by Greg Robinson, **Seconded** by Terry Hartley, that the St. Stephen Financial statements to June 30, 2019 be adopted and forwarded to the Diocese. **CARRIED**

e) St. Stephen's Statements – to July 31 and to August 31, 2019 – These reports only need to be received as the figures are for internal purposes only and will be considered to be cumulative in the September 30th report.

It was **Moved** by Greg Robinson, **Seconded** by Ken Pedlow, that the St. Stephen Financial statements for July and August, 2019 be received. **CARRIED**

f) St. Stephen Statements to September 30, 2019 – There is a need to approve these statements as they are to the end of the third quarter and need to be sent to the Diocese. They are slightly longer due to the nature of their use. Karen asked where the salaries were shown. Derek advised that the Profit & Loss Statement had been compressed, but that the Salaries were clearly stated on the Budget Review (page 7) of that report. Council were in agreement that they would prefer to see the uncompressed P & L, even if it was longer. Derek agreed to send it to members by email.

It was **Moved** by Greg Robinson, **Seconded** by Ken Pedlow, that the St. Stephen Financial statements to September 30, 2019 be adopted and forwarded to the Diocese. **CARRIED**

Following the Motion David asked if having Bob take a QuickBooks course was mandatory. Lon and Greg indicated that it had been mandated by Council and Bob was aware that there was some urgency around getting a course completed.

VII. Correspondence: None

VIII. New Business:

a) Formation of a Parish Reconciliation and Beyond Team – as per Lon's Rector's Report, he indicated that he envisioned a team of 4 or 5 people, who would report to Council. The team would be a relational group that would go out into the community. Council suggested a few names to go with the ones that Lon had mentioned. There was support to use Trish as a resource while she is still in the parish. Derek indicated that her presentation, along with Jessie was very impactful at the 94 Calls to Action Workshop, and would be powerful to share within the Parish of Central Saanich.

b) Format of November meeting – Lon reported that the Bishop, while expressing his respect for Treasurers and all that they do, challenged Clergy and their Councils to have a meeting without Financials and to focus more on looking to the future. Lon wondered if it would be a good opportunity to have the November 19th meeting as a combined gathering with Council and the Transforming Futures Team. It was agreed. Lon asked what shape the meeting might take. Derek suggested that it would be a good opportunity to refresh our Parish Profile as part of the TF process. Council agreed. Derek also asked that, even though the financials would not be dealt with at the meeting, that it was imperative that they be prepared and ready in the usual timely fashion. If there were no problems, they would be circulated by email. Lon suggested that we leave the Agenda planning to the regular agenda planning team.

IX. Next Meeting:
November 19, 2019, at St. Mary's Cooper Hall. Time to be determined

X. Closing with the Grace
Ken Pedlow moved adjournment at 9:12 p.m. The Grace was said together.

____
The Rev. Lon Towstego, Chair

Parish of Central Saanich Council Agenda – Oct. 22, 2019
7:00 p.m. to 9:00 p.m. at St. Mary

Regrets: Ian Stuart

I Open meeting with Reading & Prayer

II Changes or Additions to the Agenda?

III Minutes:

1. Council Meeting – September 18, 2019, approved electronically 8/8 who voted, voted in favour – posted to website October 16, 2019

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

Name	Action Item	Target Date	Status
Lon	Set a date to attend a Saturday Mass & memo of understanding regarding Covenant	Oct. 19	postponed
Lon	Work with Leslie & Bob to replace Parish identifiers in bulletin	Sept 29	
Leslie/Derek	Refresh 2020 Calendar of Events		
Derek/Sandra/ Leslie	Finalize Stewardship letter/Financial Report. Sandra to speak at St. Stephen. St. Mary tbd	Sept. 29	done
Wardens	Thank you notes to volunteers	Oct.	
Wardens	Host Regional Wardens meeting – choose date?		Set for Nov. 30
Ian	Open House for parishioners on Transforming Futures – set date	Sept. 29	
Derek	Revisit our signatures on Privacy Policy agreeing to Diocesan email system	Oct. 15	
Wardens	Succession Planning – Review Job Descriptions	Oct. 30	
Greg/Lynda	Invest funds	Sept. 30	done
Derek	Refresh St. Stephen's Financial Statements		done
St. Mary's	Decide if they will participate in StreetHope O/R	Sept. 29	done

V Business Arising/Discussion from Minutes

1. Approval & Post Assessment of New & Recurring Initiatives
2. Cemetery Committee: Any Update?
3. Stewardship Initiatives – see reports

VI Reports

1. Rector – Lon *(attached)*
2. Wardens' – Derek/Ian *(attached)*
   – Greg/Lynda *(attached)*

3. Transforming Futures - Ian *(attached)*

✓ *Motion to receive non-financial reports*

4 Financials:
a) Parish Treasurer's Report - Derek *(attached)*

b) St. Mary Statements to September 30, 2019 – Derek *(attached)*
✓ *Motion to adopt*

c) St. Stephen's Financial Report – Greg *(attached)*
d) St. Stephen Statements to June 30, 2019 *(attached)* – Derek/Greg
✓ *Motion to adopt as it is an end of quarter report*

e) St. Stephen Statements to July 31 and to August 31, 2019 *(attached)* – Derek/Greg
✓ *Motion to receive both*

f) St. Stephen Statements to September 30, 2019 *(attached)* – Derek/Greg
✓ *Motion to adopt as it is an end of quarter report*

VII <u>Correspondence</u>

VIII <u>New Business</u>
Two items from Lon's Report

IX <u>Next</u>
November 19, 7:00 p.m. at St. Stephen.

X <u>Closing with Prayer and Grace</u>

Rector’s Report To Parish Council for November 22, 2019 Gathering

Greetings to all. October has been and is a busy month with two weddings, two Memorial Services and four interments. Our Confirmation Preparation Group continues to meet. I have spent and will spend more time getting Matt settled into the life of the parish as well as continuing to meet with and encourage Trish. We hosted Clergy Day in our parish on October 10. Many thanks go out to Leslie, Trish, Heather, Ken and all that assisted and helped from behind the scenes.

In a ‘typical week” Matt and Trish will be in the Parish on Wednesdays and Thursdays and most Sundays. They will move between St. Stephen and St. Mary depending what is going on. There will be occasional shifts when special events come up.

Matt will assist with the Eucharist on Wednesdays as we move forward and can lead Bible Study as needed. I have asked Leslie and Bob to include both Trish and Matt in the rotation for Prayers of the People as both are very capable. This is not meant to take the place of laity but to give them the same number of opportunities as any lay person. Prayers is an appropriate role for deacons. They may be able to help us recruit others as well.

You have now heard Matt preach and you will hear him about once per month. For anyone who attended either the L’Abri event of October 11 or plans to attend the November 5 Supper Eucharist and Learning Circle you will see that teaching is a strong gift that he brings. We will look for other opportunities for him to do this.

On Sundays I will have both he and Trish setting the table as often as possible. The LA’s will serve them, and I will oversee and assist when needed. Do remember that Trish is into the second half of her time with us. Again, setting the table is a specifically diaconal role and Matt as a person called to the priesthood needs training in the liturgical roles. It is one of the reasons he is with us. Either of them can read the Gospel but I am mostly leaving that to the LA's for now. In time I will look to work out a rotation to include Matt in this.

We are experimenting with a rotation that will allow one of the three of us to stay at St. Mary longer, until about 10:55 or 11AM. This third person will come to St. Stephen a little later than the lead two. Last Sunday was our first venture into this with Trish staying at St. Mary longer and Matt and I going ahead.

On the Wednesday afternoons and Thursday's Matt is initially shadowing me. We have gone on hospital visits, home visits and spent time in both offices. We are still setting up office space for him. He spends time in Sermon Preparation, teaching preparation and getting to know people.

I see Matt as a resource person and contributor in our thinking with Transforming Futures Team as well. We will need to flesh that out as we move along. He will attend some PC Meetings and as of the next full meeting will offer a written report.

Please note that Matt is only a few weeks into his time with us and all of this is organic and "work in progress". We will be working toward producing a 'Job Description" and or covenant.

We will further work out specifics of Matt's role and application of his gifts as we move along. Trish is working out very well and there is strong evidence of good relationships forming. She was at an Ally-ship with First Nation Course last weekend and was very helpful at the 94 Calls to Action Workshop held at St. Stephen, on October 5.

I would like to thank all that have worked hard on our St. Stephen Financial Team, Bob, Greg, Derek, Leslie.

I have two items of New Business to bring to the table:

1) Formation of a Parish Reconciliation and Beyond Team. It would ideally have about four or five people max and report back to PC. I have a few people in mind but am open to volunteers from around the table. There will be a link to my doctorate work as well.
2) At Clergy Day we were challenged by Bp. Logan to have at least one meeting before the end of this year and each year that follows where we set the financials on the shelf and spend our time dreaming about the future. He does recognize the hard work of treasurers and associates do in parishes.

   My suggestion is that we do this at our November meeting. I further suggest that we invite all from our Transforming Futures Team and meet under Ian's leadership to talk more and with a larger group about our TF work to date and hope for Open Houses. We can further discuss details.

Thank-you each for your support and passion as we journey together with Jesus.

The Rev Lon Towstego

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

Faith - Family - Friendship

WARDENS REPORT - DEREK OSMAN – SEPTEMBER

I. OUTREACH

RAPID2 Refugee Sponsor Team

September was to be the last month of the obligation of financial support for our second Refugee family, but all parties supported a one-month extension.

As a bit of a celebration, the sponsoring team gathered at the home of the refugees, equipped with gardening tools and pot-luck supper supplies. After a half-day of sprucing up the property in readiness for winter, those who could stay hosted a pot-luck dinner with the refugee family.

It has been a joy working with this new Canadian family of nine, but the sponsor team has decided that they all need a break and will not take on another refugee family at this time.

WINE FEST 2019

When the first Payout was sent electronically from Eventbrite, the new account coding for the Parish account was incorrect, and the transaction failed. After realizing what the problem was for the delay in receiving the funds, the request was made for Eventbrite to send the funds via cheque. Since then, little progress has been achieved despite numerous emails. We have surpassed the point of being patient but persistent, trying to dig out escalation opportunities. The result is the Wine Fest funds have not been disbursed to the three selected charities yet.

Thrift Sale

The third Thrift Sale of the year was held on September 28. Despite the less than great weather, there were 70 eager shoppers from the community standing in line waiting for the doors to open. The items were priced for the community to take home a bargain – and they did. The total sales exceeded Budget. After the event, a significant amount of the items left over were donated to other local charity organizations who in turn sell the items or donate them to those in need.

II. MINISTRY:

STEWARDSHIP

A presentation was prepared to increase the awareness of, and need for, stewardship throughout the parish. While most parishioners expected an “ask” for more money, the emphasis was on the stewardship of the effective management of Time, Talent, and (yes) money or assets. The many hours of volunteer work were recognized from the parish, a contribution without which many outreach initiatives would not be possible. For St. Mary, Leslie Pedlow and Ian Stuart delivered the message, and encouraged parishioners to consider increasing their offering by 10%, or “stepping up” to the next level of offering, according to the profile of donating by the members of the church. Leslie also spoke of her “story” and belief of stewardship. It is posted on the website, and all members of the parish are encouraged to submit their personal story to be posted on the website.

Anecdotally, it is apparent that we have achieved some immediate success from the Stewardship message with some parishioners already asking to increase their weekly offering via the Electronic Plate.

DINNER & MEETING CIRCLE

The first dinner & meeting circle was led by Lon, and those in attendance had plenty of food for sustenance and for thought. Matt will be leading the discussion at our second meeting on November 5.

SOUP’S ON

Learning opportunity Alert! It has been learned – firsthand – that Soup’s On is intended to be an opportunity for friendship and a time for establishing and building relationships with friends and people you have just met. In contrast, it is NOT a time for conducting business!

III. OPERATIONS COMMITTEE

- The donations from Thrifty Foods are funding a significant portion of the renovations to the kitchen. What makes this possible is the extent to which the parishioners utilize the Thrifty's Smile Card. The last payment from Thrifty's was noticeably above the normal amount expected. Thank you.
- Leslie has committed a significant amount of time (during the week and on weekends) to assist in isolating and correcting an issue with the financial system at St. Stephen. The monthly financial reporting packages for June, July, August, and for September are being presented to Parish Council this month for approval. She has also designed a new Chart of Accounts for St. Stephen that closely resembles the one being used by St. Mary. Bob & Greg anticipate implementing this by the end of the year.
- Activity and anticipation are building towards the Holly Fair – the most significant revenue generating community fair for St. Mary. It is scheduled for November 23 and depends upon many moving parts coming together at the right time. While the preserves started months ago, the baking and the Silent Auction (including the popular mystery bottles) is just ramping up now. Ian has taken the lead on the Silent Auction this year but is just getting over the stress of selling 2 homes and moving into another!
- Ian and Leslie are examples of several other parishioners who are becoming in need of an energy-transfusion, let alone looking after stewardship or transforming futures. This is a segue into planning our initiatives for next year. It is time for our leadership to stop and assess the impact of what we have been asking of our volunteers – one of three key cornerstones of stewardship. But good stewardship doesn't just measure how much volunteerism you can achieve – it is how well you (or we) can manage it. I am starting to hear about the need to STOP all the initiatives, one after the other, from people you wouldn't think would stop to say anything. As we plan our activities for 2020, challenge ourselves to stop doing one, or maybe two, things for every new or different thing we think would be exciting to start. It will take the strong leaders to make the strong decisions.

Respectfully submitted,
Derek Osman.

St. Stephens Wardens Report

It has been a fairly quiet September as we see everything getting back in gear after the summer.

Lon led his first monthly “Supper Eucharist and Learning Circle” in September. There was fun and informative with moderate attendance but with others expressing interest in attending in the future. The next planned date is for the evening of Nov 5.

Soups on is attracting more and more people. It is a tremendous outreach to the community. The first meeting of the fall had approximately 75 people dining royally on sumptuous homemade soup, bread and dessert. No one goes home hungry.

Everyone is eagerly anticipating Don Wilson’s “Great Gargantuan Gastronomic Garlic Gala” on Sat. night Nov 2nd. This event is great fun, with great fund, and even raises funds for our two great Ugandan Missions.

The usual suspects Bob Westgate, Peter Simpson, Diana Abbot, Garry Stubbs, Tracy Stubbs, Howey Kolson, Bob Quicke and anyone I missed are doing a great job of maintaining our acreage and our buildings. There are always things they need doing and they are doing a great job of seeing that things get done.

Thanks so much to Margaret Bedardin particular and for others who have been leading and organizing the Sunday School.

Thanks to Sandra Scarth for giving the stewardship talk and doing a fantastic job of it. We have already seen positive results.

A number of our congregation went to Matt’s ordination. We are sooooo pleased to welcome Matt to our congregation.

Lon led us in the 94 Calls to Action and the whole day was a tremendous success.

Our little church is a happening place.

Greg & Lynda

TRANSFORMING FUTURES

My Transforming Futures report is very short:

During the process of preparing materials for open house meetings, it became apparent that while the TF Team has done a tremendous amount on the proposals there remain some important points to be filled out on both proposals. Members of the TF team have been working on these points quietly in the background. Lon has more information in his Rector's report on some of this work. We will be meeting again in November to review the additional work done and hopefully attend a retreat center here on the Island to view how it operates.

Sincerely,
Ian

Parish Treasurer's Report – October 2019

I. Financial Systems - St. Stephen:

a. With apologies for having the monthly financial reports for June, July & August intermingled, they have been resubmitted for your review at this meeting. During this process, there was difficulty in reconciling the July results, so Derek & Leslie reconciled June through to the end of August and produced a new set of financial reports for each of the three months. Bob and Greg are in agreement with these results, as have bee presented for review by Council. Council will be asked to adopt the June financial results, because that is a Quarter end.
The results of September were reconciled by Bob. Derek produced the financial reporting package, and Greg prepared the commentary. Council will be asked to adopt the September results because they represent another Quarter end. Adoption is supported by Greg, Bob, Leslie, and Derek.

b. Greg has accepted the new Chart of Accounts that has been prepared for St. Stephen by Leslie. It closely resembles the Chart of Accounts used by St. Mary. Bob has proposed a process for testing the integrity of the new Chart of Accounts, using 3 months of actual data. The testing process and the implementation methodology will be reviewed by Greg, Leslie and Derek. Bob and Greg anticipate that the new Chart of Accounts will be implemented by year-end.
The conversion team will need to retain enough documentation and reports It has been recommended that the new Chart of Accounts be implemented effective January 1, 2020 to provide the existing system configuration time to stabilize and reconcile easily. This approach will allow for a wholesome discussion of the issues, procedures, and timing for the conversion activities. The systems can be properly and efficiently reviewed before and after the implementation of the new chart of accounts.

c. It is key that Bob arrange to take an appropriate course in QuickBooks. He is committed to doing so.

II. Financial Performance:

St. Mary has a deficit at the end of September of -$4,496. For St. Stephen, the deficit is -$13,955, or at best if the Committed Outreach and Non-Outreach is netted out, the deficit is -$12,282. Thus, the parish is operating at a deficit of -$18,451 (or at best -$16,778) as of September 30.

Both churches have noticed a positive and real response to the Stewardship campaign. But. If this status were to prevail for St. Stephen until the end of this year, and again for next year, the Retained Earnings would be eliminated. Similarly for St. Mary, if the current deficit experienced this year and next would eliminate the Retained Earnings Account, and then some more.

We are into the 4th Quarter, and I don't sense that anyone has a plan to deal with this issue, except for "hope". The Wardens need to challenge themselves to deal with this issue or at least significantly reduce the impact of it.

III. **Permissive Tax Exemption Application:** On October 15, the Committee of the Whole in the District of Central Saanich discussed the bylaw to permit properties used for religious purposes and some non-profit organizations to be exempt from taxes. The Council noted that they would be conducting Strategic Planning in two years and would use that opportunity to establish clearer criteria for approving the inclusion of a property within the group that would be exempt from property tax. Furthermore, they didn't wish to make a decision that would tie the hands of a future Council. Therefore, they decided to approve the bylaw to exempt the tax for the stated properties, for a period of two years.

This is good news for the next two years, translating into a cost avoidance of $90,000 for the Parish over the two years. But, we ought to be ready for discussions in two years to explain and defend at least the following:

1. How are we providing service to members of the community of Central Saanich?
2. To what end or purpose will we use the benefit of the tax exemption if we are given it?
3. What will be the impact upon the Parish (church) if the parish (church) were not given an exemption to the property tax?

It is suggested that we have discussions with other parishes in our Diocese to develop a common strategy for addressing this issue as it is being challenged by various municipalities / cities. Derek is attending a Regional Treasurers' Meeting on November 8 and has asked for this topic to be put on the agenda. He will report back to Council.

IV. **Investments for St. Stephen:** St. Stephen had $200,00O they wished to invest. Of those funds, $100,000 was from a previous investment at the Royal Bank that was about to mature, and another $100,000 was held in various operating accounts. In formulating their investment strategy, St. Stephen sought the advice of Lon, Derek as Parish Treasurer, and Gail Gauthier (Diocese Finance). Greg's financial commentary sets out how those funds were invested.

V. **<u>Office 365 Email:</u>** The implementation of the official email of the diocese apparently is having its challenges throughout the Diocese. Within the Parish of Central Saanich, Derek has provided all of those who received a new email ID a notification of the setup, including their email ID and temporary password.

If there are issues, Derek has noted that he can reset their passwords.

VI. **<u>Diocesan Polices</u>:** About 8 months ago, people signed several policies that had been issued by the Diocese. One of those policies has been revised, and thus needs to be signed again by parishioners.

VII. **<u>Succession Planning:</u>** There is a recognized need for a formal succession plan to be implemented. It will also help when preparing for the upcoming AGM. As each position /role is assessed, the job description (if any) will be reviewed to identify the skills and needs of each role to the parish. Initially, the following roles will be reviewed for potential candidates:

Wardens, deputy wardens, admin/bookkeeper, Synod Reps, Council members, Envelope Secretaries, and Parish Treasurer.

If any have been missed, please let Derek know.

We will try to identify candidates who might be ready for the role now, or in 2-3 years, or in 5-6 years, for both churches. For those not ready now, the follow-up task will be, if the candidates agree and will commit to it, to develop a program the candidate and the parish will follow such that the candidate will be progressing towards a state of readiness for the role.

Respectfully,

Derek Osman

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

October 6, 2019

By Email

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

Members of Operations Committee and Council: **Sept 30, 2019 – St. Mary, Saanichton**

Attached are the financial statements as of Sept 30, 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 Sept 30, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively about $50,000 less than for the same month last year. The bank deposits balance was $15,666 less than September 30, 2018 and the Memorial Operating funds are $33,712 less than September 30, 2018.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. Despite the loan of $18,500 from the Memorial Account at the beginning of the year, at the end of September there is a year-to-date loss of -$4,496. At this time last year, there was a surplus of $16,314.

3. **Budget Review**: This report provides a better insight for the deficit of -$4,496 to the end of September. Revenues are about 62% of Budget when the transfer from the Memorial Account is ignored, and the Deficit Elimination Appeals are ignored (for present and past years) – the target is 75% , compared with the achieved 62%. The expenses are slightly lower than budget (74% Achieved versus 75% as Budget), and some expense categories have been paid for the year.

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 – September 30, 2019**, (on page 5)

   At the end of September, the Balance Sheet was less favorable in 2019 than it reports the status for at the end of September in 2018, by $50,277 or 21.6%. This trend began in August.

   In 2019, there was $550 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.

   Under the Liabilities section, the Memorial account is $35,981 less than in 2018 mainly due to the balance held in trust for the RAPID2 Refugee family has been reduced to $4,406, and this will be eliminated next month.

   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 will be used in 2019 to help reduce the projected deficit.

4. **Statement of Profit & Loss:** (**on page 6)** The Total Income to September 30, 2019 was $103,381 (inclusive of the loan of $18,500 for cashflow from the Memorial Fund). This is $986 more than the same month last year, despite an erosion of the Facilities revenue year-to-date of $1,552 compared to the same period in 2018.

   The operating Expenses to September 30 were $22,095 or 25.8% more than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2019 costs were $15,293 or over 75% of the YTD costs for 2018). General Maintenance costs have been $4,889 more in 2019 than they were in 2018 for the same period. The Surplus for 2019 has now turned into a deficit of -$4,496, versus a surplus of $16,314 in 2018.

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

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

The revenue was $103,381 after including the transfer of $18,500 from the Memorial Account (to be paid back by year-end), and the transfer from the Parish Thrift sales of $4,625.

The 2019 expenses as of September 30 were $107,877, yielding a deficit of -$4,496.

Regular Offerings to the end of September were $67,245 (69.5% of Budget versus the target of 75%). Total Revenue was $84,881 (without the operating loan of $18,500), being less than Budget by $15,415 (or 15.4%). Even when adjusting for the fact that the budget should not have included a revenue amount for GST Rebate for $1,345, it is still 14.2% less than Budget. Fortunately, the proceeds from the thrift sales were $4,625, being 76.2% of budget, with one more thrift sale scheduled for September 28. The proceeds from that Thrift Sale exceeded Budget.

Total Expenses were $107,877. This is $1,555 (or 1.4%) 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>Concerns & Considerations:</u>

Given the projections of the receipts and expenses, the probability is high that the annual Deficit Elimination Appeal would be required in 2019, without an exceptional response to the planned Stewardship program and message. To avoid the Deficit Elimination Appeal this year, and hopefully in future years as well, a presentation on Stewardship was conducted on September 29. While Stewardship relies upon Time, Talents, and Talens (or funding), The Funding part of the presentation encouraged parishioners to increase their offering by 10% or to “step up” to the next level of giving as established by the congregation.

We have also lost the revenue generation from a group of concert performers who needed a larger venue. Finally, we were recently informed that the Weight Watchers have instituted a cost-cutting measure that included the withdrawal of them using our facility. This loss of revenue for the remainder of the year is projected to be $3,500. This loss of revenue is for the Hall donations is already $1,552, compared to 2018

Mitigating this loss is the miscellaneous revenue gain for the storage of items for the dioceses of $2,400. Also, some expenses have been paid for the year. But, the loan from the Memorial Account of $18,500 still needs to be paid back by year-end.

All things considered, we are not off to a stellar performance at the third quarter of 2019, and we will have to be prudent with discretionary spending while continuing to be assertive with seeking new revenue generating opportunities not otherwise included in the budget. One such example is securing some revenue for storing boxes in the choir loft for a 2-year period for the dioceses. The aggregate loss of revenue for the remainder of the year is currently projected to be $4,270.

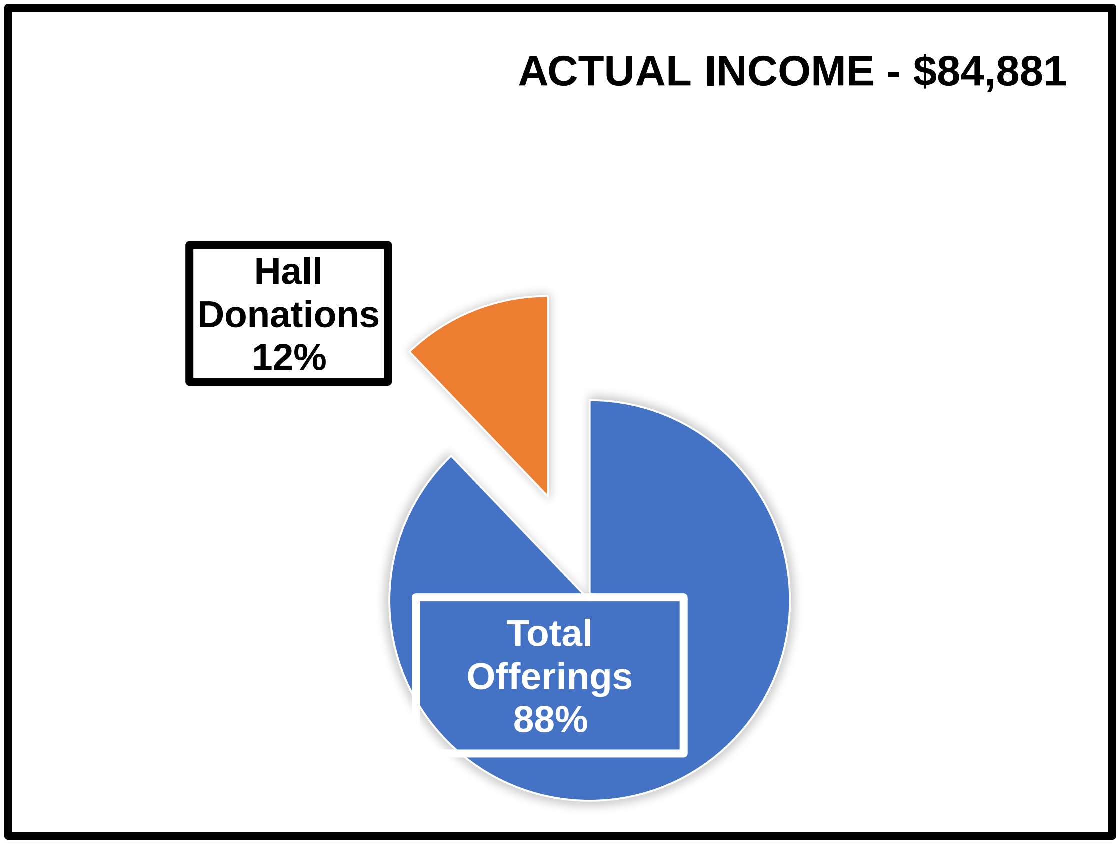
We urgently need a well-thought-out team plan for corrective action, versus explanations and excuses. Emphasizing the strengths of Stewardship is a strong and sustaining first step. Already, some of our parishioners have requested that their donations via the Electronic Plate be increased.

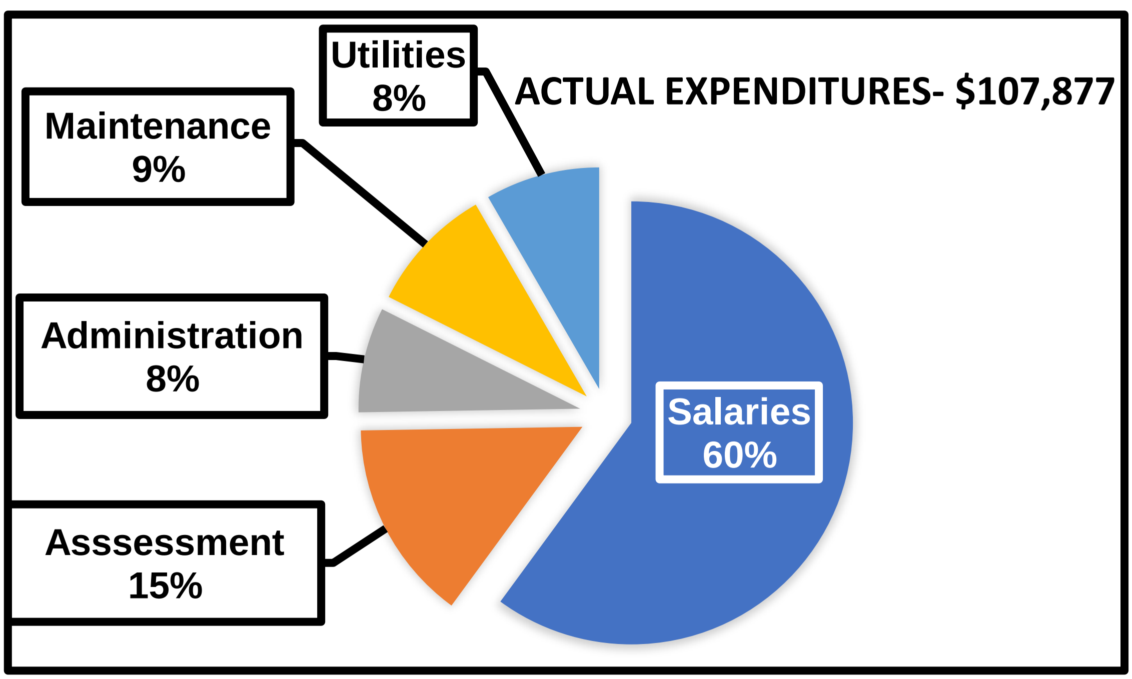
			St. Mary's			
		Balance Sheet - Sept 30, 2019				
Assets				**Liabilities & Equity**		
	2019	**2018**			**2019**	**2018**
Bank	$15,781	$31,447		Accounts Payable	$0	$0
Memorial Account Invest	$130,704	$131,604		Church Events	$7,172	$6,758
Memorial Operating	$35,858	$69,570		Outreach	$861	$2,166
				Memorial	$47,657	$83,638
				Total Liabilities	**$55,690**	**$92,561**
Accounts Receivable (GST)	$550	$550				
				Equity		
				Retained Earnings	$8,087	$0
				Opening Balance Equity -General	$246	$246
				Retained Earnings - General	$3,812	$4,496
				Retained Earninges-Church Events	$6,516	$6,516
				Retained Earnings - Memorial Acct	$113,037	$113,037
				Net Income	-$4,496	$16,314
				Total Equity	**$127,203**	**$140,609**
Total Assets	**$182,893**	**$233,170**		**Total Liabilities & Equity**	**$182,893**	**$233,170**

Summarized Profit & Loss to Sept. 30, 2019	Jan - Sep 19	Jan - Sep 18
<u>Income</u>		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$1,052	$1,132
4120 · Offering-Weekly	$67,245	$64,644
Total 4130 · Offering - Festivals	$1,231	$1,679
Total 4100 · Offering Income	$69,528	$67,455
4330 · General Income-Facilities Use	$9,736	$11,288
Total 4300 · General Income	$10,728	$12,670
4420 · Transfer IN-CE-Church Sales	$4,625	$3,770
4440 · Transfers IN-Memorial Account	$18,500	$18,500
Total 4400 · Transfers IN-General	$23,125	$22,270
Total 4000 · INCOME - General	$103,381	$102,395
Total Income	**$103,381**	**$102,395**
<u>Expense</u>		
5000 · EXPENDITURES - General		
5100 · Wages & Benefits - General		
5110 · Salary/Benefits - Rector	$35,373	$4,057
5115 · Salary/Benefits-Priest in Charg	$0	$16,023
5120 · Salary/Benefits-Music Director	$8,317	$8,792
5130 · Salary/Benefits-Admin./Bookeep.	$19,243	$18,471
Total 5100 · Wages & Benefits - General	$64,058	$49,084
5300 · Expenditures - Admin - General		
5340 · Photocopier - General	$3,355	$2,359
5350 · Insurance	$3,462	$3,409
5360 · Diocesan Assessment	$15,656	$13,692
Total 5300 · Expenditures - Admin - General	$23,677	$20,720
Total 5400 · Expenditures-Ministries-General	$1,463	$1,117
5500 · Expenditures-Maintenance-Gener.		
5510 · General Maintenance	$5,494	$605
Total 5520 · Cleaning-General	$3,228	$4,233
Total 5500 · Expenditures-Maintenance-Gener.	$8,867	$5,472
5600 · Expenditures-Utilities-General		
5610 · Water/Sewer	$742	$687
5620 · Hydro	$5,261	$5,232
5650 · Internet	$1,943	$1,952
Total 5600 · Expenditures-Utilities-General	$8,822	$8,771
5900 · GST Paid (2.5%) Non-Refundable	$550	$0
Total 5000 · EXPENDITURES - General	$107,877	$85,782
Total Expense	**$107,877**	**$86,081**
Net Income	**-$4,496**	**$16,314**

St. MARY'S BUDGET REVIEW

ITEM	2019 BUDGET	To Sep 30,2019	%AGE 75.0%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	$96,800	$67,245	69.5%	
OPEN OFFERING	$1,500	$1,052	70.1%	
FESTIVAL	$4,400	$1,231	28.0%	
HALL /FACILITIES USE DONATIONS	$16,500	$9,736	59.0%	
SPECIFIC DONATIONS	$180	$0	0.0%	
H/M/D	$775	$850	109.7%	
GST REBATE	$1,345	$0	0.0%	Not to be included in Revenue
MISCELLANEOUS	$225	$143	63.4%	
TX FROM HOLLY FAIR	$9,000		0.0%	
PARISH THRIFT SALES	$6,070	$4,625	76.2%	
DEFICIT ELIMINATION APPEAL - 2019	$1,200	$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2018	$6,500	$0	0.0%	
DEFICIT ELIMINATION RESERVE - 2015	$1,500	$0	0.0%	
TX from Sunday Serenade	$0	$0	0.0%	
TX FROM MEMORIAL		$18,500	0.0%	A Transfer of Funds; to be Repaid by Y/E
TOTAL REVENUE	**$145,995**	**$103,381**	70.8%	
DISBURSEMENTS				
STIPEND/BENEFITS - Rector	$48,240	$35,373	73.3%	
RELIEF CLERGY	$766	$675	88.1%	
MUSIC DIRECTOR	$11,760	$8,317	70.7%	
RELIEF ORGANIST	$613	$450	73.5%	
ADMIN. ASST/BOOKKEEPER	$26,189	$19,243	73.5%	
DIOCESAN ASSESSMENT	$21,046	$15,656	74.4%	
CHRISTIAN EDUCATION	$300	$65	21.8%	
CLERGY CONFERENCES	$325	$255	78.6%	
MUSIC	$2,200	$902	41.0%	
SANCTUARY SUPPLIES	$400	$241	60.3%	
ADVERTISING	$350	$279	79.7%	
INSURANCE	$3,850	$3,462	89.9%	Paid in Full.
PHOTOCOPY	$3,457	$3,355	97.1%	
POSTAGE	$350	$92	26.4%	
STATIONERY	$1,037	$753	72.6%	
MAINTENANCE - GENERAL	$4,000	$5,494	137.4%	Water Back-Flow Mandated Install & Test
MAINTENANCE - CLEANING CONTRACT	$4,850	$2,998	61.8%	
MAINTENANCE - CLEANING SUPPLIES	$711	$230	32.3%	
MAINTENANCE - GARDENING	$350	$145	41.5%	
GARBAGE	$470	$445	94.7%	No further action
HYDRO	$8,000	$5,261	65.8%	
WEBSITE SUPPORT (Church OS)	$260	$80	30.8%	
INTERNET	$2,860	$1,943	67.9%	
TELEPHONE	$800	$431	53.9%	
WATER/SEWER	$725	$742	102.4%	No further action
MISCELLANEOUS	$800	$440	55.0%	
BANK CHARGES & RECONCILIATIONS	$200	$0	0.0%	
GST Paid (2.5%) non-Refundable	$1,000	$550	55.0%	
CCOUNT TRANSFER TO MEMORIAL ACCOUNT		$0	0.0%	
DEFICIT ELIMINATION RESERVE		$0		
TOTAL EXPENDITURES	**$145,909**	**$107,877**	**73.9%**	
OPERATING SURPLUS/DEFICIT	**$86**	**-$4,496**		


ACTUAL INCOME - $84,881
Hall Donations 12%
Total Offerings 88%


ACTUAL EXPENDITURES- $107,877
Utilities 8%
Maintenance 9%
Administration 8%
Asssessment 15%
Salaries 60%

St. Stephens Financial Report for Sep 30/19

Since the last meeting Bob, Leslie and Derek have been working essentially in parallel to reconcile Jul, Aug and Sep statements. This was accomplished successfully.

We now feel that we are in a position to run the accounts for those 3 months in the new "Chart of Accounts" in Quick Books that Leslie has set up for us. Bob hopes to have this completed by the end of Oct. If the 3 month run with the new CofA matches the data in the old CofA then we should be in a position to switch over to the new CofA for the month of November.

In the month of September the $100,00 GIC at the Royal Bank matured and was cashed. It was decided to use those funds as well as an additional $100,000 from the operating account to be invested in other vehicles. This money was invested as follows.

$100,000 was invested in the Diocesan fund which pays out a variable amount returning normally 3% or more per year.

$50,000 was invested in a Coast Capital GIC paying 1.35% per annum over its 20 month term. This money is locked in for that period of time.

$50,000 was invested in a Coast Capital GIC at 1.15% for a one year term. Those funds can be drawn out without penalty if necessary.

This will leave us with a little more than $67, 000 in the operating account.

<u>Balance Sheet</u> – The balance sheet shows that of the $267,696 total church assets, $56, 568 is not committed and is available for church operations.

<u>Profit and Loss</u> – When the committed funds are removed from the profit and loss statement we can see that from Jan. 1 to Sep 30 we have had an operating loss of 12,282. This is not a positive result but we have seen some response to the stewardship campaign, and we remain hopeful that we will see some additional recovery at year end.

A big thank you to Leslie and Derek for helping us get our accounts in order. Hopefully our switch over to the new Code of Accounts will go smoothly.

Greg

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church
Faith - Family - Friendship

St. Stephen Anglican Church 7921 St. Stephen Road Saanichton, BC V8M 2C3
250-652-4311
st.stephens.church@outlook.com

Sept 18, 2019

By Email

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

Members of Operations Committee and Council: **September 18, 2019 – St. Stephen, Saanichton**

Attached are **the financial statements as of June 30, 2019** for the St. Stephen 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 June 30, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively greater than for the same month last year.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. The Total Income including the Outreach activities is $84,631. The corresponding Expenses was $$05,646; yield a Deficit of -$11,015. being $19,320.

   When limiting **the analysis to the Operations components** of the church, the Income Total is $59,865 to June 30. The total Expenses were $48,258, yielding an Operating Surplus of $11,607. One change ($12,777 between 2018 and 2019) is that we are now enjoying the full-time commitment of Rev. Lon Towstego versus the part-time Priest-in-Charge.

3. **Budget Review**: documents the Operating Account income and disbursements, as measured against the Budget year-to-date. There is a deficit of -$11,764, as noted above.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the month ended June 30, 2019.

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

Attachments

Respectfully,

Greg Robinson
Rector's Warden

1. **Balance Sheet – June 30, 2019**, (on page 4)

   At the end of June, the Balance Sheet was more favorable in 2019 than it reports the status for at the end of June in 2018, by $16,360 or 6.4%.

   In 2019, there was $1,501 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate (it is not treated as revenue).

   Under the Liabilities section, there is $203,934 (an increase of $25,675) of Long-Term Committed Church Funds. There is an additional $9,248 of Short-Term Funds, of which $2,616 is Outreach.

   Net Income for the year at the end of June is a deficit of -$11,015, versus a surplus for the same period for last year of $8,305.

2. **Statement of Profit & Loss:** A summary Profit & Loss is printed on page 5. The Total Income to June 30, 2019 was $84,631. This is $19,413 (or 18.7%) less than the same month last year. The total Expenses were $95,646, yielding a Deficit of -$11,015. The Income and Expense detail of the Outreach and Non-Outreach activities is listed on page 6.

   The Income from Operations was $59,865. The Total Offerings up to June 30 exceeded the previous year by $1,537.The Expenses were $48,750, yielding an Operating Surplus of $11,115 to June 30.

3. **Budget Review: (on page 7, with graphs on page 8)**

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

   The revenue was $84,631 including the income from the Outreach and Non-Outreach accounts (for a total of $24,766). Also, there was a transfer from the Cemetery for $2,000.

   The 2019 expenses as of June 30 were $96,396, inclusive of the expenses associated with the Designated Outreach and Non-Outreach accounts. Most expense accounts expenditures are below the target of 50% at the end of June. Those worthy of a review include the following: Advertising, Photocopy, Office Supplies, Hydro in the Church, and Oil Heat in the Hall.

4. Concerns & Considerations:

Given the projections of the receipts and expenses, the probability is high that the annual Deficit Elimination Appeal would be required in 2019, without an exceptional response to the planned Stewardship program and message.

The funds required to reconcile discrepancies in previous months was $3,279. There doesn't appear to be a consistent need for funds for this purpose and magnitude. The reviews conducted by the Synod Office earlier this year has provided assurances that the systems, procedures, and processes are consistent with accounting best practices.

We urgently need a well-thought-out team plan for corrective action, versus explanations and excuses.

St. Stephen

Balance Sheet - June 30, 2019

Assets			**Liabilities & Equity**		
	2019	**2018**		**2019**	**2018**
Bank	$162,430	$142,265	Accounts Payable	$720	$230
Designated (Royal Bank)	$0	$1,511	Long-Term Commit Funds	$203,934	$178,259
			Committed Outreach	$2,617	$0
Outreach	$2,622	$8,011	Committed Short-Term Funds	$6,632	$0
Accounts Receivable	$1,500	$0			
			Total Liabilities	**$213,902**	**$178,489**
Current Assets:					
Accounts Receivable (GST)	$1,501	$530	**Equity**		
Prepaid Insurance	$2,781	$2,736	Opening Balance Equity -General	$42,361	$42,361
			Retained Earnings - General	$25,774	$25,507
Investments	$100,188	$99,610			
Total Current Assets	**$104,471**	**$102,876**	Net Income	-$11,015	$8,305
			Total Equity	**$57,121**	**$76,173**
Total Assets	**$271,023**	**$254,663**	**Total Liabilities & Equity**	**$271,023**	**$254,663**

SUMMARY PROFIT & LOSS TO JUNE 30	Jan - Jun 2019	Jan - Jun 2018
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$2,321	$3,468
4120 · Offering-Weekly	$45,068	$43,530
4125 - Interest	$891	$1,479
Total 4100 · Offering Income	$48,580	$48,819
4330 · General Income-Pre-School	$5,400	$4,500
4335 - Other Rentals	$3,525	$300
4090 - Transfer from Cemetery	$2,000	$0
Total 4300 · General Income - Operations	**$59,865**	**$55,185**
Total 4300 · Outreach Income	$14,814	$23,933
Total 4400 · Non-Outreach Income	$9,952	$24,926
Total Income	**$84,631**	**$104,044**
Expense		
Reconciliation Discrepancies	$3,279	$0
Total 5300 · Outreach Expenses	**$14,363**	$19,267
Total 5379 · Non-Outreach Expense	**$10,553**	$22,322
Total 6265 · General Office Expense	**$7,183**	$8,627
Total 6600 · General Maintenence Expense	**$3,032**	$1,747
Total 6610 · Cleaning and Janitorial Expense	$2,026	$2,485
Total 6717 · Utilities	**$6,459**	$7,672
Total 6000 · Operating Expenses	**$48,258**	**$33,618**
Total 6800 · General Expenses	$48,750	$33,618
Total Expense	**$95,646**	**$95,739**
Net Income	**-$11,015**	**$8,305**

Designated Outreach

& Non-Outreach

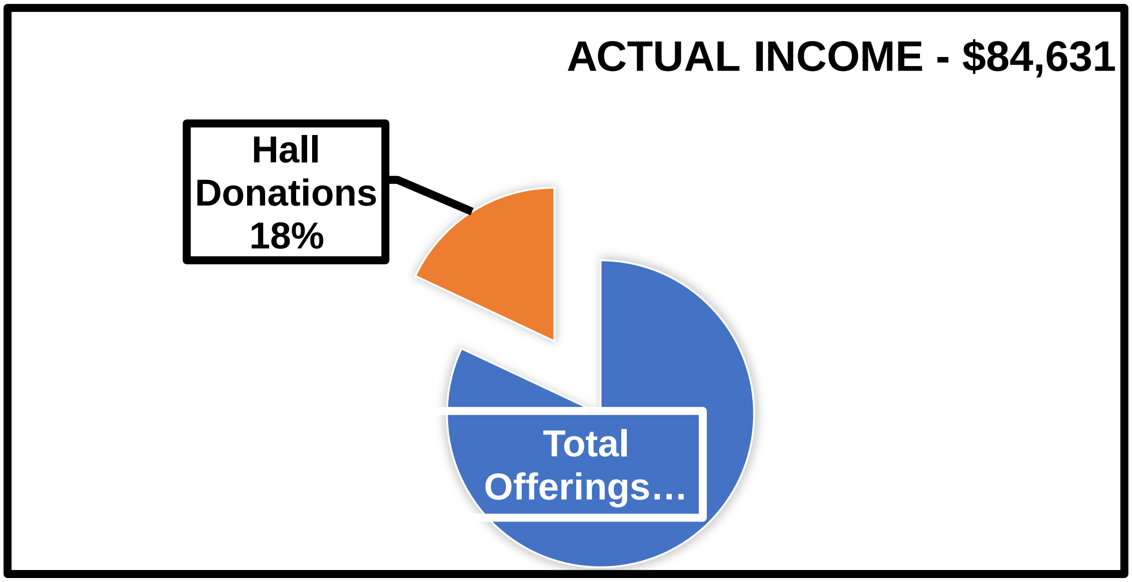
P&L to June 30

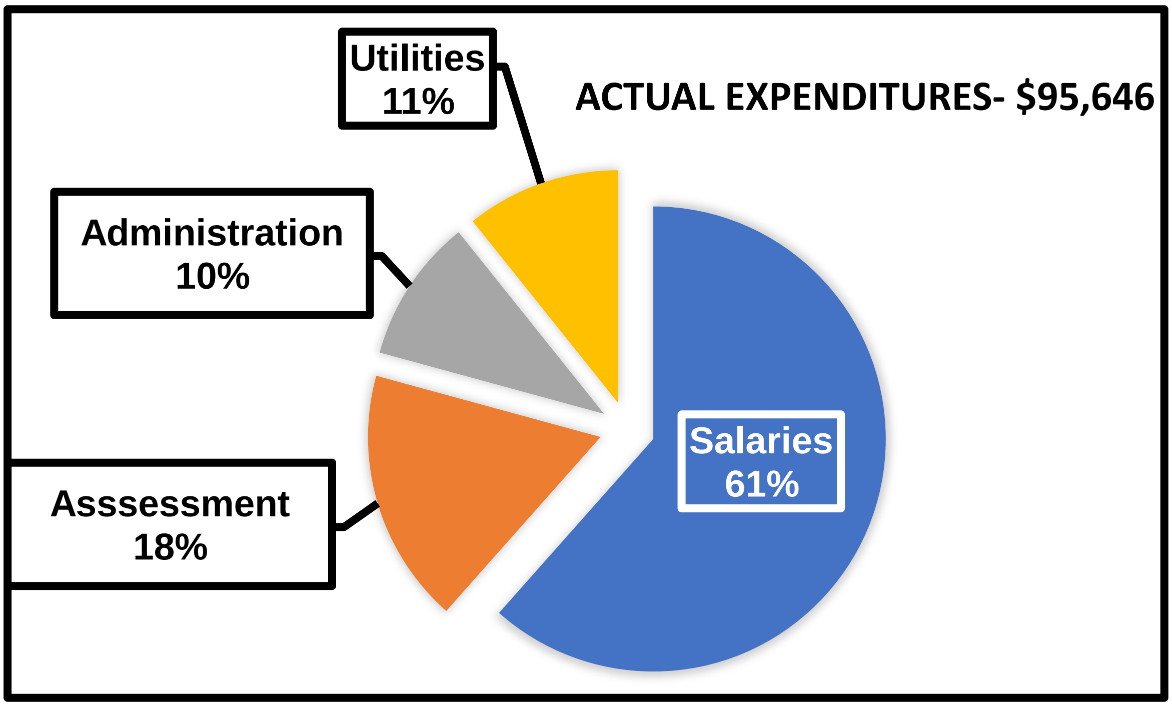
PROFIT & LOSS TO JUNE 30

	Jan - Jun 2019	Jan - Jun 2018
Income		
Total 4300 · General Income - Operations	**$59,865**	**$55,185**
4300 Outreach Income		
4271 · Refugees (RAPID 2)	$680	$692
4305 · General Outreach	$80	$7,870
4311 - First Nations	$0	$458
4317 · Sidney Food Bank	$170	$80
4319 · South Island Centre for Counsel	$625	$95
4330 - Hondi\uras - SAMS	$0	$20
4340 · Interest	$0	$0
4345 · PWRDF	$75	$65
4351 · Gendemi Mission	$10,964	$11,644
4355 · Youth for Christ-Blue Bus	$145	$460
4361 · Precious Jewels Ministry	$50	$120
4363 - Mangos Hospital	$0	$60
4366 · St. Matthew's Theo. Library	$1,425	$1,550
4490 · Wine Fest	$600	$819
Total 4300 · Outreach Income	$14,814	$23,933
4400 · Non-Outreach Income		
4315 - Summer Camps	$0	$4,000
4316 · Soup's On	$716	$3,533
4362 · Special Appeals	$5,000	$8,000
4375 · Refugees - Eritrea	$2,527	$8,883
4376 - Shawls	$0	$210
4382 · Alter/Flowers	$160	$0
4466 · Rector's Discretioney Fund	$1,530	$300
4710 · Sunday School Donations	$20	$0
Total 4400 · Non-Outreach Income	$9,952	$24,926
Total Income	**$84,631**	**$104,044**
Expense		
5300 · Outreach Expenses		
5271 · Refugee Dental/ Transport (RAPI	$680	$0
5305 · General Outreach	$42	$6,638
5311 · First Nations	$458	$0
5321 · Gendemi Mission	$10,964	$11,119
5360 · Wine Fest	$819	$0
5376 · St. Matthew's Theo Library	$1,400	$1,510
Total 5300 Outreach Expenses	**$14,363**	$19,267
5379 · Non-Outreach Expense		
5316 · Soup's On	$1,019	$1,761
5320 · Special Appeals	$6,000	$6,000
5353 · Summer Camps	$1,413	$2,350
5371 - Refugees - Eritrea	$0	$11,810
5373 · Shawl Expense	$29	$0
5382 · Altar Flowers	$63	$151
5383 · Rector's Discretionery Fund	$2,030	$250
Total 5379 · Non-Outreach Expense	**$10,553**	$22,322
Total 6800 · General Expenses	$48,750	$33,618
Total Expense	**$95,646**	**$95,739**
Net Income	**-$11,015**	**$8,305**

ST. STEPHEN'S BUDGET REVIEW

ITEM	2019 BUDGET	To Jun 30,2019	%AGE 50.0%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	$100,000	$45,068	45.1%	
OPEN OFFERING	$2,000	$2,321	116.1%	
GENERAL INCOME- PRE-SCHOOL	$9,500	$5,400	56.8%	
OTHER RENTALS	$3,000	$3,525	117.5%	
GENERAL INCOME - BAPT/WED/FUNER.	$4,500	$300	6.7%	
MISCELLANEOUS	$1,000	$360	36.0%	
INTEREST	$1,500	$891	59.4%	
GST INCOME (NON_BUDGET ITEM)	$873	$0	0.0%	
TRANSFER FROM CEMETERY	$0	$2,000	0.0%	
OUTREACH INCOME	$0	$14,814	0.0%	
NON-OUTREACH INCOME	$0	$9,952		
TOTAL REVENUE	**$122,373**	**$84,631**	69.2%	
DISBURSEMENTS				
RECONCILIATION DISCREPANCIES		$3,279		
STIPEND/BENEFITS - RECTOR	$49,000	$24,796	50.6%	
RELIEF CLERGY	$800	$113	14.1%	
MUSICIANS	$7,000	$3,250	46.4%	
BOOKKEEPER/SECRETARY	$15,200	$10,176	66.9%	
DIOCESAN ASSESSMENT	$22,100	$11,019	49.9%	
CHRISTIAN EDUCATION	$1,000	$0	0.0%	
CLERGY CONFERENCES	$325	$244	75.1%	
SUNDAY SCHOOL	$1,500	$61	4.1%	
YOUTH MINISTRY	$500	$0	0.0%	
MUSIC	$400	$0	0.0%	
CHURCH SUPPLIES	$1,500	$260	17.3%	
ADVERTISING	$500	$352	70.5%	
INSURANCE	$4,250	$2,075	48.8%	
PHOTOCOPIER	$3,700	$2,631	71.1%	
OFFICE COMPUTERS	$500	$84	16.9%	
OFFICE SUPPLIES	$1,000	$834	83.4%	
NEWSLETTER	$1,000	$79	7.9%	
REPAIRS & MAINTENANCE	$0	$1,912	0.0%	
CLEANING & JANITORIAL EXPENSE	$4,680	$2,026	43.3%	
GROUNDS KEEPING	$6,000	$887	14.8%	
GARBAGE & RECYCLING	$2,000	$338	16.9%	
ELECTRICITY - CHURCH	$2,000	$1,355	67.7%	
ELECTRICITY - HALL - OTHER	$3,500	$1,922	54.9%	
SECURITY	$500	$233	46.6%	
HEATING OIL - HALL	$3,000	$2,278	75.9%	
TELEPHONE	$1,200	$567	47.2%	
SOCIAL EVENTS	$1,000	$217	21.7%	
OUTREACH EXPENSES		$14,363		
NON-OUTREACH EXPENSES		$10,553		
GST (2.5%) NON RECOVERED		$492		
TOTAL EXPENDITURES	**$134,155**	**$96,396**	30.4%	
OPERATING SURPLUS/DEFICIT	**-$11,782**	**-$11,764**		


ACTUAL INCOME - $84,631
Hall Donations 18%
Total Offerings...


Utilities 11%
ACTUAL EXPENDITURES- $95,646
Administration 10%
Salaries 61%
Asssessment 18%

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church
Faith - Family - Friendship

St. Stephen Anglican Church 7921 St. Stephen Road Saanichton, BC V8M 2C3
250-652-4311
st.stephens.church@outlook.com

Sept 18, 2019

By Email

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

Members of Operations Committee and Council: **September 18, 2019 – St. Stephen, Saanichton**

Attached are the **financial statements as of July 31, 2019** for the St. Stephen 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 July 31 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively greater than for the same month last year. This is attributable to an increase of $13,405 in the bank balances to an aggregate of $159,229, and an increase of $26,493 in Long-Term Committed Funds to a total of $203,927.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. It shows a deficit of -$14,669 including Outreach and committed Non-Outreach activities. At this time last year, there was a surplus of $6,573.

   When limiting the analysis to Operations, the Income was $67,531, and Expenses were $56,263, yielding a Surplus at the end of July of $11,268.

The commentary associated with these comparative financial statements explains the underlying reasons for the significant comparisons in the statements, for the month ended July 31, 2019.

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

Attachments

Respectfully,

Greg Robinson
Rector's Warden

1. **<u>Balance Sheet – July 31, 2019</u>**, <u>(on page 3)</u>

   At the end of July, the Balance Sheet was more favorable in 2019 than it reports the status for at the end of July in 2018, by $14,452 or 5.7%.

   In 2019, there was $1,567 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate (it is not treated as revenue).

   Under the Liabilities section, there is $203,927 (an increase of $26,493) of Long-Term Committed Church Funds. There is an additional $7,977 of Short-Term Funds, of which $2,252 is Outreach.

   Net Income for the year at the end of July is a deficit of -$14,669, versus a surplus for the same period for last year of $6,573.

2. **<u>Statement of Profit & Loss:</u>** A summary Profit & Loss is printed on page 4. The Total Income to July 31, 2019 was $92,412. This is $22,578 (or 19.6%) less than the same month last year.

   The Operating Income to July 31 was 67,531, or $4,839 (7.7%) more than the previous year. The Total Offerings were down by $1,405 (or 2.5%) compared to the same month in 2018.

   The Operating Expenses to July 31 were $56,263. This was $17,245 (44.2%) more than the previous year, yielding a surplus of $11,268.

   When the Operations results are adjusted for the Outreach and committed Non-Outreach activities, the result is a deficit of -$14,669 versus a surplus of $6,573 for the same period last year.

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

   Given the projections of the receipts and expenses, the probability is high that the annual Deficit Elimination Appeal would be required in 2019, without an exceptional response to the planned Stewardship program and message.

   The funds required to reconcile discrepancies in previous months was $3,279. There doesn't appear to be a consistent need for funds for this purpose and magnitude. The reviews conducted by the Synod Office earlier this year has provided assurances that the systems, procedures, and processes are consistent with accounting best practices.

   We urgently need a well-thought-out team plan for corrective action, versus explanations and excuses.

St. Stephen

Balance Sheet - July 31, 2019

Assets			**Liabilities & Equity**		
	2019	**2018**		**2019**	**2018**
Bank	$159,229	$142,824	Accounts Payable	-$241	$230
Designated (Royal Bank)	$0	$180	Long-Term Commit Funds	$203,927	$177,434
			Committed Outreach	$2,252	$0
Outreach	$2,983	$5,852	Committed Short-Term Funds	$5,725	$0
Accounts Receivable	$0	$500			
			Total Liabilities	**$211,663**	**$177,664**
Current Assets:					
Accounts Receivable (GST)	$1,567	$589	**Equity**		
Prepaid Insurance	$2,434	$2,394	Opening Balance Equity -General	$42,361	$42,361
			Retained Earnings - General	$27,046	$25,507
Investments	$100,188	$99,610			
Total Current Assets	**$104,189**	**$102,593**	Net Income	-$14,670	$6,416
			Total Equity	**$54,738**	**$74,285**
Total Assets	**$266,401**	**$251,949**	**Total Liabilities & Equity**	**$266,401**	**$251,949**

SUMMARY PROFIT & LOSS TO JULY 31	Jan - Jul 2019	Jan - Jul 2018
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$2,410	$3,756
4120 · Offering-Weekly	$49,571	$49,932
4125 - Interest	$1,757	$1,487
Total 4100 · Offering Income	$54,171	$55,576
4330 · General Income-Pre-School	$5,400	$4,750
4335 - Other Rentals	$3,500	$550
4090 - Transfer from Cemetery	$4,100	$0
Total 4300 · General Income - Operations	**$67,531**	**$62,692**
Total 4300 · Outreach Income	$14,449	$24,093
Total 4400 · Non-Outreach Income	$10,432	$28,205
Total Income	**$92,412**	**$114,990**
Expense		
Reconciliation Discrepancies	$3,279	$0
Total 5300 · Outreach Expenses	**$14,363**	$19,947
Total 5379 · Non-Outreach Expense	**$11,940**	$27,247
6265 · General Office Expense	$352	
Total 6600 · General Maintenance Expense	**$3,471**	$2,241
Total 6610 · Cleaning and Janitorial Expense	$2,351	$2,576
Total 6717 · Utilities	**$7,114**	$8,268
Total 6000 · Operating Expenses	**$56,263**	**$39,018**
Total 6800 · General Expenses	$56,834	$39,018
Total Expense	**$107,081**	$108,417
Net Income	**-$14,669**	**$6,573**

Designated Outreach

& Non-Outreach

P&L to June 30

PROFIT & LOSS TO JULY 31	Jan - Jul 2019	Jan - Jul 2018
Income		
4300 · Outreach Income		
4271 · Refugees (RAPID 2)	$680	$692
4305 · General Outreach	$160	$7,885
4311 - First Nations	$0	$458
4317 · Sidney Food Bank	$190	$100
4319 · South Island Centre for Counsel	$625	$95
4325 - BC Children's Hospital Foundation	$0	$20
4330 - Honduras - SAMS	$0	$20
4340 · Interest	$0	$0
4345 · PWRDF	$75	$65
4351 · Gendemi Mission	$10,964	$11,644
4355 · Youth for Christ-Blue Bus	$145	$540
4361 · Precious Jewels Ministry	$185	$120
4363 - Mengo Hospital	$0	$60
4366 · St. Matthew's Theo. Library	$1,425	$1,575
4490 · Wine Fest	$0	$819
Total 4300 · Outreach Income	$14,449	$24,093
4400 · Non-Outreach Income		
4315 - Summer Camps	$480	$5,169
4316 · Soup's On	$716	$3,603
4362 · Special Appeals	$5,000	$8,000
4375 · Refugees - Eritrea	$2,527	$10,903
4376 - Shawls	$0	$230
4382 · Alter/Flowers	$160	$0
4466 · Rector's Discretioney Fund	$1,530	$300
4710 · Sunday School Donations	$20	$0
Total 4400 · Non-Outreach Income	$10,432	$28,205
Total Income	**$92,412**	**$114,990**
Expense		
Reconciliation Discrepancies	$3,279	$0
5300 · Outreach Expenses		
5271 · Refugee Dental/ Transport (RAPI	$680	$0
5305 · General Outreach	$42	$6,838
5311 · First Nations	$458	$0
5321 · Gendemi Mission	$10,964	$11,119
5325 - BC Children's Hospital	$0	$20
5352 - Youth For Christ - Bus Ministry	$0	$460
5360 · Wine Fest	$819	$0
5376 · St. Matthew's Theo Library	$1,400	$1,510
Total 5300 · Outreach Expenses	**$14,363**	$19,947
5379 · Non-Outreach Expense		
5316 · Soup's On	$1,019	$1,869
5320 · Special Appeals	$6,000	$7,000
5353 · Summer Camps	$2,800	$3,035
5371 - Refugees - Eritrea	$0	$14,942
5373 · Shawl Expense	$29	$0
5382 · Altar Flowers	$63	$151
5383 · Rector's Discretionery Fund	$2,030	$250
Total 5379 · Non-Outreach Expense	**$11,940**	$27,247
Total 6800 · General Expenses	$56,834	$39,018
Total Expense	**$107,081**	$108,417
Net Income	**-$14,669**	**$6,573**

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church
Faith - Family - Friendship

St. Stephen Anglican Church
7921 St. Stephen Road
Saanichton, BC V8M 2C3
250-652-4311
st.stephens.church@outlook.com

Sept.18, 2019

By Email

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

Members of Operations Committee and Council: **September 18, 2019 – St. Stephen, Saanichton**

Attached are **the financial statements as of August 31, 2019** for the St. Stephen 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 August 31, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively more than for the same month last year. The bank deposits balance was $16,405 more than August. 2018 and the Committed Funds are $33,999 more than August. 2018.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. At the end of August there is a year-to-date loss of -$1,737.25, including Outreach and committed Non-Outreach activities. At this time last year, there was a surplus of $29,793.

   When limiting the analysis to Operations, the Profit was $77,976, and Expenses were $63,955, yielding a Surplus of $14,021.

This abbreviated format for reporting the financial status of St. Stephen is supported by Gail Gauthier, Finance Director at the Diocesan Office. The September may have another report comparing the results achieved against the budgeted projections. Then at year-end, this report will be more robust.

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

Attachments

Respectfully,

Greg Robinson
Rector's Warden

1. **Balance Sheet – August 31, 2019**, (on page 4)

   At the end of August, the Balance Sheet was more favorable in 2019 than it reports the status for at the end of August in 2018, by $48,803 or 20.2%. This was a swing of $57,492 in a month.

   In 2019, there was $495 of Accounts Receivable (GST) reported as Assets. This is the accrued, or carried forward, GST Rebate.

   Under the Liabilities section, the Memorial account is $32,858 less than in 2018 mainly due to the $16,282 held in trust for the RAPID2 Refugee family.

   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 will be used in 2019 to help eliminate the projected deficit.

2. **Statement of Profit & Loss:** (**on page 5)**

   The sequence of the content of the complete Profit & Loss report is as follows:

   (1) Income:
   - (a) Operating Income:
     - (i) Offering
     - (ii) General (e.g. hall rental)
     - (iii) Total Operations
   - (b) Committed Outreach (tax receipts issued for donations)
   - (c) Non-Outreach (no tax receipts issued for donations)
   - (d) Total Income

   (2) Expenses:
   - (a) Reconciliation Discrepancies
   - (b) Committed Outreach (tax receipts issued for donations)
   - (c) Non-Outreach (no tax receipts issued for donations)
   - (d) Operational Expenses:
     - (i) General Office
     - (ii) General Maintenance
     - (iii) Cleaning & Janitorial Expense
     - (iv) Utilities
     - (v) General Expenses
     - (vi) Stipend / Salary & Benefits
     - (vii) Ministries & Miscellaneous
   - (e) Total Operating Expenses
   - (f) GST (2.5%) – Non Recovered
   - (g) Total Expenses

   (3) Net Income (Surplus / Deficit)

The Total Income to August 31, 2019 was $105,112. The Operating Income was $77,976.

The Operating Expenses to August 31 were $22,187 or 53.1% more than the previous year. One contributing factor was the variance between the compensation for a full time Incumbent versus a part-time Priest-In-Charge (2019 costs were $7,407 or 30% more than that experienced for part-time service in 2018).

The Deficit of previous months has improved slightly. For August 31 the overall results (including Outreach) resulted ii a deficit of -$13,944, versus a surplus of $29,793 in 2018.

With the Total Income from **Operations** being $77,976, and the associated Expenses being $63,955, the Operating Surplus to August 31 is $14,021 or 21.9%.more than the Expenses.

3. <u>Concerns & Considerations:</u>

Given the projections of the receipts and expenses, the probability is high that the annual Deficit Elimination Appeal would be required in 2019, without an exceptional response to the planned Stewardship program and message.

All things considered, we are not off to a stellar performance in 2019,given the deficit of -$13,944. We will have to be prudent with discretionary spending while continuing to be assertive with seeking new revenue generating opportunities not otherwise included in the budget. However, when the focus is limited to the Operations Income and Expenses, the result is a Surplus of $14,021.

We urgently need a well-thought-out team plan for corrective action, versus explanations and excuses.

St. Stephen

Balance Sheet - August 31, 2019

Assets				**Liabilities & Equity**		
	2019	**2018**			**2019**	**2018**
Bank	$159,229	$142,824		Accounts Payable	-$241	$230
Designated (Royal Bank)	$0	$180		Long-Term Commit Funds	$203,927	$177,434
				Committed Outreach	$2,252	$0
Outreach	$2,983	$5,852		Committed Short-Term Funds	$5,725	$0
Accounts Receivable	$0	$500				
				Total Liabilities	**$211,663**	**$177,664**
Current Assets:						
Accounts Receivable (GST)	$1,567	$589		**Equity**		
Prepaid Insurance	$2,434	$2,394		Opening Balance Equity -General	$42,361	$42,361
				Retained Earnings - General	$27,046	$25,507
Investments	$100,188	$99,610				
Total Current Assets	**$104,189**	**$102,593**		Net Income	-$14,670	$6,416
				Total Equity	**$54,738**	**$74,285**
Total Assets	**$266,401**	**$251,949**		**Total Liabilities & Equity**	**$266,401**	**$251,949**

SUMMARY PROFIT & LOSS TO AUGUST 31	Jan - Aug 2019	Jan - Aug 2018
Income		
4000 · INCOME - General		
4110 · Offering-Open Offering	$4,397	$3,756
4120 · Offering-Weekly	$57,025	$49,932
4125 - Interest	$1,761	$1,487
Total 4130 · Offering - Festivals	$433	$402
Total 4100 · Offering Income	$63,616	$55,576
4330 · General Income-PreSchool	$5,900	$4,750
4335 - Other Rentals	$3,800	$550
4370 - Youth Support	$0	$705
4090 - Transfer from Cemetery	$4,100	$0
Total 4300 · General Income - Operations	**$77,976**	**$62,692**
4300 · Outreach Income	**$14,604**	$24,093
Total 4400 · Non-Outreach Income	$12,532	$28,205
Total Income	**$105,112**	**$114,990**
Expense		
Reconciliation Discrepancies	$3,279	$0
Total 5300 · Outreach Expenses	**$15,556**	**$13,683**
Total 5379 · Non-Outreach Expense	**$14,107**	$10,553
Total 6265 · General Office Expense	**$7,751**	$7,183
Total 6000 · Operating Expenses	**$63,955**	**$41,768**
Total 6800 · General Expenses	$64,555	$42,260
Total Expense	**$119,056**	**$85,197**
Net Income	**-$13,944**	**$29,793**

Designated Outreach

& Non-Outreach

P&L to June 30

PROFIT & LOSS TO AUGUST 31	Jan - Aug 2019	Jan - Aug 2018
Income		
4300 · Designated Outreach Income		
4271 · Refugees (RAPID 2)	$680	$692
4305 · General Outreach	$213	$7,885
4311 - First Nations	$0	$458
4317 · Sidney Food Bank	$210	$100
4319 · South Island Centre for Counsel	$625	$95
4325 - BC Children's Hospital Foundation	$0	$20
4330 - Honduras - SAMS	$0	$20
4340 · Interest	$0	$0
4345 · PWRDF	$75	$65
4351 · Gendemi Mission	$10,964	$11,644
4355 · Youth for Christ-Blue Bus	$145	$540
4358 - Blessing of the Animals	$82	$0
4361 · Precious Jewels Ministry	$185	$120
4363 - Mengo Hospital	$0	$60
4366 · St. Matthew's Theo. Library	$1,425	$1,575
4490 · Wine Fest	$0	$819
Total 4300 · Outreach Income	$14,604	$24,093
4400 · Non-Outreach Income		
4315 - Summer Camps	$2,580	$5,169
4316 · Soup's On	$716	$3,603
4362 · Special Appeals	$5,000	$8,000
4375 · Refugees - Eritrea	$2,527	$10,903
4376 - Shawls	$0	$230
4382 · Alter/Flowers	$160	$0
4466 · Rector's Discretioney Fund	$1,530	$300
4710 · Sunday School Donations	$20	$0
Total 4400 · Non-Outreach Income	$12,532	$28,205
Total Income	**$105,112**	**$114,990**
Expense		
Reconciliation Discrepancies	$3,279	$0
5300 · Outreach Expenses		
5271 · Refugee Dental/ Transport (RAPI	$680	$0
5305 · General Outreach	$70	$42
5311 · First Nations	$458	$458
5315 - Precious Jewels	$185	
5317 - Sidney Food Bank	$190	
5319 - South Island Centre For Counsel	$625	
5321 · Gendemi Mission	$10,964	$10,964
5348 - Blessing of the Amnimals	$20	
5352 - Yoouth For Christ - Bus Ministry	$145	
5360 · Wine Fest	$819	$819
5376 · St. Matthew's Theo Library	$1,400	$1,400
Total 5300 · Outreach Expenses	**$15,556**	$13,683
5379 · Non-Outreach Expense		
5316 · Soup's On	$1,019	$1,019
5320 · Special Appeals	$6,000	$6,000
5353 · Summer Camps	$4,922	$1,413
5373 · Shawl Expense	$74	$29
5382 · Altar Flowers	$63	$63
5383 · Rector's Discretionery Fund	$2,030	$2,030
Total 5379 · Non-Outreach Expense	**$14,107**	$10,553
Total Expense	**$119,056**	$85,197
Net Income	**-$13,944**	**$29,793**

Anglican Parish of Central Saanich
St. Mary's Church St. Stephen's Church
Faith - Family - Friendship

St. Stephen Anglican Church
7921 St. Stephen Road
Saanichton, BC V8M 2C3
250-652-4311
st.stephens.church@outlook.com

October 19, 2019

By Email
Attention: St. Stephen Operations Committee and Parish of Central Saanich Council

Members of Operations Committee and Council: **October 19, 2019** – **St. Stephen, Saanichton**

Attached are **the financial statements as of September 30, 2019** for the St. Stephen 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 September 30, 2019 with the same period in 2018. Our Assets, Liabilities, & Equity are collectively less (1.7%) than for the same month last year. The bank deposits balance was $16,405 more than September 2018 and the Committed Funds are $33,999 more than September. 2018.

2. **Profit & Loss:** This report also compares the performance of 2019 to 2018. At the end of September there is a year-to-date loss of -$13,955, including Outreach and committed Non-Outreach activities. At this time last year, there was a surplus of $16,037.

   When limiting the analysis to Operations, the Income was $88,823, and Expenses were $101,105, yielding a Deficit of -$12,282.

3. **Budget Review:** This report provides a better insight for the deficit of -$13,955 to the end of September. Revenues are about 96% of Budget – the target is 75%. The heavy contributors relative to Budget is Open Offering and Other Rental of the Hall. Unfortunately, the Expenses are also at 98% of Budget.

This abbreviated format for reporting the financial status of St. Stephen is supported by Gail Gauthier, Finance Director at the Diocesan Office. The September has another report comparing the results achieved against the budgeted projections. Then at year-end, this report will be more robust.

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

Attachments

Respectfully,

Greg Robinson
Rector's Warden

Financial System:

Since the last meeting Bob, Leslie and Derek have been working essentially in parallel to reconcile June (the end of a quarter), July, August and September financial packages. This was accomplished successfully.

We now feel that we can implement the new "Chart of Accounts" (or CofA) in QuickBooks that Leslie has defined for us. It is very similar to the COA being used by St. Mary. We will test the integrity of the new COS by running 3 months of actual data through that portion of the system, referred to as running a parallel for 3 months. Bob hopes to have this completed by the end of October. If the 3-month run with the new CofA matches the data in the old CofA then we should be able to switch over to the new CofA for the month of November.

Balance Sheet – The balance sheet shows that of the $267,696 total church assets, $56,568 is not committed and is available for church operations – comprised of Equity, Retained Earnings, and Net Income.

Profit and Loss – When the committed funds (Outreach and Non-Outreach) are removed from the profit and loss statement, we can see that from January 1 to September 30 we have had an operating loss of -$12,282. This is not a positive result, but we have seen some response to the stewardship campaign, and we remain hopeful that we will see some additional recovery at year end.

Acknowledgement - A big thank you to Leslie and Derek for helping us get our accounts in order. Hopefully our transition to the new Code of Accounts will go smoothly.

Investments:

In September the $100,00 GIC invested at the Royal Bank matured and was cashed. It was decided to use those funds, as well as an additional $100,000 from the operating account, to be invested in other financial instruments. This money was invested as follows:

1. $100,000 was invested in the Diocesan Consolidated Trust Fund which pays out a variable amount returning normally 3% or more per year.
2. $50,000 was invested in a Coast Capital GIC yielding 1.35% per annum over its 20-month term. This money is locked in for that period.
3. $50,000 was invested in a Coast Capital GIC at 1.15% for a one-year term. Those funds can be drawn out without penalty if necessary.

This will leave us with a little more than $67,000 in the operating account.

St. Stephen

Balance Sheet - September 30, 2019

Assets	2019	2018	Liabilities & Equity	2019	2018
Bank	$166,061	$168,859	Accounts Payable	$134	$0
Designated (Royal Bank)	$0	$100,188	Long-Term Commit Funds	$204,132	$188,538
			Committed Outreach	$1,213	$0
Outreach	$0	$0	Committed Short-Term Funds	$5,657	$0
Accounts Receivable	$0	$1,000			
			Total Liabilities	**$211,137**	**$188,538**
Current Assets:					
Accounts Receivable (GST)	$1,634	$686	**Equity**		
Prepaid Insurance	$0	$1,710	Opening Balance Equity -General	$42,361	$42,361
			Retained Earnings - General	$28,152	$25,507
Investments	$100,000	$0			
Total Current Assets	**$101,634**	**$2,396**	Net Income	-$13,955	$16,036
			Total Equity	**$56,558**	**$83,904**
Total Assets	**$267,695**	**$272,443**	**Total Liabilities & Equity**	**$267,695**	**$272,443**

Long-Term Commit Funds	30-Sep-19	30-Sep-18
(Liabilities)		
2021 - Church Toilet	$0.00	$3,748.67
2022 - Church Restoration	$100,496.23	$100,425.53
2025 - Sound Equipment	$22.63	$0.00
2026 - Teaching Centre Fund	$6,188.91	$4,188.91
2027 - Grounds Maintenance Fund	$28,256.26	$24,025.53
2028 - Memorial Hall Fund		
2028a - Kitchen Appliances	$0.00	-$469.34
2028b - Chairs	$944.39	$944.39
2028c - Furnace	$3,567.77	$2,404.84
2028d - Deficit Reserve Funds	$9,748.67	$0.00
2028X - General Memorial Funds	$45,724.92	$0.00
2028 - Memorial Hall Fund - Other	$0.00	$43,976.81
Total 2028 - Memorial Hall Fund	**$59,985.75**	**$46,856.70**
2029 - Lych-gate	$2,844.37	$2,844.37
2031 - King Project	$5,738.31	$5,738.31
2032 - Garden Project	$215.47	$215.47
2033 - Pet Memorial Garden	$384.22	$495.00
Total 2020 Long-Term Commit	**$204,132.15**	**$188,538.49**

SUMMARY PROFIT & LOSS TO SEPT 30	Jan - Sep 2019	Jan - Sep 2018
Income		
4000 · INCOME - General		
4100 · Offering Income		
4110 · Offering-Open Offering	$4,588	$4,250
4120 · Offering-Weekly	$64,798	$63,471
4125 - Interest	$2,265	$2,085
Total 4130 · Offering - Festivals	$512	$500
Total 4100 · Offering Income	$72,163	$70,305
4330 · General Income - PreSchool	$6,800	$6,800
4335 - Other Rentals	$4,950	$1,450
4370 - Youth Support	$0	$705
4090 - Transfer from Cemetery	$4,100	$0
Total 4300 · General Income - Operations	**$88,823**	**$80,921**
Total 4300 · Outreach Income	$15,315	$31,409
Total 4400 · Non-Outreach Income	$12,857	$32,112
Total Income	**$116,995**	**$144,443**
Total Operating Income (less O/R & Non-O/R)	**$88,823**	**$80,921**
Expense		
Reconciliation Discrepancies	$3,280	$0
Total 5300 · Outreach Expenses	**$15,556**	$19,947
Total 5379 · Non-Outreach Expense	**$14,288**	$30,807
Total 6265 · General Office Expense	**$9,550**	$10,191
Total 6000 · Operating Expenses	**$72,667**	**$52,688**
Total 6800 · General Expenses	$73,306	$52,688
Total Expense	**$130,950**	$128,406
Net Income	**-$13,955**	**$16,037**
Total Operating Expense (less O/R & Non-O/R)	$101,105	$96,089

PROFIT & LOSS TO SEPTEMBER	Jan - Sep 2019	Jan -Sep 2018
QuickBooks Operating Financial Position		
Total Operating Income (less O/R & Non-O/R)	$88,823	$80,921
Total Operating Expense	$101,105	$96,089
Net Operating Income	-$12,282	-$15,168

Outreach

& Non-Outreach

P&L to Sept. 30

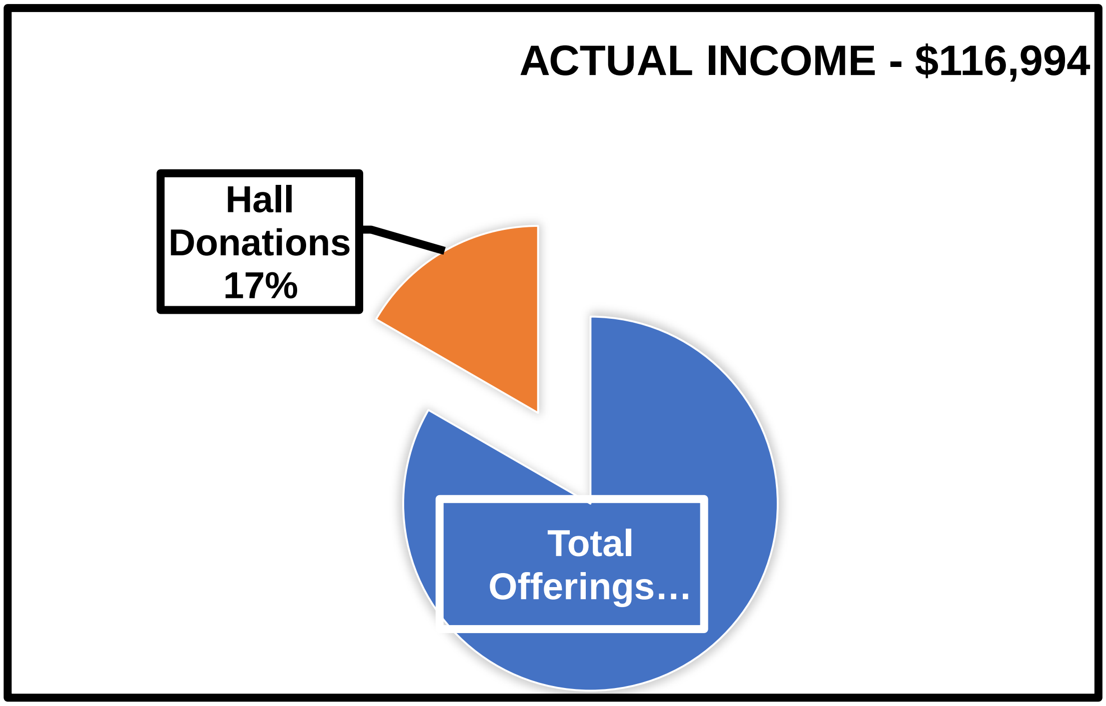
PROFIT & LOSS TO SEPTEMBER 30	Jan - Sep 2019	Jan - Sep 2018
Income		
4300 · Outreach Income		
4271 · Refugees (RAPID 2)	$680	$692
4305 · General Outreach	$268	$7,978
4311 - First Nations	$0	$458
4317 · Sidney Food Bank	$230	$140
4319 · South Island Centre for Counsel	$625	$95
4325 - BC Children's Hospital Foundation	$0	$20
4330 - Honduras - SAMS	$0	$20
4340 · Interest	$0	$0
4345 · PWRDF	$75	$110
4351 · Gendemi Mission	$11,344	$17,994
4355 · Youth for Christ-Blue Bus	$145	$680
4358 - Blessing of the Animals	$82	$514
4361 · Precious Jewels Ministry	$185	$120
4363 - Mengo Hospital	$256	$195
4366 · St. Matthew's Theo. Library	$1,425	$1,575
4490 · Wine Fest	$0	$819
Total 4300 · Outreach Income	$15,315	$31,409
4400 · Non-Outreach Income		
4315 - Summer Camps	$2,580	$6,574
4316 · Soup's On	$941	$3,915
4362 · Special Appeals	$5,000	$10,000
4375 · Refugees - Eritrea	$2,527	$10,973
4376 - Shawls	$0	$350
4382 · Alter/Flowers	$160	$0
4466 · Rector's Discretioney Fund	$1,630	$300
4710 · Sunday School Donations	$20	$0
Total 4400 · Non-Outreach Income	$12,857	$32,112
Total Income	**$116,995**	**$144,443**
Total Operating Income (less O/R & Non-O/R)	**$88,823**	**$80,921**
Expense		
Reconciliation Discrepancies	$3,280	$0
5300 · Outreach Expenses		
5271 · Refugee Dental/ Transport (RAPI	$680	$0
5305 · General Outreach	$70	$6,838
5311 · First Nations	$458	$0
5315 - Precious Jewels	$185	
5317 - Sidney Food Bank	$190	
5319 - South Island Centre For Counsel	$625	
5321 · Gendemi Mission	$10,964	$11,119
5325 - BC Chiildren's Hospital	$0	$20
5348 - Blessing of the Amnimals	$20	
5352 - Yoouth For Christ - Bus Ministry	$145	$460
5360 · Wine Fest	$819	$0
5376 · St. Matthew's Theo Library	$1,400	$1,510
Total 5300 · Outreach Expenses	**$15,556**	$19,947
5379 · Non-Outreach Expense		
5316 · Soup's On	$1,019	$2,395
5320 · Special Appeals	$6,000	$8,000
5353 · Summer Camps	$4,922	$4,797
5371 - Refugees - Eritrea	$0	$14,956
5373 · Shawl Expense	$74	$0
5382 · Altar Flowers	$94	$408
5383 · Rector's Discretionery Fund	$2,180	$250
Total 5379 · Non-Outreach Expense	**$14,288**	$30,807
Net Income	**-$13,955**	**$16,037**
Total Operating Expense (less O/R & Non-O/R)	$101,105	$96,0[illegible]

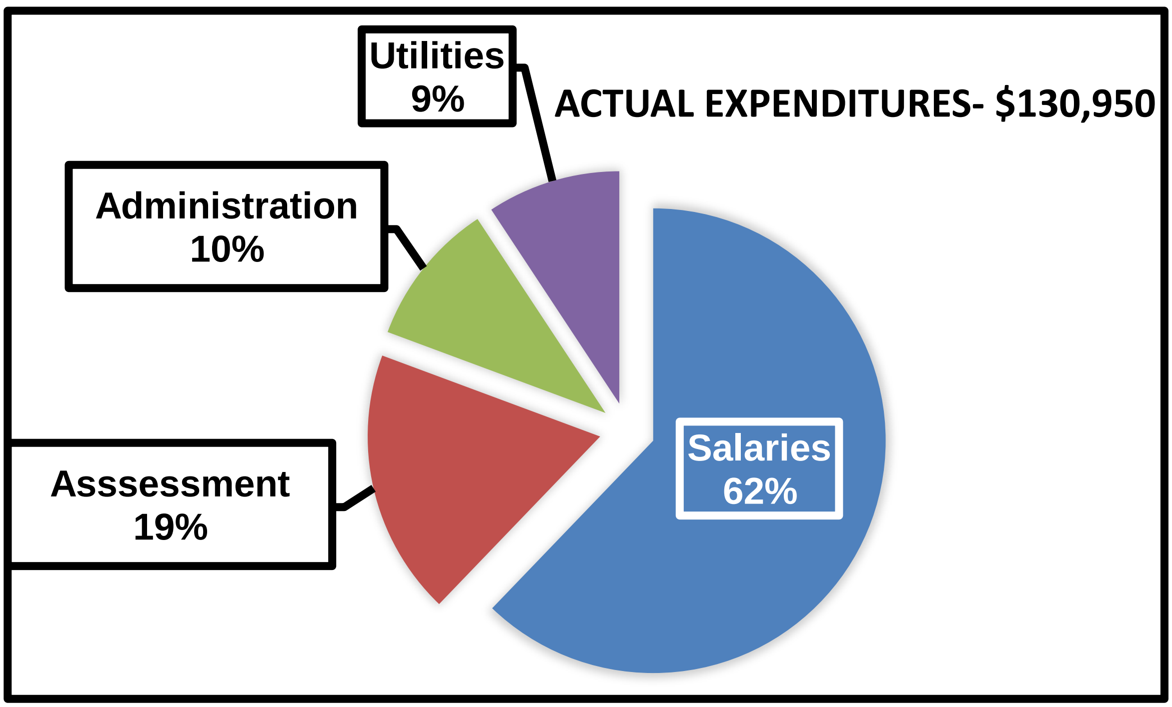
Committed Outreach Funds	Opening Balance Jan 1	Donations	Paid Out	Balance Sept 30
4271 · Refugees (RAPID 2)	$20.00	$680.00	$680.00	$20.00
4305 · General Outreach	$868.07	$267.50	$69.83	$1,065.74
4311 - First Nations	$458.16	$0.00	$458.16	$0.00
4317 · Sidney Food Bank	$0.00	$230.00	$190.00	$40.00
4319 · South Island Centre for Counsel	$0.00	$625.00	$625.00	$0.00
4325 - BC Children's Hospital Foundation	$0.00	$0.00	$0.00	$0.00
4330 - Honduras - SAMS	$0.00	$0.00	$0.00	$0.00
4340 · Interest	$0.00	$0.37	$0.00	$0.37
4345 · PWRDF	$0.00	$75.00	$0.00	$75.00
4351 · Gendemi Mission	$0.00	$11,344.00	$10,964.00	$380.00
4355 · Youth for Christ-Blue Bus	$0.00	$145.00	$145.00	$0.00
4358 - Blessing of the Animals	$0.00	$82.00	$20.00	$62.00
4361 · Precious Jewels Ministry	$0.00	$185.00	$185.00	$0.00
4363 - Mengo Hospital	$0.00	$256.00	$0.00	$256.00
4366 · St. Matthew's Theo. Library	$0.00	$1,425.00	$1,400.00	$25.00
4490 · Wine Fest	$819.36	$0.00	$819.36	$0.00
Totals:	**$2,165.59**	**$15,314.87**	**$15,556.35**	**$1,924.11**

Committed Short-Term Funds	Opening Balance Jan 1	Donations	Paid Out	Balance Sept 30
4315 - Summer Camps	$3,970.43	$2,580.00	$4,921.74	$1,628.69
4316 · Soup's On	$2,861.32	$940.55	$1,018.60	$2,783.27
4362 · Special Appeals	$2,000.00	$5,000.00	$6,000.00	$1,000.00
4375 · Refugees - Eritrea	-$2,526.52	$2,526.52	$0.00	$0.00
4376 - Shawls	$377.29	$0.00	$74.16	$303.13
4382 · Altar/Flowers	$0.00	$160.00	$93.68	$66.32
4466 · Rector's Discretioney Fund	$550.00	$1,630.00	$2,180.00	$0.00
- Sunday School Donations	$0.00	$20.00		$20.00
Totals:	**$7,232.52**	**$12,857.07**	**$14,288.18**	**$5,801.41**

ST. STEPHEN'S BUDGET REVIEW

ITEM	2019 BUDGET	To Sep 30,2019	% AGE 75.0%	RMKS 2019 Budget to 2018 Actuals
INCOME				
REGULAR OFFERINGS	$100,000	$64,798	64.8%	
OPEN OFFERING	$2,000	$4,587	229.4%	
HALL /FACILITIES USE DONATIONS	$9,500	$6,800	71.6%	
OTHER RENTAL	$3,000	$4,950	165.0%	
H/M/D	$4,500	$750	16.7%	
MISCELLANEOUS	$1,000	$572	57.2%	
INTEREST	$1,500	$2,265	151.0%	
GST INCOME (NON_BUDGET ITEM)	$873	$0	0.0%	
TRANSFER FROM CEMETERY	$0	$4,100	0.0%	
OUTREACH INCOME	$0	$15,315	0.0%	
NON-OUTREACH INCOME	$0	$12,857		
TOTAL REVENUE	**$122,373**	**$116,994**	95.6%	
DISBURSEMENTS				
RECONCILIATION DISCREPANCIES		$3,280		
STIPEND/BENEFITS - RECTOR	$49,000	$35,373	72.2%	
RELIEF CLERGY	$800	$600	75.0%	
MUSICIANS	$7,000	$4,500	64.3%	
BOOKKEEPER/SECRETARY	$15,200	$15,129	99.5%	
DIOCESAN ASSESSMENT	$22,100	$16,529	74.8%	
CHRISTIAN EDUCATION	$1,000	$0	0.0%	
CLERGY CONFERENCES	$325	$244	75.1%	
SUNDAY SCHOOL	$1,500	$61	4.1%	
YOUTH MINISTRY	$500	$55	10.9%	
MUSIC	$400	$241	60.1%	
CHURCH SUPPLIES	$1,500	$345	23.0%	
ADVERTISING	$500	$352	70.5%	
INSURANCE	$4,250	$4,856	114.3%	No Further Activity
PHOTOCOPIER	$3,700	$3,301	89.2%	
OFFICE COMPUTERS	$500	$49	9.8%	
OFFICE SUPPLIES	$1,000	$87	8.7%	
NEWSLETTER	$1,000	$123	12.3%	
REPAIRS & MAINTENANCE	$0	$2,486	0.0%	
CLEANING & JANITORIAL EXPENSE	$4,680	$3,041	65.0%	
GROUNDS KEEPING	$6,000	$1,141	19.0%	
GARBAGE & RECYCLING	$2,000	$677	33.8%	
ELECTRICITY - CHURCH	$2,000	$1,548	77.4%	
ELECTRICITY - HALL - OTHER	$3,500	$2,620	74.9%	
SECURITY	$500	$466	93.2%	
HEATING OIL - HALL	$3,000	$2,203	73.4%	
TELEPHONE	$1,200	$787	65.6%	
SOCIAL EVENTS	$1,000	$373	37.3%	
OUTREACH EXPENSES		$15,556		
NON-OUTREACH EXPENSES		$14,288		
GST (2.5%) NON RECOVERED		$639		
TOTAL EXPENDITURES	**$134,155**	**$130,950**	97.6%	
OPERATING SURPLUS/DEFICIT	**-$11,782**	**-$13,955**		
OPERATING Only:				
TOTAL REVENUE (Less Outreach & Non-Outreach)	$122,373	$88,822	72.6%	
TOTAL EXPENSE (Less Outreach & Non-Outreach)	$134,155	$101,105	75.4%	
OPERATING SURPLUS/DEFICIT	-$11,782	-$12,283		


ACTUAL INCOME - $116,994
Hall Donations 17%
Total Offerings...


ACTUAL EXPENDITURES- $130,950
Utilities 9%
Administration 10%
Asssessment 19%
Salaries 62%