

DIOCESE OF RUPERT'S LAND  
**ANNUAL PARISH FINANCIAL STATEMENT SUMMARY**  
 (include ALL funds)  
 FOR THE YEAR ENDED DECEMBER 31, \_\_\_\_\_

PARISH OF \_\_\_\_\_

**Annual Parish Financial Statement Summary (Summaries) must be supported by Audited Financial Statements for the Parish(es)**  
 Attach financial statement as presented at parish annual meeting pending receipt of audited statement  
**SEND ONE COPY TO ANGLICAN CENTRE BEFORE MARCH 1 OF EACH YEAR. KEEP ONE COPY FOR YOUR RECORDS**

**RECEIPTS**

**CURRENT YEAR**

A. Operating Income:

|                          |                 |  |
|--------------------------|-----------------|--|
| 1 Offerings-identifiable | _____           | Envelope offerings, identifiable cheques, pre-authorized donations, automatic deposits |
| 2 Offerings - open       | _____           | Unidentified offerings   |
| 3 Parish Organization    | _____           | Donations from ACW, Men's group, youth group.etc                                       |
| 4 Income from Projects   | _____           | Net income from dinners, garage sales, events (income less the costs)                  |
| 5 Donations (general)    | _____           | Special operating donations not included above   |
| <b>SUB-TOTAL</b>         | <b><u>0</u></b> |  |

|                                 |       |   |
|---------------------------------|-------|---|
| 6 Investment & Endowment Income | _____ | Interest, dividend, capital gains etc that is available for parish operations |
| 7 Rental Income                 | _____ | Money received from renting the church, or parish hall                        |
| 8 Other Income                  | _____ | Used for operating purposes   |

**TOTAL OPERATING INCOME** **0**

B. Non-Operating Income:

|  |       |   |
|--|-------|---|
| 9 Diocesan Grants                      | _____ | Money received from the Diocese for project or special mission                              |
| 10 Investment & Endowment Income       | _____ | Interest, dividends, capital gains etc that is dedicated to specific non-operating purposes |
| 11 Bequests                            | _____ | Memorial donations, income from wills etc   |
| 12 Capital Projects                    | _____ | Money earmarked for renovations, or construction or retirement of capital debt.             |
| 13 Specified Donations Parish Outreach | _____ | Money that flows through the parish books for outreach - refugees, orphans, etc             |
| 14 Specified Donations (PWRDF etc)     | _____ | Money that flows through the parish books for PWRDF Anglican Appeal, RLnews,                |
| 15 Other (Please specify)              | _____ | Money that flows through the parish books for other things -                                |

**TOTAL NON-OPERATING INCOME** **0**

**TOTAL RECEIPTS** **0**

**TOTAL RECEIPTS (carried forward)** \_\_\_\_\_ **0**

**EXPENDITURES FOR CURRENT YEAR**

**OPERATING EXPENSES**

**A. CLERGY**

1 Stipend, Housing & Car Expenses \_\_\_\_\_  
2 Benefits(Clergy Pension, EI, CPP, Health) \_\_\_\_\_  
3 Insurance, Con Ed, EAP) \_\_\_\_\_

For parish priest and other paid clergy  
For parish priest and other paid clergy  
For parish priest and other paid clergy

**Total Clergy Expenditures** \_\_\_\_\_ **0**

**B. ADMINISTRATION**

4 Salaries \_\_\_\_\_  
5 Benefits \_\_\_\_\_  
6 Administration Expenses \_\_\_\_\_

For non clergy staff - secretary, treasurer, etc (not caretakers or organists)  
For non clergy staff - secretary, treasurer, etc  
Telephone, photocopier, paper, pens, office supplies, interne -things that make the office function

**Total Administration** \_\_\_\_\_ **0**

**C. WORSHIP, EDUCATION, & PROGRAM**

7 Organist/Choirmaster (salaries, fees etc.) \_\_\_\_\_  
8 Youth leader (salaries, fees, etc) \_\_\_\_\_  
9 Choir, Altar Guild, etc. \_\_\_\_\_  
10 Sunday School, Literature etc. \_\_\_\_\_  
11 Other Program Expenses \_\_\_\_\_

Salaries, fees, benefits - contract costs  
Salaries, fees, benefits - contract costs  
Worship expenses - wine, wafers, candles, choir, music, robes, licenses  
Materials, sissors, paste, etc  
Adult education, other programs run by the parish, Synod, Faith Horizons etc.

**Total Worship & Education** \_\_\_\_\_ **0**

**D. PARISH PROPERTY(buildings only)**

12 Caretaker (Salaries, Fees etc.) \_\_\_\_\_  
13 Supplies etc. \_\_\_\_\_  
14 Taxes and Insurance \_\_\_\_\_  
15 Utilities \_\_\_\_\_  
16 Repairs & Maintenace \_\_\_\_\_

Caretaker salary, fee, contract costs, benefits  
Toilet paper, hand towels, wax, cleaners, etc  
City, provincial, municipal taxes and insurance  
Heat, water, gas, light  
Maintenance, repairs, security systems etc. - not capital expenditures

**Total Parish Property** \_\_\_\_\_ **0**

**E. ACQUISITIONS**

17 Equipment & Furnishings \_\_\_\_\_

Computers, desks, keyboards, pews, books,

**F. COMMON MINISTRY & MISSION**

**TOTAL OPERATING EXPENSES** \_\_\_\_\_ **0**

**G. NON-OPERATING EXPENSES:**

18 Capital Expenditures (building & major repairs) \_\_\_\_\_  
19 Interest on Loans \_\_\_\_\_  
20 Parish Outreach non operating expenses \_\_\_\_\_  
21 Special & other non operating expenses \_\_\_\_\_  
22 Appeals(PWRDF, etc) \_\_\_\_\_

Roof repairs, foundation repairs, renovations, additions  
Just the interest paid on a loan or mortgage  
What the parish is spending on outreach ministry  
Any other non operating expense  
RLN, Specified donations - PWRDF, orphan fund, Christmas Gift, etc

**TOTAL NON-OPERATING EXPENSES** \_\_\_\_\_ **0**

**TOTAL EXPENSES** \_\_\_\_\_ **0**

**TOTAL INCOME LESS TOTAL EXPENSES** \_\_\_\_\_ **0**

**Loans & Mortgages - Capital Borrowed** \_\_\_\_\_  
**- Capital Repaid** \_\_\_\_\_

In current year  
In current year

**BALANCE SHEET FOR 2009**

**Current Assets:**

|   |                |
|---|----------------|
| Bank Balance (all accounts)                   | _____          |
| Term Deposits                                 | _____          |
| Bonds, Shares, Debentures, etc                | _____          |
| Prepaid Expenses                              | _____          |
| Accounts Receivable                           | _____          |
| Other   | _____          |
| <b>Total Current Assets &amp; Investments</b> | <b>_____ 0</b> |

**Fixed Assets**

|                        |       |                               |
|------------------------|-------|-------------------------------|
| Value of Land          | _____ | As indicated on audited books |
| Value of Buildings     | _____ | As indicated on audited books |
| Church                 | _____ | As indicated on audited books |
| Hall                   | _____ | As indicated on audited books |
| Rectory                | _____ | As indicated on audited books |
| Furniture & Equipment  | _____ | As indicated on audited books |
| Other (please specify) | _____ |                               |

|                           |                  |
|---------------------------|------------------|
| <b>Total Fixed Assets</b> | <b>_____ 0</b>   |
| <b>TOTAL ASSETS</b>       | <b>_____ 0 A</b> |

**Current Liabilities:**

|                           |       |   |
|---------------------------|-------|---|
| Bank Overdraft            | _____ | Money spent that is over the amount in the bank                                     |
| Accounts Payable          | _____ | What bills are not paid as of December 31   |
| Other Current Liabilities | _____ | Short term loans, advance from somewhere for temporary use payable within one year. |

**Long Term Liabilities:**

|                   |       |  |
|-------------------|-------|--|
| Bank Loans        | _____ |  |
| Mortgages         | _____ |  |
| Other Liabilities | _____ | Long term borrowing from someplace other than a bank or credit union |

|                          |                |
|--------------------------|----------------|
| <b>Total Liabilities</b> | <b>_____ 0</b> |
|--------------------------|----------------|

|                                       |                  |   |
|---------------------------------------|------------------|---|
| Total Funds held for Capital Projects | _____            | Funds on hand for Capital purposes.   |
| Parish Trust Funds                    | _____            | Funds held in trust for parish programs or functions, cemeteries etc.       |
| Other Trust Funds                     | _____            | Funds held in trust for other organizations etc operating within the parish |
| Operating Surplus                     | _____            | Current assets less current liabilities                                     |
| Net Fixed Assets                      | _____            | Fixed assets less mortgages/loans for capital purposes                      |
| <b>Total Equity</b>                   | <b>_____ 0</b>   |   |
|                                       | <b>_____ 0 B</b> |   |

**(A should equal B)**

**DIOCESE OF RUPERT'S LAND  
ANNUAL INSURANCE REPORT FOR 2010**

PARISH OF \_\_\_\_\_

LAST APPRAISAL ON PROPERTY AND CONTENTS WAS DONE: \_\_\_\_\_  
date

Insurance coverage provided by: \_\_\_\_\_  
if insurance is provided by other than AON Reed Steenhouse, please provide copy of policy & coverage

Insurance (Buildings)

|              |                |
|--------------|----------------|
| Church       | _____          |
| Hall         | _____          |
| Rectory      | _____          |
| Other        | _____          |
| <b>TOTAL</b> | <b>_____ 0</b> |

Insurance (Contents)

|              |                |
|--------------|----------------|
| Church       | _____          |
| Hall         | _____          |
| Rectory      | _____          |
| Other        | _____          |
| <b>TOTAL</b> | <b>_____ 0</b> |

**TOTAL** \_\_\_\_\_ **0**