

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

PARISH OF _____ City/Town _____ Province _____

Annual Parish Financial Statement Summary (Summaries) must be supported by Financial Statements for the Parish(es)

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
SUB-TOTAL	_____	

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

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

TOTAL RECEIPTS

TOTAL RECEIPTS (carried forward)

**EXPENDITURES FOR CURRENT YEAR
OPERATING EXPENSES**

A. CLERGY

- 1 Stipend, Housing & Car Expenses
- 2 Benefits (total of Clergy Pension, EI, CPP,
Health Insurance, Con Ed, & EAP)

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

Total Clergy Expenditures

B. ADMINISTRATION

- 3 Salaries
- 4 Benefits
- 5 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

C. WORSHIP, EDUCATION, & PROGRAM

- 6 Organist/Choirmaster (salaries, fees etc.)
- 7 Youth leader (salaries, fees, etc)
- 8 Choir, Altar Guild, etc.
- 9 Sunday School, Literature etc.
- 10 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

D. PARISH PROPERTY(buildings only)

- 11 Caretaker (Salaries, Fees etc.)
- 12 Supplies etc.
- 13 Taxes and Insurance
- 14 Utilities
- 15 Repairs & Maintenance

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

E. ACQUISITIONS

- 16 Equipment & Furnishings

Computers, desks, keyboards, pews, books,

F. COMMON MINISTRY & MISSION

TOTAL OPERATING EXPENSES

G. NON-OPERATING EXPENSES:

- 17 Capital Expenditures (building & major repairs)
- 18 Interest on Loans
- 19 Parish Outreach non operating expenses
- 20 Special & other non operating expenses
- 21 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

TOTAL EXPENSES

TOTAL INCOME LESS TOTAL EXPENSES

- Loans & Mortgages - Capital Borrowed
- Capital Repaid

In current year
In current year

BALANCE SHEET FOR _____

Current Assets:

Bank Balance (all accounts)	_____
Term Deposits	_____
Bonds, Shares, Debentures, etc	_____
Prepaid Expenses	_____
Accounts Receivable	_____
Other	_____
Total Current Assets & Investments	_____

Fixed Assets

Value of Land	_____	As indicated on year end records
Value of Buildings	_____	As indicated on year end records
Church	_____	As indicated on year end records
Hall	_____	As indicated on year end records
Rectory	_____	As indicated on year end records
Furniture & Equipment	_____	As indicated on year end records
Other (please specify)	_____	

Total Fixed Assets	_____	
TOTAL ASSETS	_____	A

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

Total Liabilities	_____	
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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

Total Equity	_____	B
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(A should equal B)

Annual Insurance Report for 2013

Parish of _____

Last Appraisal on the Property and Contents was done: _____

Insurance coverage provided by: _____

if insurance is provided by other than AON Reed Steenhouse, please provide copy of policy and coverage

Insurance (Buildings)

Church	_____
Hall	_____
Rectory	_____
Other	_____
Total	_____

Insurance (Contents)

Church	_____
Hall	_____
Rectory	_____
Other	_____
Total	_____