

# **Finance and Human Resources Committee**

## **St. Paul the Apostle Parish – Financial Report to Parish**

### **Introduction to the Finance and Human Resources Committee:**

The Finance and Human Resource Committee of our parish began its work in late February 2021 and our first meeting was held on March 23, 2021. The Committee meets monthly and is committed to regular and clear communication with the parish community.

The members of the Committee as appointed by the pastor are, in alphabetical order, Catherine Alexander, Fr. Sebastian Amato, Peter Coughlin (chair), Wendy Gallivan, Jim Kennedy, Hans Splinter.

The Terms of Reference for the Finance Committee include the framework of stewardship as well as the duties of financial accountability and transparency. It is important to note that the parish Finance Committee is a parish committee mandated by Canon Law, Chapter IV:

“Can. 532 In all juridic affairs the pastor represents the parish according to the norm of law. He is to take care that the goods of the parish are administered according to the norm of cann. 1281-1288 and  
Can. 537 In each parish there is to be a finance council which is governed, in addition to universal law, by norms issued by the diocesan bishop and in which the Christian faithful, selected according to these same norms, are to assist the pastor in the administration of the goods of the parish, without prejudice to the prescript of can. 532.”

### **Current Issues**

2021 is a very difficult year, as the pandemic continues in Kingston and across our country. In our own way, we have all felt the worry, fear and disconnection. “For everyone, the past year has been dimmed with the sadness of lost human interactions”. (V. Lam) At the time of this report, the provincial lock down has restricted many activities, including the number of persons able to attend in the church. In this time it has been good to see so many groups who have been able to meet on line. Many volunteers and our parish staff have worked to provide a safe setting for Mass. Responding that “you are not alone” the parish continued a live streaming service. There were expenses incurred for this project in 2020 and 2021.

### **Highlights of this report**

The attached financial summary is for the period January- March or the first quarter (Q1) of this calendar year. The parish financial year is the calendar year. Please see the Income vs Budget report January-March 2021 Q1 report, background notes and Balance Sheet Highlights.

1. Effective March 31<sup>st</sup> 2021, the parish has an operating deficit of **\$36,405**.
2. The Finance Committee is working hard on the steps to move the parish to a balanced budget. We must decrease expenses and there are difficult decisions ahead.
3. We hope to grow the rate of contributions and donations to the parish. The Finance Committee has reviewed how donations and contributions are received: Pre-Authorized Debit (PAD) = 46.5% of contributions, Regular envelope = 36.7%, Canada Helps (on line) = 14.6%, other = 2.21%
4. Each line in the following financial summary includes a budget target for the reporting period. In starting the fiscal year in January, these budget amounts reflected the previous fiscal year. As we know, 2021 has been a time of continuing adjustment, these budget-planning amounts will be further revised.
5. The parish receives funding from the federal Canada Emergency Wage Subsidy (CEWS). The program is coordinated by the Archdiocese of Kingston and is based upon the consolidated revenue statements from all parishes in the Archdiocese. We receive approximately \$2,500.00 per month in subsidy.
6. The Contingency Reserve Fund (see Balance Sheet Highlights) is supported by policy which requires a minimum balance to be maintained and that fund disbursement will be approved by Finance Committee upon request of the Property Management Committee. Funds will be used for comprehensive capital improvements and projects. The funds are held by the Archdiocese of Kingston.

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The Finance Committee would like extend *our appreciation and thanks* for all who have financially supported St. Paul the Apostle this year. We ask that each parishioner reflect on what might be the most helpful method to contribute, based upon your own individual and family circumstances. This is a very challenging time for all of us and your financial participation does makes a difference. We have included the following brief summary about methods for financial contribution:

1. **Pre-Authorized Debit or PAD** might be the best way because you can build it into your budget and it works when you cannot be at church. When you complete the authorization form, the amount that you set is automatically withdrawn from your bank account and deposited directly to the parish bank account. It works the same way as payment for insurance premiums, rent, mortgage, car or student loan. There are no fees, you set the amount and it can be withdrawn on the 1<sup>st</sup> or the 15<sup>th</sup> of every month. Please contact the parish office to enrol or you may choose to download the form from the parish website (under Give).
2. **Regular envelope contributions** brought to church or mailed to the church, if you cannot be there in person. There is an envelope for every week, special feast days, and additional funds that you may choose to support, such as Share Lent. Some parishioners use PAD and the special envelopes for specific donations. If you would like to start using envelopes, please call the office at 613-389-8222.
3. Donate on line through **Canada Helps**. One can make a one time or recurring donation and you will receive a charitable donation receipt from Canada Helps.
4. Please note that charitable donations made via PAD/envelopes will be receipted at the end of the year from the parish.

The Finance and Human Resources Committee will provide ongoing quarterly reports.

If you have any questions about this Financial Report, please call the parish office at 613-389-8222 and leave your contact information and we will call you back. You can also email us at [finance@stpaulkingston.com](mailto:finance@stpaulkingston.com)

Peter Coughlin,  
on behalf of the Finance and Human Resources Committee,  
May 3<sup>rd</sup> 2021

# Finance and Human Resources Committee

## St. Paul the Apostle Parish – Financial Report to Parish

**Reporting Period:** January to March 2021 (Q1) Fiscal 2021

### Operating Fund

| <b>Income – Donations, Contributions</b>       | <b>Actual</b>      | <b>Budget</b>      | <b>Variance</b>    |
|--|--------------------|--------------------|--------------------|
| Sunday Envelopes (note #1)                     | \$42,376.00        | \$40,000.00        | \$2,376.00         |
| Offertory - cash                               | \$931.25           | \$300.00           | \$631.25           |
| Stipends, Special collections (note #2)        | \$2,425.50         | \$2,775.00         | -\$349.50          |
| Canada Helps On Line Donations                 | \$7,480.86         | \$6,000.00         | \$1,480.86         |
| CEWS (note #3)                                 | \$7,500.00         | \$7,500.00         | \$0.00             |
| Uniting our Gifts – Contingency Fund (note #4) | \$12,407.00        | \$10,500.00        | \$1,907.00         |
| Diocesan Collections (note #5)                 | \$4,220.95         | \$0.00             | \$4,220.95         |
| Bank, CDF interest earned                      | \$944.82           | \$975.00           | -\$30.18           |
| <b>Total Revenue-Receipts</b>                  | <b>\$78,286.38</b> | <b>\$68,050.00</b> | <b>\$10,236.38</b> |

| <b>Expenses</b>  | <b>Actual</b>     | <b>Budget</b>     | <b>Variance</b>   |
|--|-------------------|-------------------|-------------------|
| Pastor, Associate Pastor, Car Allowance, Food, Housekeeping                  | 15,279.21         | 15,888.00         | 608.79            |
| Salaries, Benefits Lay Employees   | 35,491.00         | 37,530.00         | 2,039.00          |
| Church Utilities, Hydro, Repairs, Insurance, Taxes, Rectory                  | 15,604.27         | 10,935.00         | -4,669.27         |
| Projects (note #6)   | 21,305.64         | 0.00              | -21,305.64        |
| Cathedralicum, Priests Benefit Fund (payable to the Archdiocese of Kingston) | 10,335.00         | 10,335.00         | 0.00              |
| Sanctuary, Altar, Religious Articles, Books                                  | 1,429.85          | 2,350.00          | 920.15            |
| Charitable Donations   | 0.00              | 0.00              | 0.00              |
| Office, banking fees, telephone, software licence & subscriptions (note #7)  | 5,896.32          | 4,275.00          | -1,621.32         |
| Equipment purchase, rental (note #8)   | 2,684.96          | 450.00            | -2,234.96         |
| Music-Choir  | 608.06            | 3,150.00          | 2,541.94          |
| Faith Development, Retreats, Seminars, Education                             | 567.36            | 0.00              | -567.36           |
| Youth activities & programs (note #9)  | 859.50            | 800.00            | -59.50            |
| Liturgy of the Word, (primary school age)                                    | 0.00              | 1,200.00          | 1,200.00          |
| Diocesan Collections & Honorariums (note #5)                                 | 4,630.95          | 0.00              | -4,630.95         |
| Pastoral Care  | 0.00              | 150.00            | 150.00            |
| Total Expense  | 114,692.12        | 87,063.00         | -27,629.12        |
| <b>Total Monthly Operating Income</b>  | <b>-36,405.74</b> | <b>-18,563.00</b> | <b>-17,842.74</b> |

#### Notes:

1. Sunday Envelopes = envelope contribution & Pre-Authorized Debit (PAD)
2. Stipends, Special collections – initial Offertory collection, stipend donations to clergy, ministries per funeral, wedding events
3. CEWS = Canada Emergency Wage Supplement. Coordinated by Archdiocese of Kingston based upon consolidated revenue statements per parish/Archdiocese
4. Uniting our Gifts – contributions to comprehensive capital improvements
5. Diocesan Collections – Donations received on behalf of the Archdiocese, e.g. Share Lent. Funds then distributed to Archdiocese, see Expense line for this reconciliation. Honorariums paid out include funds donated at time of funeral, wedding (clergy, music).
6. Projects – this represents some of the expenses for the live streaming project.
7. Office, banking, telephone, software licence, subscriptions – general office expenses, cell phone, on line fees, e.g. website hosting, Zoom.
8. Equipment purchase rental – includes purchase and rental of lighting, stands, electronic equipment.
9. Youth activities and programs – materials

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**Balance Sheet Highlights**

| <b>Assets</b>            | <b>Actual to<br/>March 31<br/>2021</b> | <b>Refugee Fund<br/>March 31 2021</b> |             | <b>Contingency Reserve Fund</b>                    |              |
|--------------------------|--|---------------------------------------|-------------|--|--------------|
| Petty Cash               | \$2,000.00                             | Opening Reserve                       | \$58,105.87 | Opening Balance                                    | \$300,000.00 |
| Operating Acct           | \$48,524.48                            | Collections YTD                       | \$5,880.00  | Transfer to Central Development Fund (Archdiocese) | \$0.00       |
| Refugee Fund             | -\$61,798.56                           | Expenses YTD                          | \$2,187.31  | Net YTD  | \$300,000.00 |
| Cash on Hand             | -\$11,274.08                           | Net YTD                               | \$3,692.69  |  |              |
| Contingency Reserve Fund | \$300,000.00                           | Closing Reserve                       | \$61,798.56 | Closing Reserve                                    | \$300,000.00 |
| HST refund to date       | \$4,688.34                             |                                       |             |  |              |

(YTD = Year to Date)