

LOVE

Feeding Body & Soul

WINS

Feeding Community

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St. John the Baptist Anglican Church

Annual Report 2017

Annual Meeting 2018

February 11th, 2018

2017 Parish Annual Meeting Agenda

February 11th, 2018

1. Opening Prayer
2. Minutes of the 2017 Parish Annual Meeting
3. Unfinished Business & Business Arising
 - a. Annual Report 2017 now on Parish Website.
4. Parish Financial Statements for 2017 and Parish Budget for 2018
5. Auditors Report
6. Parish Reports
7. New Business/Other Business
 - a.
8. Elections
 - Warden
 - Treasurer
 - Parish Council Members at Large
 - Synod Delegates
 - Regional Delegates
 - Auditors
 - PWRDF Representative
 - Committee Members
 - Coordinator of Counting Teams & Porch Duty
9. Closing Prayer

Minutes of St. John the Baptist Annual Meeting February 12th, 2017

Meeting called to order at 11:40 am. There were 44 people in attendance. Quorum called. Meeting proceeded.

- 1. Opening Prayer:** The meeting opened with prayer lead by Rev. Julio Martin.
- 2. Minutes of the 2016 Parish Annual Meeting:** As circulated in Annual Report. Paulette Brown made a motion to accept the Minutes of the 2016 Annual Meeting as circulated in the Annual Report. Bill Timbury 2nd the motion. Rev. Julio called for questions. Motion carried. Minutes approved as circulated.
- 3. Unfinished Business & Business Arising:** None but Rev. Julio noted that the 2016 Breakfast Program was very successful during the months of July & August 2016. He noted that Rev. Debbie had previously said that the 2015 Breakfast program was not as successful as hoped in 2015 but Rev. Julio said 2016 was a complete success. Cecil Day said that with 80 people being fed in 2015, it's not a failure. In 2016, the time was changed from beginning at 9:30 am to 10:00 am and finishing at noon instead of 11:30 am. Over 400 people were served in 2016. Phyllis Reno noted that we became aware that young children need someone to take them and also that seniors often need to have breakfast. These changes to the program for 2016 made it a huge success. Rev. Julio suggested that we look at getting some grants for the Breakfast program in the future. Cecil noted that local Kiwanis have donated \$500.00 towards the Breakfast program. Erma noted that this will be used for the startup of the 2017 Breakfast program. Carol Vickers noted that the 2016 Annual Report is now available online. This will continue to be done in the future.
- 4. Parish Financial Statements for 2017 and Parish Budget for 2017:** Erma Carmichael presented her Annual Financial Report for 2016 as circulated in the Annual Report for 2016. Erma noted that some tough decisions are going to have to be made. She noted that we are "Asset Rich, Cash Poor" Parish. Harold Seymour commented that he thought that once we got rid of the Hall that we would be in better financial shape. Erma said that once the hall demolition loan is paid off in 2020, we will be better off. Rev. Julio noted that in the last 3 years we have had 66 deaths. It was noted that when the hall was taken down the proposal of \$20,000.00 actually ended up costing almost \$60,000.00. Cecil Day noted that our givings were down by approximately \$5,400.00 in 2016 and a projection of being down by approximately \$20,000.00 by the end of December 2017. Cecil also confirmed that we definitely have to make some tough decisions in order stay financially viable, i.e. lay off employees, go to part time minister or other options. Tony Hatcher asked for an explanation as to the deficit in 2016. It was explained that fundraisers brought in about \$44,000.00 which is good revenue but the givings through the donation envelopes from the parishioners has dropped drastically. Rev. Julio noted that we really to base our budget on the givings (envelopes, coin cards, etc.) and not include the fundraisers in budget.

He noted that the fundraisers adds to revenue. He also noted that some of our big donations came from people who have passed away. He noted that we are a "Rich Parish" with lots of volunteers, buildings and givers. He noted that some parishes rent out their buildings to outside groups, etc and that our Church building would be good for that type of use. Cecil noted that the budget including our fundraising creates a problem. Phyllis Reno noted that she is concerned with fundraising being included in our 2017 budget again as there is no guarantee with fundraising. Much more discussion took place with regards to how to save some money. Rev. Julio noted that due to the Labor code law, we can't decrease the wages of paid employees, cut their hours but we can layoff paid employees. We can abolish positions and then look at re-hiring to cover these positions but with different conditions, etc. Cecil noted that a worst case scenario would be going to a part-time Minister. Rev. Julio stated that this would mean half of the Sunday Service being led by a Priest and the other half being led by Layreaders. Donna MacDonald noted that in some Parishes that have a minister that only works half time, the Parishioners still expect them to be available full time. Tony noted that we have to be careful if we look at this option because people may not come as often if the Services are only being done by a Priest part time. Discussion continued on the issue. Erma called for any more questions. Erma noted that the point of bringing forth our financial situation concerns, was to get some suggestions and ideas on how we can improve things in the future. Rev. Julio said that we need suggestions and if the Parishioners trust the Parish Council, then Parish Council may have to make some tough financial decisions in order to keep the Parish viable. More discussion took place on our givings and how the allotment to the Diocese is determined. Reid Moore noted that we all benefit from the Diocese and the national Church. It was suggested to look at getting someone from the Diocese to come and help us look at ways that we can work out some of our financial concerns. It was noted that there are lots of good things taking place within the Parish. But we also have to be realistic about our financial situation. Flo Hare agreed with Reid and stated that the Diocese and the National Church is part of the wider picture and the growth of the Church. She noted that we need to use the resources available to us from the Diocese. Rev. Julio reconfirmed that Parish Council is going to have to look at making some tough decisions or suggestions or we will need to have an extraordinary general Parish meeting to address the financial situation. Tony Hatcher thinks that Parish Council is elected to make decisions and if the Parishioners wish, we can take the decisions to them to approve. Cecil Day noted once again that we are in trouble now and that we need to start making some decisions soon. Donna MacDonald noted that most people were not aware of the financial situation that we are currently in. Anne Carter noted that this is the first annual meeting that we were in debt and there isn't anywhere to pull from. It was noted that there is no money available for maintenance. We need to get some resources in to look at all avenues in order to save some money. Rev. Julio will invited people from the Diocese to come and give their input and then bring the suggestions forward to Parish Council. He questioned if we want to have another Parish meeting to bring forth suggestions for further discussion. Shirley Jenkins suggested that maybe people could voluntarily use coin cards if they have loose change. Imelda Bejar suggested that we could have another Parish meeting after we speak to resources available from the Diocese or allow Parish Council make the decisions necessary. Many didn't like the idea of brainstorming ideas at an open meeting. It was suggested that after Parish Council came with up with some options as to how to save some money, the ideas could be taken to a Parish Meeting and present them to the Parishioners. It was decided that this was the avenue to take. Erma moved to accept her financial report as circulated and adopt the 2017 budget. Reid Moore 2nd. Questions called. All in favor. Motion carried. **Lunch break then took place at 12:55 pm. Lunch break concluded and the meeting continued at 1:25 pm.**

5. **Auditor's Report 2017:** Reid Moore moved to accept the Auditor's Report as presented in the Annual Report. Paulette Brown 2nd the motion. Reid agreed to do the audit again next year. Questions called. Donna MacDonald thanked Reid & Jim Buffett for doing the audit this year. Cecil Day thanked Erma Carmichael & Carol Vickers for preparing all the records. Motion carried.
6. **Parish Reports: Warden's report as in Annual Report. Reid wanted to have all members of Parish Council recognized for all their work and dedication.**
7. **New Business/Other Business: Nothing to discuss.**
8. **Elections:**
 - a. **Wardens:** Cecil Day & Brenda Pope agreed to remain as Wardens for 2017. 3 calls were made for other nominations. No further nominations. Rev. Julio thanked Brenda & Cecil for agreeing to remain as Wardens.
 - b. **Treasurer:** Erma Carmichael agreed to remain as Treasurer for 2017. 3 Calls made for further nominations. No more nominations made. Erma appointed Treasurer for 2017.
 - c. **Parish Council Members at large for 2017:** Cecil nominated Tony hatcher Donna MacDonald 2nd. Flo Hare nominated Margie Ramsey. Tony Hatcher 2nd. Lisa Richards nominated Reid Moore. Phyllis Reno 2nd. Reid declined the nomination. Lisa Richards nominated Betty Mansfield. Imelda Beyjar 2nd. Betty declined the nomination. Lisa Richards nominated Mary Hillier. Mary declined the nomination. There were a total of 2 nominations. 3 calls were made for more nominations. No further nominations. Both Tony and Margie were elected by acclamation.
 - d. **Synod Delegates:** Flo Hare nominated Reid Moore to be a Parish Representative for Synod & Donna MacDonald 2nd. Reid agreed to nomination. Connie Barnes nominated Donna MacDonald for Synod delegate. Donna declined. Kay Hayes nominated Lisa Richards for Synod delegate. Lisa declined as she will be away when Synod is taking place. Donna MacDonald nominated Phyllis Reno. Phyllis declined. Cecil Day nominated Margie Ramsey as a Synod delegate. Erma Carmichael 2nd. Margie Ramsey accepted the nomination. Flo Hare agreed to be an alternate delegate. 3 calls were made for further nominations. No further nominations made. Reid Moore and Margie Ramsey were acclaimed as Synod Delegates for our Parish.
 - e. **Regional Council:** Regional Council representatives include the Wardens, Synod delegates and members at large. Phyllis Reno agreed to represent our Parish on Regional Council.
 - f. **Auditors:** As previously discussed earlier in the meeting, Reid Moore and Jim Buffett agreed to remain as auditors for the Parish.

- g. PWRDF Representative:** Donna MacDonald agreed to remain on as our Parish representative for the Primate's World Relief and Development Fund (PWRDF). Donna read the year end letter from PWRDF. A copy of this letter will be kept on file. She noted that PWRDF is an important mission. Reid Moore noted that PWRDF is a great way to give gifts to others. Donna said that she checked online to see how much of the funds given to PWRDF is used for administration costs and determined that only 7% of funds raised for PWRDF goes to administration costs. Donna said that she will check for the cost of administration for other organizations.

- h. Vacation Bible Representative (VBS):** Lisa Richards has agreed to run the VBS program the week of March 13th to March 17th, 2017. Phyllis Reno noted that during VBS the children are engaged to support PWRDF and it is explained to them the importance of PWRDF. It was also noted at this time that volunteers are still needed to help out with VBS this year. Plans are now underway for this year and it is starting to take shape. A meeting for VBS planning is scheduled for Monday, February 13th at 7:00 pm to continue working on plans for the week-long camp in March. VBS is for children, who are a valuable aspect of our Church. Thanks was given for all the donations received to help support VBS in the past as well as the current year.

Other items that came up for discussion:

1. Lenten Lunches: The Lenten lunches will begin on Wednesday, March 1st. There is a need for people to bring rolls and milk. The 1st guest speaker will be Member of Parliament, Mark Eyking. All other guest speakers are in place and will be announced on the weekly bulletins.
2. Shirley Jenkins suggested that the older version of the Lord's Prayer should be sung often during the weekly services.
3. It was noted the Annual report is available online a week before the Annual Meeting and can also be picked up at the office.
4. Rev. Julio noted that he will invite people from the Diocese office to come and suggest items that may help out the Parish financially. Once suggestions are received, Parish Council will decide if any of these suggestions need to go back to members of the Parish at a general meeting to further discuss. It was discussed that either Parish Council can make the decisions and/or look at options suggested or they can take make recommendations to the Parishioners. Cecil Day said that if Parish Council members are elected to represent the Parishioners, they should make the necessary decisions. Bill Timbury agreed that Parish Council is elected to make decisions and they should be able to do so. Rev. Julio agreed. Imelda Beyjar noted that we need to look at ways to grow and bring people to our Church.

9. Closing Prayer: Rev. Julio concluded with the meeting a closing prayer.

Next Parish Council meeting is set for Sunday, March 12th at noon. Meeting adjourned at 2:10 pm. Parish Council 2017.

Clergy Leadership Team

Rev. Julio C. Martin 794-7371 Cell: 902-322-5464 jc.martin@hotmail.com

Secretary

Carol Vickers 736-3740 cbvickers@ns.sympatico.ca

Treasurer

Erma Carmichael 794-8303 ecarmichael@eastlink.ca

Wardens

Cecil Day 794-3335 dayc@ns.sympatico.ca
Brenda Pope 736-3475 charmaine.pope@ns.sympatico.ca

Members of Parish Council

Flo Hare 794-3338
Lisa Richards 544-0423 lisarichards@outlook.com
Doug MacDonald 794-7796 nanny.donna.49@gmail.com
Donna MacDonald 794-7796 nanny.donna.49@gmail.com
Margie Ramsey 794-3326 ramsey.marg@gmail.com
Tony Hatcher 371-7299 tonyrhatcher@hotmail.com

PWRDF Representative

Donna MacDonald 794-7796 nanny.donna.49@gmail.com

Auditors

Walter Pelley 794-3095 waltermgpelley@gmail.com
Joe Fiander 794-3739 joe.fiander@hotmail.ca

Regional Council Members

Flo Hare 794-3338
Margie Ramsey 794-3326 ramsey.marg@gmail.com
Reid Moore 544-1018 (Treasurer) rwmrhs@gmail.com
Phyllis Reno 794-4881 phyllisreno51@gmail.com

Synod Delegates

Reid Moore 544-1018 rwmrhs@gmail.com
Margie Ramsey 794-3326 ramsey.marg@gmail.com

Rector's Report

Dear Brothers and Sisters in Christ,

One more year has passed and again I have to recognize your dedication to this parish. The volunteers and the deeply committed lay leadership of the wardens and parish council, choir, Sunday School, Altar Guild, etc.

We are a rich parish spiritually, materially and charismatically speaking. We have land (some of it underused) and a building which for its modernity can host a very wide range of activities during the week; we have very gifted people with many talents (charismata) at our disposal in many fields; we are strongly devoted and dedicated with a strong faith to our parish and its mission. **Our flock is prepared for the way ahead.** We just need to use our assets and riches and to keep putting them to fulfill our purpose of communicating the Good News in Jesus Christ to children and future generations.

Our dinner theatre and Lenten luncheons were a success as usual and our attendance to Holy Week, Easter and Christmas services were well attended as the previous years. So was our breakfast summer program was a complete success this year, feeding over 400 people. Another successful ministry for children was our Vacation Bible School. As for children's ministry I have to say that in the last years besides Desree Dominix, Cristina McCarthy and Stephanie Evans, Lisa Richards and Jackie Warren have been key in the development of children ministries here. Their willingness to help and genuine love and talent do secure the success of our endeavor with children.

The Lay Readers, Mothers' Union, ACW, Sanctuary Guild, the men of the parish and so many others that help with our various parish projects continue to be the golden bricks of our parish. They already are and will continue to be a great asset to our worship and work together as a team.

May God continue to bless and guide us as we work together for the building of his kingdom in this corner of His world.

Yours in Christ our Only Redeemer and Saviour.

Rev. F. Julio C. Martin +, Rector

February 2018 A.D.

Warden's Report

This past year we saw the passing of many dedicated parishioners who were faithful attendees at St. John's and many who were dedicated volunteers during the years. As we miss those parishioners who have departed; we are very happy to see some new faces attending our weekly services. We welcome them and look forward to them becoming an important part of our parish family.

As we end the third year of Rev. Julio's ministry with us, we would like to thank him for his dedication to the parish and his hard work. We thank Imelda for her support to the parish and her volunteer activities.

Phyllis Reno has stepped down from lay reader's duties and we would like to thank Phyllis for her many years as a lay reader.

Congratulations to the Mothers' Union for another successful breakfast program. We thank everyone who volunteers at the breakfast and everyone who supports the breakfast. The breakfast program is growing and is filling a need in our community.

Thank you to Carol and Jack for the great job they do for our parish and the many hours they spent working for us. Garland and Patsy are continuing to grow our Sunday School. We thank Garland, Patsy, Lori and everyone who volunteers with the Sunday School Program. It is great to see the children taking a more active role in the family service.

We would also like to thank David and the choir for all the music at our regular services and special services. Thank to our all the relief organists who fill in for David during his vacation and whenever David is unable to play. The choir bought new gowns this year out of their own funds at no cost to the parish. The new gowns look beautiful and we thank the choir for supporting the parish in this way.

Many thanks to all the members of parish council who made decisions on behalf of the parish. Doug MacDonald and Tony Hatcher are stepping down from council and we would like to say thank you for being part of council. We would like to thank all greeters and all those who count our collection. Thanks to our treasurer Erma Carmichael for her many hours of work to look after our finances. We also thank Paulette Brown for the many hours she works each week as our Envelope

Secretary. Also thank you to Jim Buffett and Reid Moore for their work as auditors for the parish in 2017.

We had another great Dinner Theatre this year. Thank you to the directors, actors, kitchen crew and many volunteers for making dinner theatre possible. Dinner Theatre is an important part of parish life and an event looked forward to by many in the community. It is hard to believe 2018 will see us hosting our 10th Dinner Theatre and encourage everyone to come out and support the Dinner Theatre.

We hosted another successful Bazaar and Silent Auction in October. We would like to thank the many volunteers who work long hours to make the event a success and the many people who donated items to the event. It is great to see so many from our community to come out and support the Bazaar and Silent Auction.

The parish also hosted a Newfie Night which was enjoyed by everyone who attended. We would like to thank the musicians and everyone who made this night a success. We hope Newfie Night will become an annual event.

We would like to thank our dedicated group of volunteers who make up our funeral reception team. Your work is very important to the families for who you host receptions. We thank all the parishioners who support the funeral receptions by providing lunch. We would like to acknowledge Ada Green who died this year for her many years of work as part of the funeral reception team.

The wardens, on behalf of the parish, would like to thank all our volunteers. We would not be able to do the many activities and events we do if we did not have the dedicated people who always answer our call for help.

We say thank you to our parishioners for their continued support and prayers for the parish.

Cecil Day, Senior Warden

Brenda Pope, Junior Warden

Property and Finance Committee Report 2017

The Property and Finance Committee would like to thank our Treasurer Erma Carmichael for her hard work and dedication in looking after our finances.

Financial challenges seem to part of life here at St. John's and the committee is working with parish council to develop new fundraising initiatives and for ways to reduce our expenses.

A new snow blower was the only major expenditure this past year.

We would like to thank Doug MacDonald who is ending his term on the committee.



CAMP BRETONDEAN

**P.O. Box 965
Sydney, Nova Scotia
B1P 6J4**

An Ecumenical Camp and Conference Centre Supported by the Anglican Church

President's Report for 2017

Camp Bretondean came through 2017 on a sound footing, we succeeded in finishing our grant, which gave us some much needed improvements. We had the roofs on the three cabins, and the dining hall re-shingled, the Nelson E. Latimer house was connected to the electricity from the dining hall, making it possible to rid ourselves from a power bill, also new radiators were installed in the dining hall.

We also had a childrens' summer camp in July, the first time in 3 years, thanks to Patti Sampson, who donated her time and energy to tend to the camping experience, training the counsellors and being there for the week, she was truly a GOD send for the camp. This camp was a success, thanks to Patti and we are hopeful we can have a camp this summer as well under her supervision.

Some repairs were made adding two new culverts to improve with the water drainage problems we were having, and a ramp was constructed by Donnie Eisan going into the Nelson E. Latimer house, making our camp totally accessible. The funds for this was obtained from the East Health Board. They made the money available for material and Donnie Eisan donated his time and ability to make it a reality.

On September 10th we had our second annual ecumenical church service at Camp Bretondean and I am extremely happy to relay to you it was complete success. In attendance were Bishop Brian Dunn of Antigonish and Bishop Ron Cutler and numerous clergy and laity from the Cape Breton area in all approximately about 150 people attended. I would be remiss if I didn't mention Reverend Glen Kent and his tireless work and the hours he spent on putting together this service and the work he put into getting the summer camp off the ground. Thank You Reverend Glen.

We had a successful fund raiser in the spring which helped us with some funds to carry on with our endeavours, and we are having another corned beef and cabbage supper on May 12, 2018 which we hope will be an even bigger success. Tickets will be on sale soon so please contact any committee member to purchase tickets, your support will be greatly appreciated.

As always, I must congratulate our camp committee and the work they do for Camp Bretondean, and the fact we are all aging and could certainly use some younger and more agile committee members to help us out, new volunteers would be greatly appreciated.

We meet at Camp Bretondean on the second Tuesday of the month, starting on March 13, 2018.

Submitted by;

Fred Boutilier

Chair of Camp Bretondean

CAMP BRETONDEAN

BALANCE SHEET 2017 INCOME STATEMENT

Balance Forward	2,072.60
Revenue	
Grants	29,253.05
Allotment Income	3844.27
Camp Rental	12075.00
Donations	660.00
Fundraisers	3631.95
Interest	.07
Registration	2850.00
Other	447.22
Total Revenue	52761.56
Total Income	54834.16
Expenses	
Kids week Expense	1694.51
Camp Supplies	168.18
Fundraiser	828.60
Insurance	4,876.80
Miscellaneous	2667.48
Office	556.88
Repair	23762.06
Utility	14890.49
(NS Power, Irving Oil, Bell Aliant)	
Joint Stocks	99.65
Uncategorized	124.13
Total Expenses	49668.78
Balance Forward	5165.38

The Electronic version of this page does not allow editing of the Checklist for Auditors. If you wish to fill it in electronically, please go to: http://www.nspeidiocese.ca/diocese/policies/admin_pol_proc.htm on the web site and choose Policy 2.2.7 in Word format.

2.2.7

Revision Date - November 13/97
Committee - Diocesan Council
Source - Administration & Finance

CHECKLIST FOR AUDITORS OF CHURCH AND PARISH ACCOUNTS

Diocese of Nova Scotia & Prince Edward Island

Please return one copy of this form no later than March 31st, to be placed with your audited financial Parochial Returns and indicate with a "check mark" that all items have been completed and there have been no areas of concern.

EXPENDITURES:

- 1. All cheques are to be in numerical order, and no cheques are missing.
- 2. All cheques have two signatures.
- 3. Verify the signing authorities for the Parish, Church or Church Organization are two of four: Treasurer, Secretary, Wardens. The Rector cannot be a signing authority. A husband and wife, or a parent and child, cannot both be a signing authority on the same cheque. If a relationship exists between the signing officers, Revenue Canada deems this to be one signing officer and not two. Also, if a cheque is made payable to a signing officer that signing officer or any member of his or her family cannot counter sign the cheque.
- 4. For any cheque made payable to a signing officer there must be approval by Parish Council.
- 5. Verify the amount of the cheques to the invoices being paid.
- 6. From the bank statements verify that no cash withdrawals have taken place.
- 7. The only non cash debit transactions are bank charges.
- 8. Verify that no presigned blank cheques are on hand with the Treasurer.
- 9. Verify that a bank reconciliation has been done for each month.

REVENUES

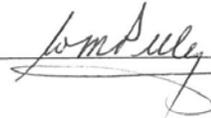
- 1. The Vestry Book should have all the offerings listed and signed by two people, unrelated to each other, who have counted the collections.
- 2. The deposits from the bank statements must match the vestry book entry.
- 3. Verify that deposits are being made weekly, from the bank statement.
- 4. Total the yearly tax receipts issued to determine that they are within reason of the actual money collected.
- 5. Determine that any Parish investments are in the name of the Parish.

OTHER AREAS

- 1. Verify that the Charitable Tax Return of the previous year has been filed with Revenue Canada. 2016
- 2. Determine how endowments and bequests are being reported to Parish Council.
- 3. Determine how special fund raisers are being accounted for and reported to Parish Council. More than one person must be responsible for the collection, counting and receipting functions.
- 4. Determine that reports are being made to Parish Council on a regular basis.
- 5. Are the Parish records being maintained and held in safe place for the seven years required by Revenue Canada?
- 6. Verify the amounts reported on the Receipts and Disbursement Statement, to the amounts in the records.
- 7. Any amounts receivable to the Parish at the end of the year must be accounted for and included on the Receipts and Disbursements Statement and reported on the Balance Sheet.
- 8. Any amounts owing by the Parish at the end of the year must be reported and included on the Receipts and Disbursement Statement and reported on the Balance Sheet.
- 9. Clear notes to the Financial Statements should state what amounts are owing and to whom. If the Parish has any outstanding loans, a note should state what the payment is per month, the outstanding balance at December 31 and the final payment due date.

Reviewed by:

Please Print Name, Address, Occupation

- | | |
|--|---|
| 1. <u></u> | <u>JOSEPH FIANUEL</u>
<u>10-80 REGENT ST NORTH SYDNEY.</u> |
| 2. <u></u> | <u>Walter Peiley C. Mgr.</u>
<u>2 Park St North Sydney</u> |

Date Completed 2018-01-24

If there are any questions please call the Synod Office (420-0717) or the Regional Dean for your area.

Please note any discrepancies with the check list and give your reasons why these discrepancies cause no concern.

AUDIT REPORT
THE PARISH OF ST. JOHN THE BAPTIST
AS AT DECEMBER 31, 2017

The undersigned Examiners have performed an "Annual Review" of the financial records of the Parish of St. John's Anglican Church.

A random sampling was done of the following:

- All cheques are in numerical order and none are missing.
- All cheques have two signatures as per signing authority resolution.
- Signing authorities are according to Canon and no conflicts are apparent.
- Any cheques made payable to a signing officer was approved by Parish Council.
- The amounts of the cheques were matched with the invoices.
- No cash withdrawals have taken place.
- Blank cheques are not signed in advance
- Bank reconciliation have been done for each month.

A very in-depth audit was completed on all Weekly Income Summaries with the following verifications:

- Summaries balanced with deposit slips.
- Deposits were made promptly.
- Deposit slips matched bank statements

Due to time constraints the 2017 Charitable Tax return is usually filed subsequent to the Annual meeting which takes place early in the New Year, it is noted that the 2017 Charitable Tax Return has been filed with Revenue Canada and reviewed by the undersigned.

Fund raising events are accounted for properly and reported to the Parish Council.

The Examiners are not rendering legal, accounting, or other professional services. If accounting or legal advice is necessary or required, the services of a competent professional advisor should be sought.

The primary purpose of the review is to insure good financial procedures and to help the congregation have confidence and trust in the stewardship of their contributions. The review

- Provides information and assessments to the annual meeting.
- Assesses how well the financial and management controls safeguard our assets.
- Provides reasonable assurance that the transactions comply with Canon law.
- Provides reasonable assurance that the Parish is managed economically. Provides informed judgements on the fairness and clarity of the financial statements.

The examiners are familiar with every aspect of the church's financial procedures and have conducted interviews with the Treasurer while performing the examination. It included tests and other procedures that we considered necessary in the circumstances.

Parish Council should consider releasing an unaudited quarterly financial report to keep parishioners abreast of what is happening financially as the year progresses.

We would like to take the opportunity to express our appreciation to our Treasurer Erma Carmichael for the excellent cooperation and assistance offered to us during the examination.



Walter Pelley



Joe Fiander

Parish Statistics 2017 List
Born of the Water and the Spirit
Baptism

Maddison Grace MacDonald
Scarlet Catherine Ethier
Dante Michael Eveleigh
Samantha Ann Carew
Madison Jade Elizabeth Cychowski

Alex Lawrence Slade
Maverick Logan John Jones
Laila Faith Mansfield
Lennon Eva Lee Cychowski
Parker Daniel Walsh

Confirmation

Lois MacKenzie
Evan Ouellet

Nelson Scott
Kaylee Petite

United in Holy Matrimony

Holly Lynn Murray and David James MacDonald

Passed into the Fullness of Life

Darrell John Billard
Mabel Louise Cross
Clarence Emanuel Fudge
David Brian Hatcher
Georgina Mary Matthews
Arthena Joan Tobin
Austin George Kendall
John Brian Reid
Cecil Parsons
Andrew Joseph Rose
Rita Finney

Audrey Kathleen Fiander
Annie Lillian Bradbury
Lillian Dorcas Roberts
Madison Alivia Wilson
Hazel Valencha Johnston
Ernest Allan Warren
Emma Jane Freeborne
Calvin Edmunds
George Melvin Hatcher
Ada Green