

Fellow Parishioners,

I would like to present the St. Philip Parish Temporal Affairs Council's Report for the year ending December 31, 2014. This report is part of the TAC's commitment to provide parishioners with ongoing financial information about the state of the Parish's finances on a regular basis. This report also serves to update the Parish on any temporal (operational, non-spiritual) matters concerning our Parish and Parish administration. This report is being issued a few weeks later than normal due to several 2014 year-end activities that had to be completed prior to us issuing this report.

Temporal Issues

In October 2014 and as reported in our last TAC report, the Parish has begun to implement a new parishioner contact information disclosure policy that offers assistance to our parochial organizations (the CWL, the Knights, and now the Society of Saint Vincent de Paul) by having permission to release parishioner contact information for activities or fundraisers that these organizations conduct in our Parish. The implementation process involved preparing pre-populated disclosure consent forms for each parishioner on the Parish List and asking that the parishioner complete the form and submit it to the parish office should they wish to grant permission to having their contact information released to a requesting group. This process is well underway now, with the consent forms being distributed in conjunction with the annual charitable tax receipts for 2014. The implementation of the disclosure policy also gave the Parish an excellent opportunity to update its own Parish records. The TAC thanks all parishioners for helping us implement this new policy through completing the pre-populated forms and/or advising the parish office of any required changes to the contact information on file.

Besides implementing the new disclosure policy, the TAC has been busy on a few other issues. The TAC has been busy with the regular 2014 year-end activities, such as finalizing the 2015 parish budget and the 2014 financial results (see below for more information), preparing the required reports for the Archdiocese and the Canada Revenue Agency, issuing the 2014 charitable tax receipts, etc. This process is now complete and the TAC thanks Dan McKenna (TAC Member), Shannon McGruer (parish bookkeeper) and Lynn Lane for their help and assistance in getting the many year-end activities completed.

The TAC has initiated a review of the various security measures currently in place on the Parish's property. Part of the TAC's mandate is to assist Fr. Bob with the protection and security of the physical buildings. This includes ensuring that Parish records (e.g. responsible ministry information, financial records, etc.), the buildings (e.g. Parish Hall, the Church and the Rectory/Office) are properly secured and safe from fire, theft, etc. On this front, the TAC recently approved the purchase of a new fire-safe cabinet/storage container that will be used in the Parish Office to safeguard our historic parish registers. We are also reviewing the security of the Parish Hall. While there have been no incidents concerning the security of the Parish Hall, we believe it is prudent and responsible to regularly review our security measures so as to minimize the possibility of an incident occurring in the future.

As parishioners will no doubt know by now, the Parish has completed the purchase and installation of the new sound system inside the Church. This system also includes a new wireless microphone for Fr. Bob! The TAC especially would like to thank the 200th Anniversary Committee, the Knights of Columbus, the CWL and the Euchre group for each making a financial contribution towards this project. We would also like to thank Mark McGuire and Dale Robichaud for volunteering their time and energies in removing the old system and speakers, and installing the new system and speakers. Finally, under the 200th Anniversary Committee's direction, the statues of the Blessed Mother, the Sacred Heart and St. Theresa, usually on display at the front of the Church on the altar, are currently being restored and should be returned to the Church in the next few months.

Parish Finances

Changes to the presentation of the Financial Statements

Over the last several years, the Parish has raised a substantial amount of money generously donated by parishioners, pastoral organizations, and through various fundraising events for the purpose of restoring, maintaining and upgrading our almost 200-year old church and its supporting facilities. Under Diocese financial rules, the Parish is responsible to ensure funds received for purposes other than general operations are set aside from ordinary cash deposits and be "restricted" for purposes for which they were originally received. In an effort at continuously improving our financial reporting to parishioners, the TAC has undertaken certain changes to the presentation of the financial statements to enhance the transparency of reporting for these special fundraising activities. Most notably, we have included a new *Statement of Changes to Cash Reserves and Restricted Funds* to detail the sources and uses of cash other than from ordinary operations. Prior to discussing the accompanying financial statements, we wish to highlight some of these changes.

On the *Balance Sheet*, parishioners will notice that we now present our cash reserves and restricted fund balances on deposit at the bank as a single financial statement line item under Assets while the related fund balances, such as the Restoration Fund, 200th Anniversary-Lighting, 200th Anniversary-General and Peru Mission, are presented as separate financial statement line items under Liabilities and Net Assets. This new presentation more accurately reflects the nature of these accounts and allows for a reconciling of the fund balances to the cash deposits set aside to honour these commitments through the new *Statement of Changes to Cash Reserves and Restricted Funds*.

On the *Statement of Operating Results*, presentation of extraordinary operations has been revised to present revenue and expenses by fund; Restoration, 200th Anniversary and Peru Mission, rather by individual fundraising event or expense. The purpose of this new grouping is to align with the new *Balance Sheet* presentation of the fund balances and the new *Statement of Changes to Cash Reserves and Restricted Funds*, which provides the detailed extraordinary activities in a manner which allows reconciliation to the corresponding restricted cash deposits.

Additionally, the *Statement of Operating Results* has been streamlined to present the prior year, current year and 2015 budget figures rather than a five-year trend of operating result with the budget.

Financial Results – 2014

From the *Statement of Operating Results*, parishioners will notice that we ended the year with a small surplus from ordinary operation of \$127. On the revenue side, we highlight that “seasonal” donation revenue (Easter, Christmas, and United Way) decreased significantly; however, this was offset by increased mass collections and strengthening of hall rent and bulletin advertising resulting in an overall 4% increase in revenue from ordinary operations. Similarly, expenses increased by 5%. Next, extraordinary operations ended the year with a \$22,965 surplus. This surplus is predominately made up of pink envelope collections of \$10,281, proceeds from the Richmond Fair Home-cooked Meals of \$9,554, and \$6,224 from the Murder Mystery; offset by extraordinary expenses such as \$3,983 for new sound systems for the church and hall. For details of the sources and used of cash in these funds, please refer to the *Statement of Changes in Cash Reserves and Restricted Funds*.

Parish Budget – 2015

Under Diocesan policy, a parish is required to present a balanced budget to the Diocese and to the parish community. In our case, the budget process involved looking at prior years’ revenue and expenses, forecasting reasonable and achievable revenue and expense amounts for 2015, and looking at areas where the parish could potentially realize some cost savings. In addition, the TAC met with the St. Philip’s Parish Pastoral Council (“PPC”) to discuss with them what their financial needs will be for the 2015 calendar year and both groups worked together to draft a budget that satisfies those needs. Ultimately, the PPC is responsible and accountable to Fr. Bob for how those monies are spent; beyond agreeing to their budget, the TAC has no “say” in how the PPC spends their budget.

In the *Statement of Operating Results*, you will notice we are budgeting for revenue and expenses from ordinary operations of \$158,300. This is a 4% increase over 2014 actual revenue which was based on a five-year historic trend of similar increases for mass collections and an expectation the remaining sources of revenue will be maintain prior year amounts. Budgeted expenses from ordinary operations have similarly been increased to reflect various sources of information including the Diocese’s 2015 remuneration schedule for clergy and our plans for repairs and maintenance to the parish facilities for the upcoming year. The extraordinary operating budget includes the regular and on-going activities of the Restoration Fund, 200th Anniversary Fund and the Peru Mission; however, additional fundraising and/or expenditures may very well develop over the course of the year.

Conclusion

In closing, I would like to thank every parishioner for their generous donation of time, of money, and of talent, in making St. Philip Parish a welcoming and growing community. The TAC appreciates the support that everyone gives to one another, and we look forward to having another successful year. Should any parishioner have questions regarding this report or any of the TAC’s activities, please do not hesitate to contact Fr. Bob, myself, or any other TAC member. We would be more than happy to discuss any of our activities.

Pat McIver
Chair, St. Philip Temporal Affairs Council
Tel: 613-864-8679 / e-mail: patmciver@rogers.com

St. Philip Parish
Statement of Operating Results
For the year end December 31

	2013	2014	2015
	Actual	Actual	Budget
Revenue from ordinary operations			
Collections	102,214	104,743	111,000
St. Clare's share of expenses	19,930	19,800	19,800
Hall rent and bar sales	6,706	9,813	9,000
Donations (Easter, Christmas, United Way)	11,083	6,956	5,500
Bulletin advertising sales	3,150	4,590	4,500
Sale of objects (candles)	1,678	2,229	2,000
Other revenue	4,197	5,832	6,500
	148,959	153,963	158,300
Expenses from ordinary operations			
Payroll expenses	78,510	83,656	84,750
Pastoral expenses (altar supplies, candles, flowers, etc.)	9,251	7,134	8,500
Office expense	8,618	9,302	9,850
Electricity and heat	9,098	10,172	9,800
Municipal taxes, insurance, water	7,493	7,468	6,500
Diocese tax	15,837	17,577	18,000
Repairs and maintenance - church and rectory	12,627	14,355	15,000
Repairs and maintenance - parish hall	3,600	2,704	4,400
Miscellaneous and other expenses	1,660	1,469	1,500
	146,694	153,836	158,300
Surplus (deficit) from ordinary operations	2,265	127	-
Revenue from extraordinary operations			
Restoration fund collections	36,319	22,619	12,000
200th Anniversary fundraising proceeds	-	6,224	6,000
Peru mission fundraising proceeds	-	2,340	2,500
	36,319	31,183	20,500
Expenses from extraordinary operations			
Restoration fund expenditures	27,040	7,218	22,400
200th Anniversary expenditures	-	1,000	-
Peru mission fundraising transfers to mission	-	-	4,840
	27,040	8,218	27,240
Surplus (deficit) from extraordinary operations	9,279	22,965	(6,740)
Surplus (deficit) from operations	11,544	23,092	(6,740)

St. Philip Parish

Balance Sheet as at December 31

	2013	2014
Assets		
General bank account	2,309	3,742
Mass account	2,736	2,121
Accounts receivable	5,378	4,071
Cash reserves and restricted funds	55,274	78,239
Total Assets	65,697	88,174
Liabilities & Net Assets		
Accounts payable	-	-
Masses owed	2,736	2,121
Restoration fund	20,756	36,157
200th Anniversary general fund	5,521	10,745
200th Anniversary lighting fund	20,943	20,943
Peru mission fund	-	2,340
Accumulated surplus (deficit) from operations	15,741	15,867
Total Liabilities & Net Assets	65,697	88,174

Statement of Changes to Cash Reserves & Restricted Funds as at December 31, 2014

	Operating Cash Reserve	Restoration Fund	200th Anniversary General Fund	200th Anniversary Lighting Fund	Peru Mission Fund	Cash Reserves & Restricted Funds
Opening cash reserves and retriected funds	8,054	20,756	5,521	20,943	-	55,274
Cash receipts						
Collections (Pink envelopes)	-	10,281	-	-	-	10,281
Knights donation	-	750	-	-	-	750
Sound system donations (CWL and Knights)	-	1,534	-	-	-	1,534
Richmond fair proceeds	-	9,554	-	-	-	9,554
Euchre donation	-	500	-	-	-	500
Murder mystery proceeds	-	-	6,224	-	-	6,224
Peru faith camp sponsorship campaign	-	-	-	-	2,340	2,340
Transfers from General Bank Account	3,000	-	-	-	-	3,000
Expenditures						
Hall kitchen restoration	-	(1,588)	-	-	-	(1,588)
Hall floor restoration	-	(555)	-	-	-	(555)
Parking lot and landscaping restoration	-	(809)	-	-	-	(809)
Church sound system	-	(2,983)	(1,000)	-	-	(3,983)
Lighting improvements	-	(1,283)	-	-	-	(1,283)
Transfers General Bank Account	(3,000)	-	-	-	-	(3,000)
Ending cash reserves and retriected funds	8,054	36,157	10,745	20,943	2,340	78,239