

Pembina Parish Community of Faith Profile

December 2019

Statistical Information

Financial Viability Review

Financial Statements

**You are Updating
Financial Statement**

for

Pembina Parish Community of Faith Profile

Replacement Value of Church Building(s) and Content

\$4,147,000.

Value of Manse and Site

0

Housing Allowance

N/A

Value of Other Property, Endowments, Investments, etc.

\$96,316.

Estimated Value of Church Land

\$300,000.

**Property Insurance on All Church Buildings and
Contents**

\$4,147,000.

Total Liabilities in Loans, Mortgages, etc.

0

Expended for Local Capital Improvements

0

**Expended for Capital Debt Principal and Interest
Repayment**

0

**Expended for Operation of Pastoral Charge (incl. All
Salaries)**

\$215,908.

Total Raised

\$320,548.

**Total Raised for all Purposes by
(A) Congregational Givings**

\$232,744.

(B) United Church Women

\$7,099.

(C) Other Organizations, Sources and Means

\$80,705.

M&S Received from Pastoral Charge (Exclusive of U.C.W.)

\$37,084.

M&S Received from United Church Women

0

Paid Out for Other United Church Appeals or Funds

\$2,738.

Paid Out for Other Purposes (Hospital, Bible Study, Etc.)

\$5,376.

Compensation Paid to One Minister, Lay Supply or Student Supply

\$59,217.

Compensation Paid to Other Ministerial Staff

\$24,733.

Travel Expenses Paid to Ministerial Staff

\$2,006.00

**You are Updating
Congregation Demographics
for**

Pembina Parish

Number of Preaching Places

2

Number of Church Schools

2

Number of households under Pastoral Care

400

Number of financially supported households

202

Number of Baptisms (adult)

0

Number of Baptisms (children)

0

Number of Marriages

2

Number of Funerals

17

**Total Membership, Resident and Non-Resident
(previous year)**

455

Membership rev. by Profession of faith

0

Received by Certificate or Other

2

Removed by Death

11

Removed by Certificate or Other

0

Total Membership, Resident, and Non-Resident

446

Total Non-Resident Membership

76

Identifiable Givers to Local Expenses

202

Identifiable Givers to Mission and Service Fund

75

Average Weekly Attendance at Sunday Worship

120

Total Membership, Church School

35

Total Membership in Christian Education Program Groups

31

Membership of Men's Groups

0

Membership of Women's Group

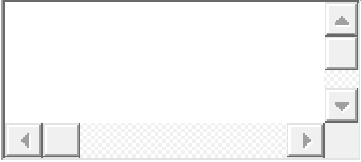
27

**You are Updating
Real Property**

for

Pembina Parish

Real Property List

An empty table with a grid pattern and scrollbars on the right and bottom.

**Property Confirmed
Cemeteries**

Regional Council Representative

Date Signed

Financial Viability Review

Community of Faith: Pembina Parish Community of Faith

Date: December 13, 2019

1. Do your expenses exceed your revenues?

Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Bank balance at end of year
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Comments:

Please include any comments you think are pertinent to your consideration—renovations, special fundraising, money that comes in as revenue but you really don't have use of because it goes out to organizations, GICs, term deposits, memorial fund, support of M&S, no minister, or minister on sabbatical. These comments help you understand why expenses might grow one year and revenues another.

A recent financial statement should be appended to this document.

Please find attached the most recent, November 30, 2019 financial statements; these will be updated with December's statements in early January.

These forms were completed in October with September 30, 2019 information for 9 months of the current year realizing that we will need to update at the end of December when the information is available.

	# of Months	Revenues	**Notes	Envelopes	PAR	Expenses	Net	Exp > Rev	Bank Balance
2019	9	195,365	1	114,742	80,623	162,706	32,659	No	146,734
2018	12	293,354	2	190,758	102,596	236,993	56,361	No	111,525
2017	12	307,452	3	207,775	99,677	256,134	51,318	No	66,077
2016	12	308,889	4	213,429	95,460	303,006	5,883	No	76,826
2015	12	326,259	5	256,602	69,657	305,819	20,440	No	52,811
2014	12	321,248	6	246,479	74,769	283,903	37,345	No	24,045
2013	12	298,067	7	238,908	59,159	324,916	-26,849	YES	-21,144

****Notes:**

- 1 Flow through revenue and corresponding expenses include \$23,092 for M&S and \$4,058 for other.
- 2 Flow through revenue and corresponding expenses include \$34,720 for M&S and \$3,557 for other.
- 3 Flow through revenue and corresponding expenses include \$35,710 for M&S and \$6,215 for other.
- 4 Flow through revenue and corresponding expenses include \$37,682 for M&S and \$13,238 for other.
- 5 Flow through revenue and corresponding expenses include \$31,180 for M&S and \$16,031 for other.
- 6 Flow through revenue and corresponding expenses include \$35,635 for M&S and \$ 0.00 for other.
- 7 Flow through revenue and corresponding expenses include \$55,383 for M&S and \$ 0.00 for other.
- 7 There was somewhere around \$23,000 that was considered income and expensed that appears to come via the Opportunity Fund

2. Payroll Costs:

At present we have called or appointed the following paid staff:

Minister: 40 hours per week

Secretary: 21 hours per week

Custodian: \$1,100.00 per month as per contract

Other (youth, Sunday School, etc.): 0 hours per week

Cost of payroll (\$ paid plus employer contributions (EI, etc.) for everyone.

Current year as of Sept 30/2019	One year ago 2018	Two years ago 2017	Three years ago 2016	Four years ago 2015	Five years ago 2014	Six years ago 2013
\$ 73,007.	\$ \$92,003.	\$ 118,228.	\$ 159,833.	\$ 169,579.	\$ 173,321.	\$ 183,792.

3. Have you experienced a deficit for more than two consecutive years in the last five years?

Pembina Parish has had a surplus each year for the last five years. We have not had a deficit since 2013.

4. Are there any outstanding loans?

We do not have any loans.

5. Do utilities, maintenance, and repairs exceed 25% of revenues?

Year	Utilities (Power & Water)	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)
Current year as of Sept 30, 2019	\$ 10,163.	\$ 3,578.	\$ 3,815.	\$ 17,556.	No
One year ago 2018	\$ 17,242.	\$ 5,460.	\$ 3,280.	\$ 25,982.	No
Two years ago 2017	\$ 12,588.	\$ 4,286.	\$ 3,743.	\$ 20,617.	No
Three years ago 2016	\$ 11,205.	\$ 3,284.	\$ 5,464.	\$ 19,953.	No
Four years ago 2015	\$ 10,911.	\$ 4,726.	\$ 7,493.	\$ 23,130.	No
Five years ago 2014	\$ 10,398.	\$ 6,042.	\$ 6,947.	\$ 23,387.	No
Six years ago 2013	\$ 12,836.	\$ 4,654.	\$ 8,101.	\$ 25,591.	No

6. How many contributors support your congregation?

Current year 2019	One year ago 2018	Two years ago 2017	Three years ago 2016	Four years ago 2015	Five years ago 2014	Six years ago 2013
	211	218	221	233	253	227

7. How many contributors would you have in each age group this year?

0-20 years	
21-30 years	
31-40 years	
41-50 years	
51-60 years	
61-70 years	
71-80 years	
81+ years	

The current year's number of supporters of our congregation will be available at the end of December 30, 2019 and will be recorded at that time. The age break down of our contributors is not information that we have had in the past and we are working at collecting this information for our database and will submit it once it is available.

8. Is there a reliance on a few generous contributors where 50% of the revenues come from one or two contributors?

Pembina Parish is fortunate to have generous contributors, 50% of revenues do not come from one or two contributors. As you will see in the chart below there is a distribution among the groupings the highest number of contributors in the \$1,000. - \$5,000. This year's information will be available December 31, 2019.

Contributors and Givings

Annual giving	Number of givers: Current year 2019	One year ago 2018	Two years ago 2017	Three years ago 2016	Four years ago 2015	Five years ago 2014	Six years ago 2013
\$0–\$100		20	25	27	37	52	35
\$101–\$500		66	66	69	66	65	73
\$501–\$1,000		42	46	40	50	55	60
\$1,001– \$5,000		78	74	78	74	71	61
\$5,001+		5	7	7	6	10	8

9. Have you taken part in a stewardship project (campaign) in the past two years?

No project

Letters to congregation when we have the need

Regular information and letters sent to all members and adherents

Program such as Called to Be the Church with information during worship, letters, and a request for commitment

Program and information presented at a congregational get-together All-member visitation

Other

If you did, what were the results?

Pembina Parish's yearly Stewardship campaign has always been very successful. We have planned our program usually as a 4-5 week Fall campaign with messages from the pulpit, written information sent out to members incorporating financial information as well as how the money is used to support the work of the Parish. It is a way of informing members, highlighting the positive work that the Parish is undertaking and acknowledging that their contributions are essential for the operation of the church. For the members who give once a year, this usually happens at the time of the Stewardship campaign. Regular givers often take this opportunity to increase their PAR contributions or give an additional gift over an above their regular givings. There are also supporters that do not necessarily attend regular services or are members who respond with a donation to the campaign.

Have you encouraged members, yearly or more regularly, to increase PAR givings? Yes

10. Please list any investments, special funds, and other monies your community of faith holds. What are the rules/restrictions around the use of those funds?

Pembina Parish has four restricted funds:

- 1) Opportunity Fund – Endowment – this is a legacy fund to remain in savings/investments to earn interest.
- 2) Opportunity Fund – Available to be Spent – this is the portion of the Opportunity Fund that can be applied for through the Opportunity Fund Interest Group and upon their recommendation Leadership reviews for approval. Policy is attached below to explain the Policy.
- 3) St. Paul's Building Fund – this is a fund designated for capital expenditures
- 4) Zion-Calvin Building Fund – this is a fund designated for capital expenditures

**PEMBINA PARISH OPPORTUNITY FUND
PLAN OF OPERATION**

*Approved at Annual meeting March 4th, 2009
Updated and approved at Annual meeting March 10th, 2013
Revised at Annual meeting February 23rd, 2014*

The Pembina Parish pastoral charge Opportunity Fund will be established. Both existing Memorial funds (St. Paul's and Zion-Calvin) will be merged into the Opportunity Fund.

Within the Opportunity Fund two separate funds will be established:

- An Endowed Fund
- An Available to be Spent Fund.

All undesignated memorial and legacy gifts to Pembina Parish pastoral charge will be directed into the Opportunity Fund. One half of all undesignated memorial and legacy gifts will be placed within the Endowed fund.

One half of all undesignated memorial and legacy gifts will be placed within the "Available to be Spent" fund. Annual interest from the Endowed Fund will be transferred into the Available to be Spent fund.

Distribution of monies from the Available to be Spent fund will be distributed using the following as a guide:

- Pastoral/Educational
- Outreach (local, national and international)
- Capital Improvements

Deviation for allocation of the Funds' resources to meet emerging needs may be approved at a duly constituted pastoral charge meeting.

The Board of Trustees will be responsible for oversight of all invested funds according to the policies and procedural guidelines approved by the Pembina Parish Leadership Team and in accordance with The United Church of Canada policy.

An Opportunity Fund Interest group will be constituted. Membership will be four of the Trustees of the pastoral charge, including at least one from Zion Calvin United church, the pastoral charge treasurer, one of the ministry personnel and any interested members of the parish.

All communication between individuals and members of the Interest Group is to be held in the strictest confidence.

Tasks and Responsibilities:

- To make recommendations to the Leadership Team as to the distribution of funds
- To recognize and celebrate gifts received

To submit a written report for the Annual Report.
To develop and maintain a Legacy gift brochure.
To promote Legacy giving within the parish.
To be a resource to members and adherents who wish to make a Legacy gift.

Notes:

The decision to create a two-tier fund is a compromise to the concern about whether to spend or save gifts.

Unless otherwise specified, the Fund should not be used to cover regular and ongoing operating expenses of the Parish or as a means of debt reduction.

Monies from the Opportunity Fund will be allocated annually. The Interest Group will decide the amount to be allocated from the Available to be Spent fund. Applications for requests from the fund will be sought, and recommendations made to the Leadership Team about the distribution.

Amounts to be distributed will be based on the prior year's activity of the Fund. That is, if there are no projects to be funded in a given year, then the monies, including interest, will be rolled into the following year.

In the event of gifts over \$25,000 and/or unusual circumstances, an alternative to the Plan of Operation will be recommended to the Leadership Team and require Pastoral charge approval.

Treasurer's Observations:

Pembina Parish is in a strong financial position to support a covenant with a minister. We have had a surplus for the last five years and anticipate one this current year as well. As at November 30, 2019 our current operating assets (cash) are \$160,491. We also have four restricted funds with a cash balance of \$133,811. A breakdown of these Restricted Funds is as follows: 1) The Endowment fund has \$47,258., which is a fund that is retained to earn interest, and is not to be spent. 2) The Opportunity Fund Available to be Spent has \$40,415. This money has regulations of how it can be spent and a copy of the policy is attached. 3) The St. Paul's Building Fund has \$23,321. and 4) Zion-Calvin's Building Fund has \$22,816. These Building Funds are designated for capital improvements/expenditures.

RECOMMENDATIONS

Now that you have all of this information, what is your plan for ministry (ministry stream, highest category you feel you can afford, full- or part-time), and how are you planning to pay for this ministry for at least a three-year commitment?

Recommendation of search team, treasurer, and governing body:

Pembina Parish's search team, treasurer and governing body recommends that we put out a call out for one full time Ordained, Diaconal or Designated Lay Minister. We feel we have the financial resources and commitment from the Parish members for continued support to pay, consistent with the United Church of Canada Guideline, up to a Category F plus 5% (COL Group #2). We will provide a \$35. per month cell phone allowance, pay the current rate for travel expenses, as well as in accordance with the Parish policy provide a Continuing Education allowance of \$1,500. per year.

The most current Financial Statement as of November 30, 2019 is available separate attachment to this email. The excel spreadsheet has four tabs, Summary P&L, Restricted Funds, Balance Sheet that have pertinent information for review.

**Balance Sheet
Pembina Parish
As At November 30, 2019**

ASSETS

Current Assets

Access Credit Union - Oper Acct	\$	46,209.37	
ACC Parish Share		5.00	
Due From - Opportunity Fund		-15,914.75	
ACU Platinum S/V		130,192.19	
Total Current Assets			\$ 160,491.81
Opportunity Fund Bank Account	\$	117,891.93	
Opportunity Fund - ACU Share		5.00	
Opportunity Fund - Due to Oper		15,914.75	
Total - Restricted Fund Monies			133,811.68
TOTAL ASSET			<u>\$ 294,303.49</u>

LIABILITIES

Current Liabilities

Payable to M & S Fund/Flow Throughs			\$ 8,476.00
UCC Pension	\$	84.37	
UCC Benefits		35.20	
UCC Group Insurance		14.91	
Total Due - UCC			134.48
GST Payable on Purchases			- 2,339.48
Soup & Pie Interest Group Payable			5,320.23
Total Current Liabilities			<u>\$ 11,591.23</u>

EQUITY

Retained Years - End of Prior Yr			\$ 109,614.24
Opportunity Fund - Zion Projects	\$	22,816.80	
Opportunity Fund - Endowment		47,258.50	
Opportunity Fund - Avail to Spend		40,415.37	
Opportunity Fund-St Paul's Building		23,321.01	
Total Restricted Funds			133,811.68
Current Earnings			39,286.34
Total Retained Earnings			<u>\$ 282,712.26</u>
LIABILITIES AND EQUITY			<u>\$ 294,303.49</u>

Generated On: 13/11/2019

Pembina Parish United Church
Statement of Income and Expenses
For the period ending November 30, 2019

	<u>Actual to Nov 30, 2019</u>	<u>Budget to Nov 30, 2019</u>	<u>Variance</u>
Income			
Givings	\$ 179,889	\$ 204,114	-\$ 24,225
Fundraising	16,972	15,744	1,228
Other	12,553	13,255	- 702
Total Income	<u>\$ 209,413</u>	<u>\$ 233,113</u>	<u>-\$ 23,700</u>
Expenses			
Salaries	\$ 94,847	\$ 127,657	-\$ 32,810
Administration	21,621	36,866	- 15,245
St. Paul's Bldg Expenses	40,930	44,129	- 3,199
Zion-Calvin Bldg Expenses	10,080	9,110	970
Interest Groups	2,649	14,786	- 12,137
Total Expenses	<u>\$ 170,127</u>	<u>\$ 232,548</u>	<u>-\$ 62,421</u>
Net Surplus (Loss)	<u>\$ 39,286</u>	<u>\$ 565</u>	<u>\$ 38,721</u>

Pembina Parish - Summary of Restricted Fund Transactions - Jan 1, 2019 to Nov 30, 2019

	Bldg Fund- Zion	Bldg Fund - St. Pauls	Opportunity Fund - Endowment	Opportunity Fund - Can Be Spent	Total
Balance As At January 1, 2019	\$ 35,977.63	\$ 36,330.04	\$ 43,503.50	\$ 37,740.08	\$ 153,551.25
Add - New Donations, Grants, Int, etc.					
Date Rec'd / Paid Out	Details - Of Transaction (from & why)				
Total	\$ 3,085.42	\$ 13,338.75	\$ 3,755.00	\$ 4,413.51	\$ 24,592.68
Less - Payments					
Date Rec'd / Paid Out	Details - Of Transaction (to and for what)				
Feb-28				82.09	82.09
Feb-28				1,654.13	1,654.13
Apr-30		5,161.08			5,161.08
Jul-31		4,100.00			4,100.00
Jul-31		9,886.12			9,886.12
Jul-31		3,896.35			3,896.35
Jul-31		3,304.23			3,304.23
Aug-30	16,246.25				16,246.25
Sep-30				2.00	2.00
					-
					-
Total	\$ 16,246.25	\$ 26,347.78	\$ -	\$ 1,738.22	\$ 44,332.25
Balance as at November 30, 2019	\$ 22,816.80	\$ 23,321.01	\$ 47,258.50	\$ 40,415.37	\$ 133,811.68