



Diocesan Synod of Fredericton

Parish Financial Return – Working Form

This form is for parishes to report financial information for the previous year per the requirements of Canon Five s. 7 and replaces the financial return previously submitted through DIMS.

This document is intended to be a working copy only, to facilitate having information ready. Please submit the financial return via the online form for which you have been sent a link.

In the case where there is more than one treasurer in the parish, each church treasurer should be given a working copy of the form. The parish treasurer can then combine the completed forms into this one return.

* Response is required – but response may be a zero.

Section 1: Income

This section is structured to distinguish among operating income, non-operating income and non-income. **Please note that operating income is the income used by the parish to cover general operating costs and is used to determine parish support for the diocesan Shared Ministry Budget.** It does not include income that is restricted, designated, or for a special purpose fund. It is key to consider the use of the income – restricted or for general use.

_____ 3. Operating: Envelope Offerings *

Include all special, festival, initial and any other offerings for general use. Offerings through the diocesan e- offering program are included here.

_____ 4. Operating: Open Offerings *

Include all special, festival and any other offerings for general use.

_____ 5. Operating: From Organizations (Parish groups) *

Include the funds provided by ACW, guilds, men's groups, Sunday School, etc., to the parish. Net income from fundraisers run by these parish groups with proceeds going to the parish should be reported here.

_____ 6. Operating: Fundraisers *

Include the net (revenue less expenses) income from suppers and sales. Net proceeds from fundraisers run by a parish group (e.g., an ACW Tea) should be reported in the line above.

- _____ 7. **Operating: Investment Income ***
- Include interest on operating accounts, GIC's, diocesan or other investments that is not restricted or designated. With respect to the Diocesan Consolidated Investment Fund, report any bonus interest withdrawn; you do not need to report any bonus interest if added to capital.
- _____ 8. **Operating: Grants from Diocese**
- _____ 9. **Operating: Grants from Government and External Organizations**
- Include the total of all grants from the government and outside agencies, e.g., the Anglican Foundation of Canada.
- _____ 10. **Other Operating Income ***
- Record any items that do not fit in the above lines, but which are clearly income for use by the parish, e.g., hall rentals or lease income.
- _____ 11. **Non-Operating: Bequests of Capital**
- If the parish received a bequest that has restrictions report it here.
- _____ 12. **Non-Operating: Donations - Received Donations**
- Report donations or investment income restricted to capital work or for memorials here or in either of the two lines below. If it is used for normal operating costs, then it should be reported as operating income above. The key to reporting on these three lines is the ultimate use of the income. If the use is restricted to capital work or for memorials, then reporting here is appropriate.
- _____ 13. **Non-Operating: Donations - From Other Sources**
- _____ 14. **Non-Operating: Restricted Investment Income**
- _____ 15. **Other Non-Operating Income**
- _____ 16. **Flow-throughs**
- Report donations from parishioners that the parish remits elsewhere here, such as PWRDF or food bank support. Report specific donations in response to a diocesan appeal here as well.
- NOTE: flow-through income is generally completely offset by flow-through disbursements.

_____ 17. Transfers-in From Other Funds

For information purposes only.

_____ 18. Reimbursements

An HST rebate should be reported as a reimbursement here.

_____ 19. Loan Proceeds

For information purposes only.

_____ 20. Other Miscellaneous Income

Not already reported anywhere else. This is for information purposes only.

21. Any explanations regarding this section on Income that you wish to add

Section 2: Disbursements

This section categorizes expenditures for ease of recording.

_____ 22. Synod Budget Support

Includes Shared Ministry Budget and Pension Bonus Assessment. Record the amounts actually paid to the Diocesan Synod; not the amounts owed or accrued.

_____ 23. Mission or Relief Support

Record parish commitments to mission support, e.g., a parish giving a corporate donation to the food bank or other mission project. This is quite distinct from a donor directed gift to one of these organizations/projects, which are reported as flow-through in the Income section above.

_____ 24. Employment of Clergy Costs

Include stipend, housing allowance, travel, car replacement, EI, CPP, parish pension, continuing education and LTD benefits.

- _____ 25. Lay Salaries and Related Costs
- _____ 26. Christian Formation Expenses
This would include "Sunday School" or other learning groups for children or adults.
- _____ 27. Liturgical Supplies
- _____ 28. Office Expenses
- _____ 29. Other Parish Ministry or Support Expenses
- _____ 30. Building Expenses: Fuel
- _____ 31. Building Expenses: Utilities
- _____ 32. Building Expenses: Insurance
- _____ 33. Building Expenses: Non-Capital Repairs and Maintenance
- _____ 34. Capital Expenditures
Report funds expended on capital projects and detail this information in Section 4.
- _____ 35. Loan Payment (principal and interest)
- _____ 36. Flow-through Funds Remitted
This line should have a direct link with the flow-through income in Section 1. If they do not match you may want to find out why.
- _____ 37. Other Miscellaneous Expenses
- _____ 38. Any explanations regarding this section on Disbursements that you wish to add

Section 3: Cash & Investments and Liabilities

This information provides a very useful snapshot of parish finances at year end. Report all bank balances and investments in the appropriate places. Do the same for all liabilities. The Synod is not requesting information on building values.

Again, parish treasurers will need to present a parish report that integrates all cash and investments in parishes with multiple treasurer situations.

- _____ 39. Bank Balance: Operating Funds
- _____ 40. Bank Balance: Building Funds
- _____ 41. Bank Balance: Memorial Funds
- _____ 42. Bank Balance: Other Funds
- _____ 43. Investments: Operating Funds
- _____ 44. Investments: Building Funds
- _____ 45. Investments: Memorial Funds
- _____ 46. Investments: Other Funds
- _____ 47. Liabilities: Mortgages and other Long-term Debt
- _____ 48. Liabilities: Loan Owed to the Anglican Foundation of Canada
- _____ 49. Liabilities: Synod Assessments Unpaid
- _____ 50. Liabilities: Owed to Other Creditors

Section 4: Capital Expenditures

Provide the funding sources for the project(s) identified. This is an important part of both planning for, and reporting on, capital endeavors as required by the Canada Revenue Agency.

51. Description of Work

A brief narrative describing the work done. Indicate if this capital project has received diocesan approval.

_____ 52. Cost of Projects

_____ 53. Funding Sources: Already on Hand

_____ 54. Funding Sources: Fundraising / Appeals

_____ 55. Funding Sources: Grants from Synod / Other

_____ 56. Funding Sources: Bank Financing

_____ 57. Funding Sources: Sale of Existing Assets