

Appendix B: Sample Financial Statements

This appendix contains:

- *St. Swithan's Anglican Church Sample Statement of Operations*

It is possible for most congregations to have similar looking statements, and yet have a diverse range of accounts by establishing a number of sub-ledgers for areas such as personnel costs and property costs. The following sample set-up shows how some of these ledgers might be comprised in a format that is consistent with how parishes are invoiced for costs, and how they must report these costs on the parochial return.

Note: The level of detail presented here represents how accounts should be set up. It is not appropriate to present details of individuals pay for privacy reasons. Please be sensitive to this issue. The sub-ledger containing the details of clergy and non-clergy pay should not be distributed, and for presentation purposes, salary costs should be merged into one line.

SAMPLE

**St. Swithan's Anglican Church
Statement of Operations**

Results for month ended January 31, 20xx

INCOME

Envelopes	14,887
Open offering	349
	15,236

Use of facilities	3,840
York Rectors Trust	370
Interest Income	2,214

Parish organizations	225
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Miscellaneous	470
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TOTAL OPERATING INCOME	22,355
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EXPENDITURES

PERSONNEL

Personnel costs – clergy	5,280
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Personnel costs – non-clergy	2,850
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TOTAL PERSONNEL	8,130
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PROPERTY COSTS

Church	9,452
Rectory	0
Other	0
TOTAL PROPERTY COSTS	9,452

CHURCH ADMINISTRATION	1,311
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WORSHIP AND CHRISTIAN EDUCATION	247
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OUTREACH	286
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DIOCESAN ALLOTMENT	2,298
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TOTAL EXPENDITURES	23,724
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FUND SURPLUS\ (DEFICIT)	(630)
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**St. Swithan's Anglican Church
Statement of Financial Position**

As at January 31, 20xx

CASH & SHORT TERM DEPOSITS

PETTY CASH	100
BANK - CURRENT ACCOUNT	27,941
BANK - SAVINGS MEMORIAL	22,595
BANK - FAITHWORKS	1,566
TOTAL CASH	52,202

PREPAID EXPENSES	310
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ACCOUNTS RECEIVABLE	2,044
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TOTAL CURRENT ASSETS	54,556
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INVESTMENTS IN CONSOLIDATED TRUST

FUND	426,601
BONDS	72,765
TERM DEPOSITS	354,106
CAPITAL ASSET FUND	381,663

TOTAL ASSETS	1,289,691
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LIABILITIES, FUNDS & SURPLUS

ACCOUNTS PAYABLE	160
OPERATING FUND SURPLUS \ (DEF)	68,400

FUNDS:

CAPITAL	457,708
BEQUEST	367,618
RECTORY	394,249

FAITHWORKS	1,566
TOTAL	1,289,691

SAMPLE

CLERGY COSTS - sub-ledger

Incumbent Costs	
Stipend	3,000
Housing	1,500
Pension	450
Benefits	292
Professional development	38
Total Incumbent	<u>5,280</u>

Associate Priest 1	
Stipend	0
Housing	0
Pension	0
Benefits	0
Professional development	0
Total Associate Priest 1	<u>0</u>

Clergy Supply	0
Travel Reimbursements	0

TOTAL CLERGY PERSONNEL COSTS	<u>5,280</u>
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(line 3A parochial return)

NON CLERGY PERSONNEL COSTS

Secretarial	
Salary	800
Benefits	50
Total Secretarial	<u>850</u>

Music Direction	
Salary	2,000
Benefits	0
Total Music Direction	<u>2,000</u>

Youth Leader	
Salary	0
Benefits	0
Total Youth Leader	<u>0</u>

TOTAL NON CLERGY PERSONNEL COSTS	<u>2,850</u>
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(line 3A parochial return)

PROPERTY COSTS - sub-ledger

CHURCH	
Insurance	519
Janitorial	1,798
Property Maintenance	3,784
Utilities:	
Electricity	0
Telephone	200
Water	484
Gas	2,666
Total Property Costs - Church	<u>9,452</u>
(line 3B parochial return)	

RECTORY	
Insurance	0
Property Maintenance	0
Utilities:	
Electricity	0
Telephone	0
Water	0
Gas	0
Total Property Costs - Rectory	<u>0</u>
(line 3B parochial return)	

OTHER BUILDINGS	
Insurance	0
Janitorial	0
Property Maintenance	0
Utilities:	
Electricity	0
Telephone	0
Water	0
Gas	0
Total Property Costs - Other	<u>0</u>
(line 3B parochial return)	

SAMPLE

St. Swithan's Anglican Church
Sample Statement of Operations
As at December 31, 2008

	Operating Fund	Capital	Bequest	Rectory	FaithWorks	Total
Balance as at December 31, 2008	59,789	460,708	360,118	394,249	1,133	1,275,997
Income	174,890	0	7,500	0	14,000	196,390
Depreciation		(1,000)				(1,000)
Expenditures	(158,409)	(8,500)	0	0	(13,567)	(180,476)
Balance, before inter-fund transfers	76,270	451,208	367,618	394,249	1,566	1,290,911
Inter-fund Transfers	(8,500)	8,500	0	0	0	0
Balance, December 31, 2009	67,770	459,708	367,618	394,249	1,566	1,290,911