



January 23, 2012

ADMINISTRATION LETTER #1-12

To: The Incumbents, Churchwardens and Treasurers

Important papers are enclosed with this administration letter. Please complete them as quickly as possible and by the deadlines shown on the forms. Also please ensure that all available e-mail addresses are entered where applicable on the enclosed forms. For reasons of efficiency and cost, increasing amounts of diocesan business will be conducted electronically when possible.

1. **Pink Sheets** (Certificate of Election of Lay Members to Synod and Parish Officers for 2012)

Enclosed in this mailing are the “pink sheets.” A copy of this form will be available on the website. This form is to be completed, signed, and returned by mail or fax to the **Synod Office within 10 days of your Vestry and not later than March 12, 2012.** Regarding the election of lay members of Synod, please review By-law 5.07. The Synod Office asks that you confirm the number of lay members elected by consulting the formula found in By-law 5.01(1) and applying it to your most recent statistical data. We also remind you that a motion was passed at Synod in 1986 encouraging parishes to include at least one youth member in their election of lay Synod members. We would also like to bring to your attention on page 2 of the pink sheets, under “Licensed Lay Readers,” that only those who have been licensed by the Bishop should be listed.

Note: **The Synod circular will once again be available on the diocesan website. Using the check boxes provided on the pink sheets, please indicate whether it is the preference of your lay members of Synod either to receive the circular in hard copy form or to download it and print it themselves from the diocesan website.**

As well, because letters of welcome will be sent by the Episcopal Office to all lay Synod members in the spring, it is important that the Synod Office receives the pink sheets by the requested due date so that these letters may be mailed in a timely way.

Lastly, with it proposed that in the coming year some communications with Synod members may occur electronically where possible, please include if available the e-mail addresses of your lay Synod members.

2. **Statistical Return for 2011**

This form must be completed and returned to the Synod Office by **March 12, 2012**. A copy of this form will also be available on the website. Please do not forget to include an **audited financial statement** with the Statistical Return.

Please note that the Financial (Income) Section is used to calculate the Parish Fair Share (PFS) of the parish for the year 2013; therefore, specifying parish income and any major anomalies is very important. **At the bottom of the form is a box which should be checked off if you are reporting any anomalous income that you would like the Fair Share Review Subcommittee to consider for possible exemption.** A letter must be attached to the Statistical Return (deadline March 12, 2012) and addressed to the Fair Share Review Subcommittee, explaining the reasons for the request for exemption. The document "Parish Fair Share Review Guidelines" is also enclosed. Please read it carefully. Clarification on exempted items (line 28) is included.

3. **Critical Information for the Calculation of Exemptions Form**

If you are claiming exemptions for capital costs or lay staff compensation against reported income for Parish Fair Share purposes, please ensure that you provide all the necessary details on this form.

4. **Remittance Forms**

These forms are included, and more are available upon request. Please contact the accounting department.

5. **Yellow Sheets (P&DS Parish Contact Information)**

The Parish and Diocesan Services Office is requesting information on contact names for various ministries. Please fill out the enclosed sheet and forward to the Synod Office. This form will also be available on our website.

6. **Blue Sheets (Anglican Church Women)**

An information form has been enclosed and should be forwarded to the Synod Office upon completion. This too, will be available on the website.

7. **Parish Assessment Statements**

Enclosed is the statement for your parish, which summarizes the various elements of the amounts the Synod office pays on the parish's behalf for which it needs to be reimbursed. NOTE: If yours is a church that is not the "main contact" within the parish, you will not be receiving this document.

8. **Green Sheets** (Stewardship Council)

This short questionnaire will help the Stewardship Council develop future programs. This form and other stewardship resources are also available on the diocesan website.

9. **Insurance Certificates**

The certificates for 2012 will be received at the Synod Office in the next few weeks and will be mailed out as soon as possible thereafter.

10. **Consolidated Trust Fund Issues**

The dividend rate for funds on deposit in the Consolidated Trust Fund has been established at \$0.60 per unit for the year 2012. The Financial Affairs Committee, on the recommendation of its Investment Subcommittee, felt it necessary to reduce the rate by 15 cents from last year due to the slow recovery of the investment market's recent poor returns and the continued uncertainty of the market in the short term. The Committee's decision was primarily based on the desire to preserve the capital of the CTF, even though some of the dividend is really a denudation of capital.

To help in the preparation of parish financial statements, the Synod Office offers treasurers an estimated Fair Market Value per unit of \$18.46. This is an estimate for guideline purposes only. The actual number cannot be finalized until the financial statements of the Diocese for 2011 are audited in early 2012.

Parishes are also instructed not to include any unrealized losses or gains on the Statistical Return.

Many thanks for your anticipated cooperation in having these forms returned to the Synod Office by the deadline. If you have any questions or concerns, please do not hesitate to get in touch with me.

Yours sincerely,

Michael Herbert
Director of Financial Ministry
Encl.