

STATISTICAL RETURN FOR THE YEAR 2016

PARISH _____ CONGREGATION _____

A COPY OF THIS FORM MUST BE SENT TO THE SYNOD OFFICE NO LATER THAN
MARCH 15, 2017

**PLEASE NOTE: A fillable form is available on the Synod website at
/For Parishes or /For Clergy, under /Finance and Administration**

Although the online form may be filled out online and saved to your files, the 3 signatures on the last page must be signed on the final, printed, form, and submitted with all audited statements and other appropriate paperwork.

PART 1 (PEOPLE)

1. **Members on Parish Roll** - Total of all persons registered at the church including all children _____
2. **Members in Full Communion** - As defined in Canon 1.02(9): "A member in full communion means a person who has been baptized by water and in the name of the Holy Trinity, is a regular and frequent communicant in the Anglican Church, and subscribes to the doctrine, worship and discipline of the Anglican Church of Canada." _____
3. **Identifiable Givers** - For the purpose of this section, it is a person or family who at year-end is on the parish list, and who has received from the church, an income tax receipt for givings during the year of \$25 or more. Individual members of families who receive separate tax receipts will be counted separately. Persons not on the parish list but who make donations to the church and receive tax receipts will not be counted. _____
4. **Average Sunday Attendance** - This figure should be the total of all persons (including children) attending Sunday Services throughout the year, divided by the total number of Sundays for which there are services during the year. _____
5. **Baptisms** - The number conducted during the past year (adults and children) _____
6. **Confirmations** - The number conducted during the past year (adults and children) _____
7. **Received from Other Communions** _____
8. **Marriages** - Extract from Parish Records for current year _____
9. **Funerals** - Extract from Parish Records for current year _____
10. **Church/Sunday Schools** - Normally one, unless Church Sunday School meets more than once per Sunday (e.g., 9:00 a.m. and 11:00 a.m.) _____
11. **Teachers** - Number of teachers providing instruction or assistance at Church Schools _____
12. **Pupils** - Total number of children registered for the current year _____
13. **ACW Members** - Total number of women registered _____
14. **Women's Group Members*** - Total number of members of women's organizations, excluding ACW (see note) _____
15. **Men's Group Members*** - Total number of members of men's organizations (see note) _____
16. **Other Adult Group Members*** - Total number of members of adult groups, such as choirs, property maintenance, adult education, A.A., prayer groups, worship and finance committees, and Parish Council. Please include any other members that do not fit items 14 and 15 (see note). _____
17. **Youth Members*** - Total number of members of Church-sponsored groups such as Servers, Anglican Youth, etc. (see note) _____

*** NOTE: if members belong to more than one organization, they should be counted in each organization.**

PART 2 (INCOME)

All amounts should be rounded to the nearest \$

18. **Donation Income**
All donations for which tax receipts have been issued \$ _____

19. **Open Offerings** - Collections where donor cannot be identified \$ _____

20. **Donations from Church Organizations/Parish Events**
Net proceeds of bazaars, church groups, catering, etc. \$ _____

21. **Rental Income** - Gross income for use of Church property (**Related expenses see 28B below**) \$ _____

22. **Withdrawals from Consolidated Trust Fund** - Do not include amounts reported on Line 24B \$ _____

23. **Other Income** - Miscellaneous contributions and items that are not reported elsewhere (itemize):

<u>PARTICULARS</u>	<u>AMOUNT</u>
_____	\$ _____
_____	_____
_____	_____
(Use a separate sheet if required) TOTAL	\$ _____ →

24A **Monies Deposited to Consolidated Trust Fund, Monies Borrowed & Rectory Trust Fund Withdrawals****
Include monies borrowed from the Extension Fund, Rectory Trust Fund (RTF), and other financial institutions. Funds withdrawn from the RTF not as a loan, should also be reported here. \$ _____

24B **All Funds Received for Construction of New Churches and New Buildings****
Include donations, proceeds of loans and CTF withdrawals, etc. earmarked for such projects. \$ _____

25. **Bequests Retained for Use by Parish** - please refer to the Policy found at:
http://www.ottawa.anglican.ca/documents/Policy_Allowing_Parishes_Withhold_Monies_from_CTF.html \$ _____

26. **Endowments, Trust Fund and Investment Income**
Income from interest and dividends, including dividends from the Consolidated Trust Fund. Dividends from Parish Rectory Trust Funds, used to offset housing allowance, must be included here. \$ _____

XX. **GIFT Campaign Income**** \$ _____

27. **Total Income Received (Total of all above)**
This figure should correspond with the total income amount shown on the church's financial statements. If these two figures do not agree, please explain the difference on a separate sheet. \$

28. THE FOLLOWING DATA IS RELATED TO THE CALCULATION OF YOUR EXEMPTIONS FOR PARISH FAIR SHARE:

28A. Flow-through donations to outreach projects, and undesignated funds received by a parish that are donated to outreach projects e.g. PWRDF, Community Ministries, etc.; grants from the Diocese; fees for professional campaigns; transfers to Cemetery Funds. The funds to pay for these items will have been received through any of the above lines. Include here HST and PST rebates, only if the rebates are included in one of the lines above.

Please itemize these exemptions on the lines provided (or on a separate sheet if needed).

<u>PARTICULARS</u>	<u>AMOUNT</u>
_____	\$ _____
_____	_____
_____	_____
TOTAL	\$ _____ →

NOTE: If you are appealing to the Fair Share Review Subcommittee for exemption (see Part 4), show the amount on its normal line. **Do not include it in 28A.** If your request is granted, the Synod Office will adjust your return before the PFS is calculated.

28B. Expenses related to the rental income shown on Line 21 \$ _____

ITEMS MARKED ** ARE NOT INCLUDED IN ASSESSABLE INCOME FOR PFS.
ALL OTHER EXEMPTIONS, SUCH AS CAPITAL COSTS, PROJECTS RELATED TO HEALTH & SAFETY, AND EXEMPT COMPENSATION FOR LAY MINISTRY STAFF SHOULD BE REPORTED ON THE CRITICAL INFORMATION FORM, WHICH MUST BE ATTACHED TO THIS STATISTICAL RETURN.

PART 3 (EXPENSES)

All amounts should be rounded to the nearest \$

29. **ECOPS**
For multipoint parishes, use division of shared expenses to calculate the cost for each congregation. \$ _____
30. **Cost of Other Staff**
Include salaries and benefits paid to all other staff. \$ _____
31. **Church Property Expenses**
Include operating and maintenance costs such as cleaning supplies, equipment, maintenance contracts, repairs to windows, doors, utilities, and any minor capital expense items under \$1,000. \$ _____
32. **Rectory Expense**
Same detail for Rectory as for Church property expenses, but taxes are to be included here \$ _____
33. **Capital Expenses - ensure completion of Critical Information section, as applicable**
Major capital expenditures (items over \$1,000), such as re-roofing, re-flooring, paving, ramps and lifts for the disabled, etc. \$ _____
34. **Loan/Debt Repayment** - Include principal and interest paid during the current year. \$ _____
35. **Parish Fair Share**
The total submitted to the Diocese for parish fair share during the current year (may include arrears repayment). For multipoint parishes, use division of shared expense to calculate cost for each congregation. \$ _____
36. **Insurance Premium**
Insurance premium as per Diocesan Assessment, as well as any other insurance premiums paid. For multipoint parishes, use division of shared expenses to calculate cost for each congregation. \$ _____
37. **Additions to Trust Funds** - Any money added to the Diocesan Consolidated Trust Fund \$ _____
38. **Outreach and Special Extra-Parochial Appeals**
This item should reflect expenditures of items referenced in Line 28A. \$ _____
39. **General Operating Expenses** - All other expenditures not covered in Lines 29 to 38 \$ _____
40. **Total Expenditures** (Total parish expenditure in the current year should include Items 29 to 39) \$ _____
41. **Surplus (Deficit) for the Year** - This amount should be the difference between Item 27 and Item 40 and must be entered manually. A deficit amount should be in brackets, e.g. \$(522). \$ _____

42. **Debts Owning by the Congregation at Year-End (including loans to the Diocese):**

OWED TO	DATE CONTRACTED	PURPOSE	INTEREST RATE	TERM	OWING AT YEAR-END
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

43. **Special Funds**
List of special funds held by the congregation/parish, including funds held by organizations within the congregation/parish. Do not include Consolidated Trust Fund (CTF) investments:

NAME OF FUND	PURPOSE	INVESTMENT DETAILS	AMOUNT AT YEAR-END
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

PART 4 (EXEMPTIONS)

**CRITICAL INFORMATION FOR THE CALCULATION OF EXEMPTIONS
FOR 2017 PARISH FAIR SHARE THAT RELATE TO CAPITAL COSTS AND
LAY STAFF COMPENSATION**

- This form is to be attached to your Statistical Return. Attach additional sheets if necessary.
- Please do not enter any amounts listed below on line 28A or deduct them from any income shown on your Statistical Return. **The Synod Office will subtract all exempted amounts from line 27.**
- Do not include costs related to new church structures and additional buildings for which income has been reported on line 24B.
- Please include only 50% of GST and in Ontario 18% of PST charged (i.e. net tax paid after rebate).

EXEMPT CAPITAL EXPENDITURES

DETAIL THE CAPITAL EXPENDITURES SPENT IN 2016 THAT WERE FOR:

1. Structure (e.g. foundations, walls, windows, floors, roofing)

<u>SUPPLIER/CONTRACTOR</u>	<u>INVOICED AMOUNT</u>	<u>EXPENDITURE DESCRIPTION</u>

2. Services (e.g. HVAC, plumbing, electrical, fire protection) – SNOW REMOVAL, GRASS CUTTING ARE NOT ALLOWABLE

<u>SUPPLIER/CONTRACTOR</u>	<u>INVOICED AMOUNT</u>	<u>EXPENDITURE DESCRIPTION</u>

3. The site (e.g. roadways, parking lots, pedestrian access) - SNOW REMOVAL, GRASS CUTTING ARE NOT ALLOWABLE

<u>SUPPLIER/CONTRACTOR</u>	<u>INVOICED AMOUNT</u>	<u>EXPENDITURE DESCRIPTION</u>

4. Environmental initiatives

<u>SUPPLIER/CONTRACTOR</u>	<u>INVOICED AMOUNT</u>	<u>EXPENDITURE DESCRIPTION</u>

5. Capital projects related to health, safety and accessibility issues, e.g. ramps and lifts for the handicapped, removal of asbestos, audio systems for the aurally impaired, etc.

<u>SUPPLIER/CONTRACTOR</u>	<u>INVOICED AMOUNT</u>	<u>EXPENDITURE DESCRIPTION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FOR THE ABOVE FIVE CATEGORIES: \$ _____ (This will be included in line 33 of the Statistical Return)

IMPORTANT: For the above five categories, do not include expenditures related to finishes, fixtures, furnishings (fixed or moveable) and landscaping. The total of the above lines must be at least 10% of net assessable income (NAI) for an exemption to be granted. NAI is the three-year average of net total income (reported income less all allowable deductions).

Capital projects funded through GIFT Campaign donations. Since GIFT donations are not included in income for PFS calculations, then the capital projects specifically funded through GIFT income are not eligible for exemption either. However, please list such capital costs here:

<u>SUPPLIER/CONTRACTOR</u>	<u>INVOICED AMOUNT</u>	<u>EXPENDITURE DESCRIPTION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXEMPT COMPENSATION

List the compensation for lay staff (not clergy) that are engaged in ministry in the parish, but not including organists or music directors, administrative staff or custodial staff, regardless of job title.

<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>POSITION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FOR THIS CATEGORY: \$ _____ (This will be included in line 30 of the Statistical Return)

PART 5 (CERTIFICATION)

WITH THIS RETURN, YOU MUST SUBMIT A COPY OF THE AUDITED FINANCIAL STATEMENTS AS PRESENTED TO THE PARISH VESTRY MEETING.

FOR MULTI-POINT PARISHES, A SEPARATE RETURN IS REQUIRED FOR EACH CONGREGATION, TOGETHER WITH THE FINANCIAL STATEMENTS OF THE CENTRAL TREASURER.

CERTIFICATE OF VERIFICATION

We certify that the information given in this return is complete and correct, to the best of our knowledge and belief.

***IMPORTANT* - WE HAVE ATTACHED A COPY OF THE AUDITED FINANCIAL STATEMENTS.**

YES or NO

If “no,” give your reason and indicate when you will be sending them.

Date: _____

Although the rest of the form may be filled out online and saved to your files, these signatures must be signed on the final, printed, form.

Incumbent

Churchwarden

Churchwarden

Person who has completed this form, and can be contacted by a member of the review committee, if needs be: _____

Tel #: () ____ - _____ e-mail address: _____

- Check this box if you wish to apply to the Fair Share Review Subcommittee for special consideration when calculating Parish Fair Share, due to income anomalies.
Please attach a letter detailing your request.

**ONE COPY OF THIS RETURN SHOULD BE RETAINED BY THE CONGREGATION/PARISH.
A SECOND COPY (TOGETHER WITH THE AUDITED FINANCIAL STATEMENTS) MUST BE SENT, NO LATER THAN MARCH 15, 2017
TO:**

**DIRECTOR OF FINANCIAL MINISTRY
SYNOD OFFICE
71 BRONSON AVENUE
OTTAWA, ON K1R 6G6**