

**Holy Trinity United Church, Elliot Lake – Council Meeting
Thursday, JANUARY 13, 2022 @ 2:00 pm – by Zoom
MINUTES**

Present:

Rev. Cory Vermeer-Cuthbert	Minister
Russ Foy	Council Chair & Board of Trustees Chair
Elaine West	Treasurer
Beth Bigelow	Friendship Group Interim Chair
Roger West	Worship Committee Chair & Regional Council Rep
Dean Reile	Property Committee member & Board of Trustee member
Susan Reile	M&P Co-Chair
Joan Stark	M&P Co-Chair
Kathy Calverley	Council Secretary & Pastoral Care Committee Chair

Guest: Grant Wright, Former Treasurer

Regrets: Ken Pierce, Property Committee Secretary

1. Call to Order

Russ Foy welcomed everyone at 2:04 pm.

Joan Stark will be joining mid-meeting

2. Opening Prayer

Rev Cory opened with an Advent reading called “Waiting in Tough Times” based on Psalm 27:14.

The reading was taken from the book, “Inviting God In” by Joyce Rupp

-May we carry on in faith!

3. Adoption of Agenda for January 13, 2022

Motion CC-01-2022 – the Agenda for **January 13, 2022** be accepted as presented with the following Agenda Item additions – Minister’s Report and Correspondence plus addition of ADP Update to the Treasurer’s Report item.

Motion by Roger West; Seconded by Beth Bigelow; **Carried**.

4. Adoption of Previous Minutes for December 16, 2021

Motion CC-02-2022 – the minutes from **December 16, 2021** be accepted as presented.

Motion by Elaine West; Seconded by Dean Reile; **Carried**.

5. Email Vote: Cancellation of In-Person Worship Services for January 2022

-email vote (Jan 4th, 2022) regarding recommendation from the Worship Committee to Council to cancel in-person worship services for the month of January 2022 was unanimous.

Motion CC-03-2022: Council accepts the Worship Committee recommendation (from Jan 4th) that in-person services will be suspended until at least the start of February 2022 due to the current situation with the fourth wave of Covid-19, particularly the Omicron variant, across the province and in Elliot Lake.

Motion by Roger West; Seconded by Susan Reile; **Carried**.

6. Minister's Report

-accountability report verbally submitted

-Rev Cory has accepted the role of Pastoral Charge supervisor for St. Andrews United Church in Blind River

-this role ensures that the life of the church moves on appropriately without a called or appointed minister

7. Treasurer's Report

a) December 2021 Financial Report

-in December we overspent by \$1,458.44 of our income, even with extra Christmas givings

-the following transfers kept us in a surplus position: \$5000 transfer from the Bequest, \$1000 transfer from the Friendship Committee and \$2,242.95 transfer from MOSS (yard sale)

Other Issues Discussed:

1) Allaurien Cousins of H&R Block will attend the church on Thursday, Jan 20th for a review of the books

2) M&S bank account has \$4,865.31 of non-designated funds that have accumulated from previous years

-it was determined that HTUC has been in a deficit position in forecasted givings to M&S for the last three years, totalling \$4,248.00

Motion CC-04-2022: to donate \$4200 of the non-designated funds in the MOSS bank account to the UCC M&S Fund.

Moved by Beth Bigelow; Seconded by Roger West; **Carried.**

3) Donation of Gift-in-Kind for Website Hosting

-CRA looks unfavourably when a non-confirmed market value is assigned to a Gift-in-Kind

-current submitted value of the donation can't be justified

-website hosting expense is not under any committee's budget

Motion CC-05-2022: the expense of the administration of the website be put under the purview of the Worship Committee and the current website hosting expense agreement be revaluated.

Moved by Roger West; Seconded by Elaine West; **Carried.**

ACTION: Roger West will send a letter to the website administrator, that the website administration will be under the purview of the Worship Committee and that current website hosting expense agreement is under review by Council due to CRA rules regarding donations of Gifts-in-Kind.

Joan Stark joined the meeting at approx. 2:45 pm

Motion CC-06-2022 - the Treasurer's Report for January 13, 2022 be accepted as presented.

Motion by Elaine West; Seconded by Beth Bigelow; **Carried.**

b) ADP Update (Payroll)

-changes required for ADP adoption (does not affect remuneration of the minister)

- 1) vacation pay will be calculated and paid to employees each month instead of once a year
- 2) ADP payroll runs on the 20th of the month, therefore the month to month calculation dates will change to 16th of the month to the 15th of the next month, instead of the 1st of the month to the last day of the month
- 3) Payroll administrator needs to be advised of hours worked prior to the 19th day of each month.
- 4) Each employee must provide the Payroll administrator with their hours themselves

Motion CC-07-2022 – that the payroll time period changes from the current 1st of the month to the last day of the month to the new requirement of the 16th of the month to the 15th of the next month. Motion by Elaine West; Seconded by Dean Reile; **Carried**.

-New Federal Government program extension notices:

- 1) CEBA loan repayment will be extended from Dec. 31, 2022 to Dec. 31, **2023**
- 2) Wage subsidy program will be extended

8. Correspondence

-Rev Cory received an envelope this past week on the upstairs sign-in table in the church addressed to Rev Cory and Council

-Frank Dobson has resigned from the Property Committee; however, he will keep on with his duties, but no longer attend committee meetings due to hearing issues.

-Grant Wright left the meeting at 2:55 pm

9. Committee Reports

Written Reports:

Pastoral Care – no additions to written report

Property – additions to written report

-Dean Reile is currently the only committee member available to contact

-Ken Pierce is in BC; Mike Gunning is unavailable due to family issues; Frank Dobson has resigned

-discussion about the availability and role of Michel Angrignon regarding snow clearing

ACTION: Dean Reile will replace Michel Angrignon on the list of snow-clearing volunteers

ACTION: Elaine West will contact Michel Angrignon's caregiver to advise him that the sidewalk snow clearing has been contracted out

Verbal Reports:

Friendship: scheduled Feb 1st meeting to determine future of group will be delayed due to Covid

-Beth Bigelow feels that few group members understand the current dire financial state of HTUC

-Beth was encouraged to continue communicating with the remaining members to determine the group's future and to advise of the state of the church's finances.

M&P: Lee Ohrner, custodian, has been advised to continue with the regular cleaning schedule along with sanitizing protocols during January

Trustees: gathering information required by Edward Jones for investments

Worship: Council was advised that some congregants believe the church is closed during this time of in-person worship service suspension

- committee will review resumption of in-person worship services by the end of January
- Rev Cory will be in the pulpit this Sunday, Jan 16th
- online worship services will move to Zoom, live at 10:30 am
- service will be recorded and uploaded to You Tube later in the day for those who cannot view live

Comprehensive Review Committee: second meeting to be scheduled for next week

- Covid has made the gathering of needed information slow-going
- AGM date may need to be delayed

Motion CC-08-2022 - the Committee Reports for January 13, 2022 be accepted as presented.
Motion by Dean Reile; Seconded by Roger West; **Carried**.

10. AGM Date & 2021 AGM Report

- setting the date of the AGM will be deferred to the next Council meeting when more information will be available regarding the status of a possible in-person AGM meeting

ACTION: Kathy Calverley to email Committee Chairs/Reps on behalf of Council that 2021 Committee Reports for the AGM Report are to be submitted by Feb 4th

11. New Business

- tune-up needed for HTUC computers and printers
- cost not to exceed \$50 without Council approval

ACTION: Kathy Calverley to contact Tomas Pimentel of Blackwing Repairs to request a house call.


12. **Next Meeting:** Thursday, February 17th at 2:00 pm (in-person or by Zoom to be determined)

13. **Closing Thoughts:** Russ Foy closed with a reading from "My Footprints", based on Psalm 17: 20 that states God is with us in hard times and we need to wait patiently.

14. Motion for Adjournment for Meeting / Time

- the meeting was adjourned at 3:35 pm with a motion Roger West.

— 
Russ Foy, Council Chair

— 
Kathy Calverley, Council Secretary

**Official Council Meeting
Treasurer's Report
January 13, 2022**

At the end of December (back page of Balance Sheet – Subtotal Current Income) we had, in our chequing account \$21,906.80 and \$61,341.55 in our savings account (excluding the bequest of \$320,622.18) totaling \$83,248.35. At the end of November excluding the bequest, it was \$81,144.26. This total also includes the \$40,000 Canadian Emergency Business Account (CEBA) loan which can only be used to cover operating expenses if needed. This \$40,000 must be paid back by December 31, 2022 – as you can remember we already have used the \$20,000 of the total \$60,000 borrowed which was ours to keep.

We must remember that the amount of money in the bank includes all accounts – General, MOSS, Memorial, Capital, Reserve, Friendship Group and Choir.

***NOTE ***Remember when you look at this Balance Sheet you are looking at HISTORY – everything accumulated year after year.

- **GENERAL FUND**

The numbers that we need to watch are the “Year to Date” numbers – columns 3 and 4 comparing where we are today to where we were last year.

TOTAL INCOME (Line under 4600) – total income for December was \$11,533.59 plus the \$5,000 transfer from the bequest and \$1,000 transfer from the Friendship Group and \$2,242.95 transferred from MOSS (yard sale) for a total of \$19,776.55.

Total Expenses (Line under 9600) -in December, we spent \$12,992.08.

Without the \$8,242.95 from total transfers from the bequest and MOSS and Friendship group, we would be in a deficit of \$1,458.48.

Even though December was a big month for donations, we would have still been in a deficit without the transfers.

There are no other unusual items that I see requiring further explanation.

- **MISSION, OUTREACH and STEWARDSHIP**

- The M&S givings for December was \$635.00 (LINE 6403). Our 2021 total to date is \$6,884. We missed our target for the year by \$316.00.

- Donations were also made to other United Church of Canada projects –Healing Fund \$1,285.65, UCC Covid-19 Vaccine Project \$625.00.

- In addition to this, all monies collected for outreach have been expenses for the year leaving \$4,865.31 in the M&S bank. This amount is carried over from previous years.

- **MEMORIAL FUND**

- Separate accounts, including an interest account and expense account, has been created to keep the bequest monies separate from the previous amounts in this account.

- The first three transfers of \$5,000.00 into the general account have been made. (October and November and December).

- Once the amount of the bequest is taken off, the Memorial Fund has a balance of \$53,996.38 for 2021. \$40,000 is to pay back the CEBA loan.

- **CAPITAL FUND**

- No activity to report other than a few pennies of bank interest.
- The only expense for the year was the \$3,417.51 for the architect plans.

- **RESERVE FUND**

- The Reserve Fund bank account has a total now of \$18,831.28 taken from the Balance Sheet.
- The only expense for the year was the roof repairs of \$2,962.26.

- **FRIENDSHIP GROUP**

- A transfer to the General account was made for \$1,000 in December, for a total transfer of \$2,000 to the church. \$500 was also donated to Camp McDougal this year.
- The Friendship group bank account has \$ 1,668.21 as of Dec. 31.

- **CHOIR**

- The only expense for 2021 was purchase of music of \$195.38.
- The balance in the Choir bank account as of Dec. 31 is \$758.45.

Holy Trinity United Church

Balance Sheet

Funds 01-07 December 2021

01/11/2022 10:41 AM

Page: 1

	Fund 01 - GENERAL FUND	Fund 02 - M&S OUTREACH FUND	Fund 03 - MEMORIAL FUND	Fund 04 - CAPITAL	Fund 05 - RESERVE FUND	Fund 06 - FRIENDSHIP GROUP	Fund 07 - CHOIR
ASSETS							
CURRENT INCOME							
CASH							
CHECKING ACCOUNTS							
TD Canada Trust #5205870	\$12,212.71	-\$214.74	\$1,023.29	\$363.29	\$8,165.39	\$114.23	\$242.83
SAVINGS ACCOUNTS							
TD Canada Trust #5206651	380.17	5,080.05	363,585.27	162.55	10,665.89	1,553.98	515.82
Subtotal Current Income	12,592.88	4,865.31	364,618.56	525.84	18,831.28	1,668.21	758.45
OTHER ASSETS / INCOME							
PST - Recoverable	3.55						
HST - Recoverable	756.34				250.24	15.27	17.00
GST - Recoverable	1.29						
Subtotal Other Assets / Income	761.18	0.00	0.00	0.00	258.24	15.27	17.00
TOTAL ASSETS	<u>\$13,354.06</u>	<u>\$4,865.31</u>	<u>\$364,618.56</u>	<u>\$525.84</u>	<u>\$19,089.52</u>	<u>\$1,683.48</u>	<u>\$775.48</u>
LIABILITIES							
LONG TERM LIABILITIES							
CEBA - \$60,000 Loan			\$40,000.00				
TOTAL LIABILITIES	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$40,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
FUND BALANCE							
Fund Balance	\$13,354.06	\$4,865.31	\$324,618.56	\$525.84	\$19,089.52	\$1,683.48	\$775.48
TOTAL FUND BALANCE	<u>\$13,354.06</u>	<u>\$4,865.31</u>	<u>\$324,618.56</u>	<u>\$525.84</u>	<u>\$19,089.52</u>	<u>\$1,683.48</u>	<u>\$775.48</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$13,354.06</u>	<u>\$4,865.31</u>	<u>\$364,618.56</u>	<u>\$525.84</u>	<u>\$19,089.52</u>	<u>\$1,683.48</u>	<u>\$775.48</u>

Total

ASSETS	
CURRENT INCOME	
CASH	
CHECKING ACCOUNTS	
TD Canada Trust #5205876	\$21,906.80
SAVINGS ACCOUNTS	
TD Canada Trust #5206651	381,953.73
Subtotal Current Income	403,860.53
OTHER ASSETS / INCOME	
PST - Recoverable	3.55
HST - Recoverable	1,046.88
GST - Recoverable	1.29
Subtotal Other Assets / Income	1,051.72
TOTAL ASSETS	\$404,912.25
LIABILITIES	
LONG TERM LIABILITIES	
CEBA - \$50,000 Loan	\$40,000.00
TOTAL LIABILITIES	\$40,000.00
FUND BALANCE	
Fund Balance	\$364,912.25
TOTAL FUND BALANCE	\$364,912.25
TOTAL LIABILITIES AND FUND BALANCE	\$404,912.25

Holy Trinity United Church

Income and Expense Statement

GENERAL FUND 01, December 2021

01/11/2022 10:44 AM

Page: 1

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
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INCOME	4000					
CONTRIBUTIONS	4100					
Offering - Envelope	4110	\$2,450.76	\$4,236.47	\$24,015.96	\$19,126.30	\$22,000.00
Offering - PAR	4120	3,817.00	4,005.00	46,790.03	45,098.00	45,500.00
Offering - Loose	4130	200.75	209.55	617.56	944.57	500.00
Offering - Canada Helps	4130-100	0.00	0.00	96.00	0.00	0.00
Anniversary Offering	4133	0.00	0.00	0.00	0.00	2,000.00
Christmas Offering	4134	2,425.00	1,060.00	1,210.00	2,425.00	1,500.00
Donations - Gifts-in-Kind	4190	2,400.00	0.00	0.00	2,400.00	0.00
Subtotal Contributions	4100	11,293.51	9,511.02	72,729.55	69,993.87	71,500.00
OTHER INCOME	4400					
Chequing Account Interest	4410	0.00	0.00	1.79	1.07	0.00
Savings Account Interest	4420	0.08	0.96	30.30	6.67	25.00
Church Deficit Fund	4424	0.00	0.00	0.00	250.00	0.00
Fund Raising	4431	0.00	0.00	0.00	0.00	2,000.00
Subtotal Other Income	4400	0.08	0.96	32.09	257.74	2,025.00
MISCELLANEOUS INCOME	4500					
Use of Building	4510	240.00	140.00	980.00	1,200.25	500.00
Craft Group	4510-010	0.00	0.00	0.00	118.00	0.00
Subtotal Use Of Building	4510	240.00	140.00	980.00	1,318.25	500.00
Weddings	4520	0.00	0.00	0.00	0.00	100.00
Funerals	4530	0.00	0.00	170.00	0.00	200.00
Catering	4531	0.00	0.00	0.00	100.00	0.00
Poinsettia Sales	4581	0.00	0.00	0.00	0.00	250.00
Church Calendar	4582	0.00	165.00	165.00	0.00	200.00
Other Income	4590	0.01	0.00	0.00	0.01	0.00
Bulletins	4592	0.00	0.00	292.16	40.00	150.00
Envelopes	4598	0.00	0.00	65.00	20.00	100.00
Subtotal Miscellaneous Income	4500	240.01	305.00	1,672.16	1,478.26	1,500.00
TRANSFER FROM OTHER FUNDS	4600					
Transfer from MOSS	4625	2,242.95	952.00	952.00	2,242.95	0.00
Transfer from Bequest	4631	5,000.00	0.00	0.00	15,000.00	0.00
Transfer from Friendship	4635	1,000.00	0.00	0.00	2,000.00	0.00
Cory's Cell Phone	4690	0.00	0.00	210.00	0.00	0.00
TWS - 10% Wage Subsidy	4694	0.00	0.00	1,375.00	0.00	0.00
CEWS - 75% Wage Subsidy	4695	0.00	1,063.68	22,599.90	11,638.75	17,500.00
CEBA - Utilizing Loan	4825-010	0.00	0.00	0.00	20,000.00	0.00
Subtotal Cews - 75% Wage Subsidy	4695	0.00	1,063.68	22,599.90	31,638.75	17,500.00
Subtotal Transfer From Other Funds	4600	8,242.95	2,015.68	25,136.90	51,081.70	17,500.00
TOTAL INCOME		19,776.55	11,832.66	99,570.70	122,811.57	92,525.00
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EXPENSES	5000					
MINISTRY AND PERSONNEL	5100					
SALARIES	5110					
Salaries	5111					
Minister's Salary	5111-100	\$5,000.00	\$4,800.85	\$57,610.20	\$60,000.00	\$60,000.00
Secretary's Salary - SP	5111-200	0.00	0.00	1,472.00	0.00	0.00
Musician Supply	5111-350	300.00	240.00	1,620.00	2,700.00	300.00
Custodian's Salary	5111-400	400.00	325.00	1,362.50	3,920.83	4,200.00

Holy Trinity United Church

Income and Expense Statement
GENERAL FUND 01, December 2021

01/11/2022 10:44 AM

Page: 2

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
Maintenance Engineer	5111-600	28.70	84.00	1,049.90	553.36	1,500.00
Vacation Pay	5114	84.13	0.00	401.92	397.61	300.00
Honoraria	5117	0.00	190.00	260.00	0.00	500.00
Weddings	5119					
Wedding Reimbursement	5119-010	0.00	360.00	360.00	0.00	0.00
Subtotal Salaries	5111	5,812.83	5,999.85	64,136.52	67,571.80	66,800.00
ALLOWANCES	5120					
Mileage Paid to Minister	5121	19.71	0.00	1,909.88	824.82	2,250.00
Telephone - Cory's Land	5122	67.51	65.43	774.93	806.45	780.00
Telephone - Cory's Cell	5122-100	57.17	57.17	352.32	748.19	700.00
Life-Long Learning +Books	5123	60.00	205.09	1,246.34	1,745.96	2,074.00
Subtotal Allowances	5120	204.39	327.69	4,283.47	4,125.42	5,804.00
EMPLOYER EXPENSES	5130					
Employer EI	5135	17.94	14.37	127.04	166.22	200.00
Employer Taxes - from ADP	5137	281.37	263.29	3,853.03	4,126.20	4,050.00
Employee Assistance Prog.	5144	0.00	0.00	41.00	0.00	0.00
Employer Benefits - ADP	5147	880.85	778.55	9,342.60	10,570.20	9,650.00
Processing Fee - from ADP	5151	24.12	20.01	264.89	279.00	240.00
Subtotal Employer Expenses	5130	1,204.28	1,076.22	13,628.56	15,141.62	14,140.00
Subtotal Salaries	5110	7,221.50	7,403.76	82,048.55	86,838.84	86,744.00
FINANCE	5500					
Faith Community Assessment	5501	0.00	0.00	3,634.00	3,634.00	3,634.00
Council Retreat	5504	0.00	0.00	0.00	0.00	300.00
Stewardship Education	5510	0.00	0.00	378.37	32.82	350.00
Offering Envelopes	5511	0.00	0.00	139.90	125.77	160.00
PAR Charges	5512	19.00	19.50	215.00	224.50	255.00
Bank Charges	5513	1.25	3.01	225.26	10.00	25.00
Bank Data Entry Errors	5515	0.00	0.00	0.02	45.00	0.00
Office Supplies	5521	150.24	150.17	1,531.58	2,454.19	700.00
Office Supply correction	5521-010	0.00	0.00	0.00	468.17	0.00
Subtotal Office Supplies	5521	150.24	150.17	1,531.58	2,922.36	700.00
Canon - Photocopier Usage	5522	25.98	25.98	549.73	491.80	480.00
Canon - Photocopier Lease	5523	0.00	0.00	101.30	405.20	420.00
Canada Post	5524	97.09	17.88	1,108.55	538.69	1,000.00
Advertising	5531	0.00	0.00	0.00	23.91	100.00
Bulletins	5532	0.00	37.10	710.01	44.55	640.00
Computer	5541	0.00	0.00	294.51	158.69	100.00
Website Hosting	5542	2,400.00	0.00	233.01	2,400.00	0.00
Financial Review of Books	5551	0.00	0.00	337.80	233.86	350.00
Social Supplies	5559	0.00	0.00	0.00	0.00	100.00
Miscellaneous - ELORA adj	5591	0.00	0.00	0.00	105.57	0.00
Subtotal Finance	5500	2,693.56	253.64	9,459.04	11,396.72	3,614.00
WORSHIP	5800					
Gathering Publications	5803	0.00	0.00	53.95	53.95	95.00
Pulpit Supply	5821	0.00	0.00	966.00	1,067.00	3,000.00
Worship Supplies	5850	0.00	0.00	0.00	0.00	365.00
Candles & Altar Supplies	5850-010	0.00	0.00	0.00	19.98	0.00
Communion Supplies	5850-020	0.00	0.00	69.03	0.00	0.00
Easter Supplies	5850-030	0.00	0.00	0.00	13.95	0.00

Holy Trinity United Church

Income and Expense Statement

GENERAL FUND 01, December 2021

01/11/2022 10:44 AM

Page: 3

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
Copyright Coverage	5850-074	0.00	0.00	0.00	222.00	0.00
ZOOM Expenses	5850-075	0.00	0.00	200.00	207.88	0.00
United-In-Worship subscri	5850-090	0.00	0.00	0.00	221.00	0.00
Subtotal Worship Supplies	5850	0.00	0.00	269.03	684.81	365.00
Subtotal Worship	5800	0.00	0.00	1,288.96	1,805.76	3,480.00
CHRISTIAN LIFE AND WORK	6700					
M&P Expenses	6715	0.00	0.00	122.38	0.00	150.00
Pastoral Care	6720	0.00	0.00	66.31	0.00	100.00
Church Calendars	6720-010	0.00	0.00	716.33	0.00	275.00
Poinsettia	6720-020	0.00	41.52	41.52	0.00	400.00
Subtotal Pastoral Care	6720	0.00	41.52	824.16	0.00	775.00
Subtotal Christian Life And Work	6700	0.00	41.52	946.54	0.00	925.00
OPERATING	8000					
Gas	8001	370.98	0.00	1,946.15	2,767.47	3,000.00
Hydro	8011	148.03	105.05	1,473.59	1,631.38	2,000.00
Water	8021	0.00	0.00	375.94	403.28	380.00
Telephone - Land Line	8031	90.77	85.59	1,026.10	1,036.29	1,050.00
Telephone - Internet	8032	73.80	68.60	823.20	833.60	840.00
Quest - Cleaning Service	8035	0.00	0.00	912.06	0.00	0.00
Subtotal Operating	8000	683.58	259.24	6,561.04	6,674.02	7,270.00
PROPERTY	8040					
Furnace Service - Church	8041	0.00	0.00	103.94	0.00	0.00
Janitorial Supplies	8090	12.79	29.81	176.48	90.74	250.00
Maint - Grounds - Church	8091	0.00	29.66	185.51	0.00	300.00
Snow Blower / Lawn Mower	8091-020	0.00	0.00	0.00	405.01	0.00
Lawn Maintenance	8091-030	0.00	20.77	116.33	0.00	0.00
Subtotal Maint - Grounds - Church	8091	0.00	50.43	301.84	405.01	800.00
Maint - Building - Church	8092	0.00	0.00	1,430.83	688.91	575.00
Move Secretary's Office	8092-020	0.00	2,765.27	2,997.80	429.18	0.00
Subtotal Maint - Building - Church	8092	0.00	2,765.27	4,428.63	1,118.09	575.00
Snow Removal Contract	8093	1,143.32	493.71	1,974.84	2,624.45	2,000.00
Sanding	8093-010	301.42	420.96	2,666.04	301.42	3,000.00
Subtotal Snow Removal Contract	8093	1,444.74	914.67	4,640.88	2,925.87	5,000.00
Grass / Lawn Maintenance	8094	0.00	0.00	0.00	0.00	600.00
Subtotal Property	8040	1,457.53	3,759.98	9,651.77	4,539.71	7,225.00
TRUSTEES	8200					
Insurance	8210	428.86	320.47	3,634.20	5,505.69	5,200.00
Safety Deposit Box	8211	62.37	60.00	60.00	62.37	70.00
Subtotal Trustees	8200	491.23	380.47	3,694.20	5,568.06	5,270.00
CHURCH - CAPITAL	8500					
Sound System	8533	0.00	0.00	69.99	0.00	0.00
TRANSFERS TO OTHER FUNDS	9600					
Transfer to Reserve Fund	9621	444.66	490.85	3,912.31	3,417.09	0.00
Cory's Cell Phone	9690	0.00	0.00	180.00	0.00	0.00

01/11/2022 10:44 AM

Holy Trinity United Church
Income and Expense Statement
 GENERAL FUND 01, December 2021

Page: 4

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
Subtotal Transfers To Other Funds	9600	444.68	480.85	4,092.31	3,417.09	0.00
TOTAL EXPENSES		12,992.08	12,589.46	117,812.42	120,240.20	119,508.00
EXCESS INCOME/EXPENSES		\$6,784.47	-\$756.80	-\$18,241.72	\$2,571.37	-\$26,983.00

Holy Trinity United Church

Income and Expense Statement

01/11/2022 11:13 AM

M&S OUTREACH FUND 02, December 2021

Page: 1

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
INCOME	4000					
CONTRIBUTIONS	4100					
Offering - Envelope	4110	\$200.00	\$227.00	\$2,376.00	\$1,664.00	\$1,800.00
Offering - PAR	4120	435.00	435.00	5,089.97	5,220.00	5,400.00
Fund Raising - Special	4135	920.45	0.00	0.00	920.45	500.00
Fund Raising - Yard Sale	4135-010	0.00	0.00	0.00	2,242.95	0.00
White Gift	4189	270.00	0.00	0.00	270.00	0.00
UCC Vaccine Project	4193	625.00	0.00	0.00	625.00	0.00
Fellowship Fund	4196	0.00	0.00	4.00	0.00	50.00
Outreach/Community Giving	4197	0.00	0.00	0.00	0.00	850.00
Food Bank	4197-010	200.00	790.00	1,755.00	1,115.00	0.00
Women's Shelter	4197-020	30.00	5.00	60.00	185.00	0.00
Men's Shelter	4197-040	30.00	255.00	465.00	285.00	0.00
Salvation Army	4197-050	0.00	0.00	0.00	200.00	0.00
Subtotal Outreach/community Giving	4197	280.00	1,050.00	2,280.00	1,785.00	850.00
Savings Account Interest	4420	1.10	0.76	18.18	11.19	15.00
Subtotal Contributions	4100	2,711.55	1,712.76	9,788.15	12,738.59	8,615.00
MISCELLANEOUS INCOME	4500					
Relief Programs	4570	0.00	0.00	0.00	0.00	200.00
COVID-19 Relief Fund	4570-005	0.00	0.00	205.00	0.00	0.00
UCC Healing Fund	4570-170	0.00	0.00	0.00	1,285.65	0.00
Outreach Programs	4576					
Alzheimer Society	4576-001	0.00	0.00	0.00	200.00	0.00
MOSS - Volunteer Luncheon	4576-004	0.00	0.00	36.00	0.00	0.00
Subtotal Outreach Programs	4576	0.00	0.00	36.00	200.00	0.00
The Observer / Broadview	4591	0.00	0.00	250.00	200.00	200.00
Our Daily Bread	4591-010	0.00	0.00	0.00	9.05	25.00
Subtotal Miscellaneous Income	4500	0.00	0.00	491.00	1,694.70	425.00
TRANSFER FROM OTHER FUNDS	4600					
Transfer from Friendship	4635	0.00	952.00	952.00	0.00	0.00
TOTAL INCOME		2,711.55	2,664.76	11,211.15	14,433.29	9,040.00
EXPENSES	5000					
GENERAL EXPENSES	5050					
Stewardship Education	5510	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
Books	5881	0.00	0.00	0.00	0.00	40.00
OUTREACH / M & S	6400					
Our Daily Bread Publicati	6402	0.00	0.00	50.00	50.00	50.00
UC Mission & Service	6403	635.00	662.00	7,495.97	6,884.00	7,200.00
Outreach	6411	100.00	0.00	0.00	300.00	0.00
White Gift	6412	210.00	0.00	0.00	210.00	0.00
Outreach/Community Giving	6420	0.00	0.00	0.00	0.00	1,000.00
Food Bank	6420-010	1,315.00	1,465.00	1,755.00	1,315.00	0.00
Maplegate - Women's Shell	6420-020	585.00	60.00	60.00	585.00	0.00
Maplegate - Men's Shelter	6420-025	685.00	465.00	465.00	685.00	0.00
Sudbury -Homeless Support	6420-040	0.00	0.00	110.00	-110.00	0.00
Subtotal Outreach/community Giving	6420	2,585.00	1,990.00	2,390.00	2,475.00	1,000.00
The Observer / Broadview	6422	0.00	0.00	298.94	250.00	200.00

Holy Trinity United Church
Income and Expense Statement
M&S OUTREACH FUND 02, December 2021

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
Subtotal Outreach / M & S	6400	3,530.00	2,652.00	10,234.91	10,169.00	8,450.00
RELIEF GROUPS	6449					500.00
UCC Healing Fund	6451-140	0.00	0.00	0.00	1,285.65	0.00
Alzheimer Society	6457	200.00	0.00	0.00	200.00	0.00
M&S COVID-19 Relief Fund	6460	0.00	0.00	205.00	0.00	0.00
M&S COVID Vaccine Project	6461	625.00	0.00	0.00	625.00	0.00
Salvation Army	6462	200.00	0.00	0.00	200.00	0.00
Subtotal Relief Groups	6449	1,025.00	0.00	205.00	2,310.65	500.00
TRANSFERS TO OTHER FUNDS	9600					
Transfer to Reserve Fund	9621	0.00	0.00	0.00	2.50	0.00
Transfer to General	9640	2,242.95	952.00	952.00	2,242.95	0.00
Subtotal Transfers To Other Funds	9600	2,242.95	952.00	952.00	2,245.45	0.00
TOTAL EXPENSES		6,797.95	3,604.00	11,391.91	14,725.10	9,040.00
EXCESS INCOME/EXPENSES		-\$4,086.40	-\$939.24	-\$180.76	-\$291.81	\$0.00

Holy Trinity United Church
Income and Expense Statement
 MEMORIAL FUND 03, December 2021

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
INCOME	4000					
CONTRIBUTIONS	4050					
Offering - Envelope	4110	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00
Memorial Fund	4131	0.00	50.00	105.00	0.00	0.00
Subtotal Contributions	4050	0.00	50.00	105.00	25.00	0.00
HALVORSEN BEQUEST	4200					
Income	4205	0.00	0.00	0.00	335,622.18	0.00
Bequest Interest	4210	69.38	0.00	0.00	325.06	0.00
Subtotal Halvorsen Bequest	4200	69.38	0.00	0.00	335,947.24	0.00
OTHER INCOME	4400					
Savings Account Interest	4420	10.36	9.39	18.11	101.97	10.00
CEBA - \$60,000 LOAN	4800					
CEBA - Emergency Loan	4825	0.00	10,000.00	20,000.00	0.00	0.00
TOTAL INCOME		79.74	10,059.39	20,123.11	336,074.21	10.00
EXPENSES	5000					
GENERAL EXPENSES	5050					
Garden of Memories	5834	\$0.00	\$0.00	\$379.24	\$0.00	\$65.00
HALVORSEN BEQUEST	6500					
Dispersment of Bequest	6510	0.00	0.00	0.00	0.00	333,622.18
Transfer to General Fund	6510-010	5,000.00	0.00	0.00	15,000.00	0.00
Subtotal Dispersment Of Bequest	6510	5,000.00	0.00	0.00	15,000.00	333,622.18
Subtotal Halvorsen Bequest	6500	5,000.00	0.00	0.00	15,000.00	333,622.18
TRANSFERS TO OTHER FUNDS	9600					
Transfer to Reserve Fund	9621	0.00	2.50	5.25	0.00	0.00
CEBA - TRANSFER FUNDS	9700					
CEBA - Expensing Funds	9710	0.00	0.00	0.00	20,000.00	0.00
TOTAL EXPENSES		5,000.00	2.50	384.49	35,000.00	333,687.18
EXCESS INCOME/EXPENSES		-\$4,920.26	\$10,056.89	\$19,738.62	\$301,074.21	-\$333,677.18

Holy Trinity United Church
Income and Expense Statement
CAPITAL 04, December 2021

01/11/2022 11:33 AM

Page: 1

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
INCOME	4000					
OTHER INCOME	4400					
Savings Account Interest	4420	\$0.04	\$0.17	\$38.32	\$1.06	\$30.00
TOTAL INCOME		0.04	0.17	38.32	1.06	30.00
EXPENSES	5000					
GENERAL EXPENSES	5050					
Miscellaneous	5900					
Accessibility	8095	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Tables and Chairs	8511	0.00	0.00	216.14	0.00	0.00
Febres Consulting	8524	0.00	0.00	360.00	3,417.51	0.00
Eavetrough Repair - Claim	8525	0.00	0.00	685.74	0.00	0.00
Paving - lot maintenace	8636	0.00	0.00	8,315.12	0.00	200.00
Repair Church Roof	8540	0.00	0.00	1,143.03	0.00	0.00
Repairs to Sidewalk	8543	0.00	0.00	0.00	0.00	2,500.00
Subtotal Miscellaneous	5900	0.00	0.00	10,720.03	3,417.51	22,700.00
TOTAL EXPENSES		0.00	0.00	10,720.03	3,417.51	22,700.00
EXCESS INCOME/EXPENSES		\$0.04	\$0.17	-\$10,681.71	-\$3,416.45	-\$22,670.00

Holy Trinity United Church

Income and Expense Statement

FRIENDSHIP GROUP 06, December 2021

01/11/2022 11:49 AM

Page: 1

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
INCOME	4000					
CONTRIBUTIONS	4050					
Offering - Envelope	4110	\$0.00	\$0.00	\$148.00	\$0.00	\$0.00
OTHER INCOME	4400					
Savings Account Interest	4420	0.34	0.31	7.35	6.99	0.00
Souper Luncheon	4431-020	0.00	0.00	195.00	0.00	0.00
Entered in Error	4431-070	0.00	952.00	952.00	0.00	0.00
Subtotal Savings Account Interest	4420	0.34	952.31	1,154.35	6.99	0.00
Church Calendar	4582	102.00	0.00	0.00	198.00	0.00
Subtotal Other Income	4400	102.34	952.31	1,154.35	204.99	0.00
TOTAL INCOME		102.34	952.31	1,302.35	204.99	0.00
EXPENSES	5000					
GENERAL EXPENSES	5050					
FRIENDSHIP GROUP	6200					
Kitchen Expenses	6304					
Kitchen Supplies	6304-020	\$0.00	\$0.00	\$74.44	\$0.00	\$0.00
Outreach	6305					
Camp Mc Dougall	6305-080	0.00	0.00	0.00	500.00	0.00
Grace UC Sudbury	6305-083	0.00	0.00	-500.00	0.00	0.00
Church Calendars	6305-470	0.00	0.00	0.00	175.19	0.00
Subtotal Outreach	6305	0.00	0.00	-500.00	675.19	0.00
Subtotal Friendship Group	6200	0.00	0.00	-425.56	675.19	0.00
TRANSFERS TO OTHER FUNDS	9600					
Transfer to MOSS	9620	0.00	952.00	952.00	0.00	0.00
Transfer to Reserve Fund	9621	0.00	0.00	17.15	0.00	0.00
Transfer to General	9640	1,000.00	0.00	0.00	2,000.00	0.00
Subtotal Transfers To Other Funds	9600	1,000.00	952.00	969.15	2,000.00	0.00
TOTAL EXPENSES		1,000.00	952.00	543.59	2,675.19	0.00
EXCESS INCOME/EXPENSES		-\$897.66	\$0.31	\$758.76	-\$2,470.20	\$0.00

Holy Trinity United Church

Income and Expense Statement

RESERVE FUND 05, December 2021

01/11/2022 11:51 AM

Page: 1

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
INCOME						
Income	4010					
Savings Account Interest	4420	\$2.30	\$1.75	\$62.16	\$25.06	\$0.00
Transfer from General Fun	4615	444.68	490.85	3,912.31	3,419.59	0.00
Transfer from Memorial	4630	0.00	2.50	5.25	0.00	0.00
Transfer from Friendship	4635	0.00	0.00	17.15	0.00	0.00
Subtotal Income	4010	446.98	495.10	3,996.87	3,444.65	0.00
TOTAL INCOME		446.98	495.10	3,996.87	3,444.65	0.00
EXPENSES						
Maint - Building - Church	8092	\$0.00	\$0.00	\$0.00	\$2,962.26	\$0.00
TOTAL EXPENSES		0.00	0.00	0.00	2,962.26	0.00
EXCESS INCOME/EXPENSES		\$446.98	\$495.10	\$3,996.87	\$482.39	\$0.00

Holy Trinity United Church
Income and Expense Statement
CHOIR 07, December 2021

01/11/2022 11:50 AM

Page: 1

		Current Period	Prior Year	YTD Prior Year	Year to Date	Annual Budget
INCOME	4000					
OTHER INCOME	4400					
Savings Account Interest	4420	\$0.11	\$0.08	\$3.38	\$1.12	\$6.00
TOTAL INCOME		0.11	0.08	3.38	1.12	6.00
EXPENSES	5000					
Music	7501	\$0.00	\$0.00	\$213.00	\$195.38	\$0.00
TOTAL EXPENSES		0.00	0.00	213.00	195.38	0.00
EXCESS INCOME/EXPENSES		\$0.11	\$0.08	-\$209.62	-\$194.26	\$6.00

ADP Update for January 13, 2022 Council Meeting

The move to have all HTUC staff on ADP is in process and ready to be made active with the January 2022 payroll schedule. The schedule date is January 20, 2022.

As a result of this change the way we have been processing payroll for all staff, other than the minister, needs to have a few changes.

- 1) Vacation pay will be calculated and paid to the employees each month rather than once a year, as has been the case;
- 2) Payroll is run each month, by ADP, on the 20th of the month. As a result of this we need to change the period in which employees are paid. Rather than being a month-to-month period ending on the last day of the month, it is recommended that we move to a month-to-month period ending on the 15th of each month. The time worked, days for the Musician, and hours for both the Custodian and Maintenance Engineer, will be calculated from the 16th of the previous month to the 15th of the current month. There are too many things that can happen in 15 days that could affect what an employee expects / plan to work – e.g. the church could close its doors for a period of time as we did a few months ago, or a service could be cancelled due to inclement weather.
- 3) The time worked will need to be provided to the HTUC payroll administrator each month PRIOR to the 19th so that the input can be entered, and the payroll run RELEASED for processing. No-one will get paid unless this run is RELEASED.
- 4) Each of these employees will be asked to provide the payroll administrator with their hours themselves, a reminder email will be sent and used as HTUC records. No time provided to the payroll administrator will result in no-pay that period for the employee.
- 5) There is no change in the way the minister has been renumerated.

Your acceptance and approval of this process is appreciated.

Submitted by Grant Wright

Committee Reports for January 13, 2022

Pastoral Care Report

Pastoral Care Call Connection List:

Pastoral Care callers have been asked to change their calling schedule (if they choose to) from monthly to quarterly calls to the congregants on their list and to include a wellness check with that call. This calling schedule change was made to:

- 1) avoid burnout of our callers
- 2) Covid-19 lockdown restrictions are not as severe as in the beginning of the pandemic in early 2020, which has allowing people can get out and about more
- 3) in-person worship services were available from Sep 2021 to just before the new year

Unfortunately, the recruiting drive we had in March 2021, where seven new volunteers were added to the list of Pastoral Care callers, has now dropped to only three of the recruited seven. This situation is indicative of the shrinking volunteer pool our church faces for all committees; however, high praise to those who remain dedicated with their calls.

Greeting Card Program:

Our Greeting Card program is still being faithfully handled by Judy Bower and we are very grateful to the Craft Group that provides us with beautiful greeting cards to send our congregants.

Contacting the Congregation regarding Worship Service Cancellation due to Inclement Weather

Again, due to lack of volunteers, contacting the congregation regarding worship service cancellation due to inclement weather has had to change from phone calling congregants to a hybrid system of email and phone calling.

Kathy Calverley handles the email, while Jane Kerr and Kathy Calverley look after phone calling to those who do not have internet service.

A congregational email and mail notification (to those who do not have internet) was sent in December 2021 advising congregants that they would be notified by 10:00 am Sunday morning if a worship service was being cancelled.

Submitted by:

Kathy Calverley, Pastoral Care Chair

Property Committee Report

We experienced a freezing rain event starting Dec.24th and unfortunately got blindsided by this as it happened close to the time of the Christmas Eve service. Farquhar had cleared the snow but no sanding had taken place and the sudden rain produced a slippery surface in the parking lot and walkways / steps. Thankfully a good Samaritan (Gary Hubley) appeared and helped with sanding the needed areas. Over the ensuing Christmas holidays, it turned out that the snow clearing crew on duty that week were unable to respond to the need for the Christmas service the following Sunday. WE will need to clarify and establish the responsibilities between the newly contracted snow clearing service and our "in house" snow clearing volunteers, mainly as to the sanding issues.

As the Sunday church services have been suspended for the month of January the question came up, should we also suspend cleaning the building? Since the building will be accessed by certain parties and / or functions, the decision of Property has been made to continue with the cleaning and disinfection procedures as required, especially due to the rampant transmissions of the new Omicron variant of the Covid-19 virus. The snow clearing by C & S Forestry and Wendell Farquhar will also continue as they are contracted services.

Submitted by:

Dean Reile, Member of Property Committee