

Annual Meeting 2022 Agenda

1. Opening Prayer
2. Appointment of Secretary
3. Approval of Agenda
4. Adoption of Minutes of the February 28, 2021 Annual Meeting
5. Reports for 2021
 - (a) Moderator
 - (b) Kirk Session
 - (c) Roll
 - (d) Cameron Highlanders of Ottawa
 - (e) Capital Restoration Program 2017–2021
 - (f) Finance and Maintenance Committee
 - (g) Rental Coordinator
 - (h) Centretown Churches Social Action Committee
 - (i) FACES Refugee Sponsorship
 - (j) Lay Bible Study Group
 - (k) Children’s Sunday School
 - (l) Worship Committee
 - (m) Music
 - (n) Presbyterian Women
6. Financial Statements for 2021
 - (a) Trustees’ Report
 - (b) Treasurer’s Report
 - (c) Auditor’s Report
7. Budget for 2022
 - (a) Operating Account
 - (b) Presbyterians Sharing Allocation
 - (c) Presbyterian College
 - (d) Capital Spending
8. Appointment of Officers for 2022
 - (a) Treasurer
 - (b) Trustees
 - (c) Chair of Finance and Maintenance Committee
 - (d) Auditors
9. Other Business
10. Adjournment
11. Closing Prayer

Minutes St Giles Presbyterian Annual Meeting — February 28, 2021

Present: Laura Brandon, Rob Brandon, Bob Brien, Kaye Tate, Jean Currie, Stan Currie, Stuart Gentle, Roger White, Kaye Tate, Don Tate, Nancy Lee, Tenor Banda, Nelson Coyle, Bill White, Kate Ferguson, Jane Evans, Bob Fourney, Jan Fourney, Dorothy Ferguson (i-pad), Jean McNally (Conference call), Isaac Ives, Rev. Paul Wu

1. **Opening Prayer** – The meeting opened in prayer and was declared constituted at 11:40 a.m.
2. **Appointment of Secretary** – Don moved the appointment of Isaac Ives as Secretary, Bob Brien seconded, carried.
3. **Adoption of Agenda** – Bob Brien moved the adoption of the agenda, Nancy Lee seconded, Carried.
4. **Minutes of 2020 Annual Meeting** – Laura moved the approval of the minutes of last Annual Meeting, Jean Currie seconded. Carried.
5. **Financial Report 2020** – Don Tate, Treasurer presented the financial report from 2020.
6. **Presentation of 2021 Budget for Congregational Approval** – Don Tate presented the budget for 2021 forecasting income of \$91,800 and expenditures of \$212,800 with a projected deficit of \$121,000 to be paid from consolidated fund investment income. After a brief discussion, Don moved the adoption of the budget and Jean Currie seconded. Carried. Presbyterians Sharing allocation for 2020 was \$6,205, of which \$4,805 was transferred, a shortfall of \$1,400 noted. Laura Brandon moved an amount for the accepted allocation of \$7,690 (half of suggested allocation +\$1,400) Stuart seconded. Motion carried.
7. **Trustees Report** – Bob Brien presented and moved the adoption of the Trustees report, Don seconded. Carried. Bob Brien presented a motion that the Trustees donate \$500 each to the Centretown Churches Social Action Committee and Gracefield Camp, Isaac seconded. Stuart Gentle made an amendment that the amount to Gracefield Camp instead be \$600, Stan seconded the amendment. Motion carried as amended. Update: amount in consolidated fund \$2,017,000 in PCC consolidated fund from \$1,500,000 invested.
8. **Reports** – Motion proposed by Bob Brien to receive all reports. Kaye Tate seconded. Carried.
9. **Capital Projects 2021 Budget** – Presented by Rob Brandon budget of \$80,000 for 2021, Rob stated that funds for the project to come from trust funds. Bob Brien seconded. Motion carried.
10. **Capital Projects Report** – Rob Brandon noted a correction in the report on page 27. The actual amount spent on Capital Projects in 2020 was \$265,075.00
11. **Nominations:**
 - Trustees** Kate Ferguson, Don Tate, Bob Brien, Jean McNally, Meagan McEwen, Nancy Lee
 - Treasurer** Don Tate
 - Auditors for 2021** Jean Currie, Rob Brandon.Motion to approve nominations as presented by Stan, seconded by Isaac. Carried.
12. **Other Business** – No other business.

13. Adjournment – Bob Brien moved adjournment.

14. Closing Prayer – The meeting closed in prayer at 12:50 p.m.

Moderator's Report

To Members and Adherents of St Giles Presbyterian Church

May the peace of Christ be with you.

Who would've thought that two years into the COVID-19 pandemic, the 'new normal' has become, well, 'normal'? Who would've thought that hybrid style of worship (of both in-person and online) would now be widely accepted, and would most certainly continue into the foreseeable future? Who would've thought that instead of shaking hands during worship service, the 'Passing of the Peace' consists now of the minister naming and acknowledging each and every participant, whether in-person or online? We have gotten so used to seeing each other with masks on, and have gotten so used to reading each other's expressions through the eyes, I have to admit that I have trouble sometimes recognizing people without their masks. Isn't that ironic?

Yet, the Lord has been good to St Giles in 2021. As we can almost see the end of the pandemic, turning into an endemic, we count our blessings. There has not been an outbreak of COVID transmission within the confines of the church building during the past year. That is remarkable given that the facility of St Giles is well used by three worshipping communities, four AA groups, a summer kid's programme run by the Glebe Neighbourhood Activities Group, and various short-term rentals. A special shout-out to our Finance & Maintenance Committee for navigating through various pandemic restrictions, and crafting and enforcing strict yet workable health protocols at St Giles.

We did have to say goodbye to a number of longtime members who passed away in 2021. We remember fondly Samuel Banda, Edna Fraser, Florence Crighton, Moira Hassell, Eva Cunningham, and Margaret McLean (who actually passed away in May of 2020). We are saddened to hear also the passing of the Rev. Dr Cedric Pettigrew, who had served the congregation well over the years in various capacities. His gentle demeanour and rich theological reflections will be dearly missed.

The Lay Bible Study Group continues to gather over teleconference, under the faithful guidance of Don Tate, allowing the words of God to richly bless the participants. We rejoice over the resumption of the Children's Sunday School, as we welcome the sound of kids walking down the aisle in the sanctuary, and running around the basement hall during activities and games. These beautiful children (now up to 5 of them) have re-energized an intergenerational team of Sunday school teachers (Patty Fraser, Jordan Fraser and Daisy Tsai), in that most important task of transmitting the Christian faith to the next generation. Our prayers are with them and for them.

2021 is a year of transition for the music ministry of St Giles. After many years of serving the congregation, the former organist Brenda Beckingham and soloist Sharon Haidenger decided to retire. We are grateful for Larry Kempffer stepping into the role as the interim organist, which allowed the congregation to conduct a proper search. After a five-month process, we welcomed Heather Rice as our new Music Director. Through the steady work of the Worship Committee, we rejoice over the resumption of choir practice and congregational singing. We are delighted to partake in a much wider genre of music during the Sunday worship services, and hope that many others will join in our praise of the Lord.

The Presbyterian Women of St Giles had a busy year of fundraising for various missions, including the Abbotsford Day Away Program, the Ottawa Mission, and assisting in Malawi relief through PWS&D. They are helping us to be mindful of the broader needs outside of the church. They are helping us to focus on what we as a congregation could do more effectively. We are happy to see the resumption of in-person Coffee Hour after Sunday services, of fellowship, treats and good laughter.

I want to also acknowledge the good work of all those involved in the financial stewardship of St Giles, including the Treasurer, the Trustees, and the Auditors. Our regular giving is up, our mission giving is up, and God has blessed us most abundantly in our investment account, allowing the ministry of St Giles to continue and prosper. Yet, we are mindful that St Giles is currently running an operating deficit of not an insignificant amount. Rebuilding the congregation will take time. In the meantime, we hope to be better stewards of God's gifts to us.

Lastly, I want to acknowledge and thank our Church Administrator Pat Brush. She really is the glue that keeps St Giles together. It should be reiterated that her in-person presence comes at a personal cost of a two-hour daily commute. While working from home has become the 'norm-du-jour' for many during the pandemic, Pat happily obliged the Session's request to work in person. Her faithful and cheerful work is very much appreciated by many of us, particularly during some lonely periods through the pandemic. So on behalf of St Giles, thank you very much!

I will conclude my report with an invitation to all of you to give thanks, through the following modified verses of Psalm 118:1-4

O give thanks to the Lord, for God is good;
The Lord's steadfast love endures forever!
Let the people of God say,
"The Lord's steadfast love endures forever."
Let the congregation of St. Giles say,
"The Lord's steadfast love endures forever."
Let those who fear the Lord say,
"The Lord's steadfast love endures forever."

Your servant in Christ,



Rev. Paul Wu

St Giles Kirk Session Report 2021

This past year 2021 has been challenging, however, I feel there is some reason to believe we as a Session and our congregation have made some progress towards our goals of viable and even robust ministry.

Regrettably, the past year saw the passing of Edna Fraser, Sam Banda, the Rev. Dr Cedric Pettigrew, Moira Hassell, Eva Cunningham and Florence Crighton this past year. Upon reflection, all of these individuals had a role in the perpetuation of St Giles ongoing Christian ministry. While we regret the immediate loss and sympathize with their loved ones, we were inspired also by their example. In one case the Session was moved to act in memory of Sam Banda who had passed on a trip to Malawi last January. Session authorized the raising of a specific fund in his memory to be given to PWS&D for projects undertaken in Malawi. The congregation responded with a generous donation of \$2,805 and Session voted to match the amount from the general fund, for a total donation of \$5,610, a very commendable contribution for a small congregation.

2021 also saw the departure of our long-serving Organist and music director, Brenda Beckingham. We were fortunate to have a superb interim organist, Larry Kempffer, and our vocalist, Jo Landry, during the period where our Search committee commenced its work of finding a replacement. In the end, the committee recommended Heather Rice, who has been admirably superb in the role. Our thanks to all those involved in this process. Happily, as restrictions have eased we were also able to reconstitute the choir.

On the subject of restrictions, St Giles has been very well served by the Finance and Maintenance committee who have continued to keep Session informed of all changes in health regulations and the effects on worship services. By their exertions, we were even able to restart the coffee hour this year with due attention to the relevant mandated health precautions.

Another effect of the health regulations on our congregational life is that our services are now broadcast by electronic means. Session thanks Rob Brandon, Stuart Gentle and others for their continued efforts towards connecting our congregation by means of conference calls, Zoom and YouTube.

Also, a note of thanks is due to our Rental co-ordinator Jean Currie. As you will see due to her efforts, we had more robust than expected rental revenues in 2021.

We should note that Patty Fraser, Daisy Tsai, and Jordan Fraser have reconstituted a Sunday School that is ongoing. Also in the area of Christian education, the Rev. Paul Wu led a study of the Apocrypha that was very well received by the participants.

On behalf of Session, I would like to thank Patricia Brush, who has travelled to work all through this pandemic and worked as assiduously as at any point in her career.

Finally, also on behalf of Session, I would like to thank all volunteers and officeholders who continue to work for the continuation of our ministry. As restrictions lift in 2022, I am prayerfully confident that your efforts will carry the work and witness of St Giles into the future.

Respectfully your,



Isaac Ives, Clerk of Session

Roll for 2021

December 31, 2020 — 58 December 31, 2021 — 55

In Memoriam

For they shall rest from their labours

Samuel Banda Florence Crighton Eva Cunningham Edna Fraser Moira Hassell

Professing Members

Banda, Miriam	Currie, Jean	Lister, Helen	Stevenson, Margaret
Banda, Tenor	Currie, Stanley	Lister, Kenneth	Tate, Donald
Beaubien, Kate	Evans, Jane	Martyn, Dorothy	Tate, Kaye
Brandon, Laura	Ferguson, Catherine	Mawere, Darren	Tate, Lorna
Brandon, Robert	Ferguson, Dorothy	McEwen, Meagan	Thomson, John G.
Brien, Beverley	Fletcher, Carole	McKellar, Beryl	White, Roger
Brien, Kimberley	Fourney, Janice	McNally, Jean	White, William
Brien, Marilyn	Fraser, Jordan	Oliver, Shelley	Wilson, Catherine
Brien, Robert	Fraser, Patricia	Pallen, Jaime	Wilson, Jeffery
Brien, William	Gentle, Stuart	Penney, William	Wilson, Mary
Brown, Pauline	Ives, Isaac	Pope, Andrew	Wilson, Virginia
Campbell, Kathryn	Kalunga, Chrissie	Pope, Jane	Woolsey, Melba
Chowaniec, Claudia	Lee, Nancy	Quinn, Allan	
Coyle, Nelson	Lewis, Abiodun		
	Lewis, Jadesola	Stevenson, Ian	

Changes during 2021:

Deleted:

Deaths — Samuel Banda, Florence Crighton, Eva Cunningham, Edna Fraser, Moira Hassell

Added:

Transfer — Chrissie Kalonga

Profession of Faith — Kathryn Campbell

Activity Reports

Cameron Highlanders of Ottawa (Duke of Edinburgh's Own)

In 2021, the Cameron Highlanders continued their long-standing association with St Giles. They consider St Giles to be their regimental church. Don Tate normally represents the congregation at the monthly Regimental Association meetings, maintaining the ongoing link with the regiment. However, similar to most organizations, in-person meetings have not been possible since March 2020 because of the pandemic.

We were pleased to have the Camerons participate in our annual Remembrance Service. Our scripture readers were LCol Gord Scharf, Commanding Officer of the Regiment, and Jeffery Hill, President of the Regimental Association. Bugler MCpl Peter Limeburner and piper MCpl. Brennan Pinkerton-Kock participated in the Act of Remembrance.

Unfortunately, because of COVID 19, the Pipes and Drums were not able to present their annual benefit concert for the Centretown Emergency Food Centre. Normally, we have this event in the first week of December. Hopefully, we will be able to have it again in 2022.

As is our custom, St. Giles sends care packages to Cameron soldiers that are deployed. The soldiers enjoy, particularly, receiving home baking. Bakers from our congregation supplied much-appreciated, generous quantities to two deployments in 2021. In May, six care packages were sent to soldiers in Ukraine. We also sent packages to two officers deployed to Mali as part of the Canadian contingent supporting the UN mission there.

(Submitted by Don Tate)

Capital Restoration Program 2017–2021 — A Summary

2017

Following the Congregational meeting to sell Logan-Vencta Hall, two studies were contracted to determine the physical condition and the environmental factors of both buildings and their associated grounds. This was useful in enabling the Hall to be sold at a good price and to confirm the work needed to be done on the Church. The scope of the projects to be carried out in the Restoration Program were only to be those that stabilised the fabric of the Church structure, reduced operating costs or improved the quality of the building space for the congregation. Dave Watson of Stoneworks reviewed the condition of the brick and stonework of the Church and provided a cost estimate. The most urgent project to be done was to repair the brickwork on the wall over the bus shelter on First Avenue and to repair the stonework around the door on the Bank Street entrance. The metal railings of both entrances on Bank Street were also replaced.

Brian Driver of Heritage Carpentry and Joinery was retained to inspect the condition of all the windows of the Church and start on the most urgent project which was to repair all the windows on the ground floor on the North side of Church which was carried out successfully. The painting of the windows was done by Top Notch painters with whom we had good experience on previous projects. The good quality of the work done by Stoneworks, Heritage, and Top Notch, and their reasonable costs, enabled them to be retained for the rest of the program. Window wells were installed on the north ground floor windows and a French drain system installed to correct a water problem in the hall.

2018

- Ziad Deblin was retained to renovate the Minister's study putting in a new floor and painting the room. Daniel Terriah of Danco Electrical Services installed more electrical baseboard plugs.
- A new sound system was specified to replace the existing soundboard. New speakers were installed around the sanctuary and a Yamaha TF Rack audio system installed by David O'Heare of Wall Sound which met our requirements of a one-button on/off control with wireless microphones.
- Before doing more work on the electrical systems of the church, the main electrical panel in the basement was upgraded by Danco working with Ring Electric as well as the installation of a new kitchen sub panel.
- Brian Driver of Heritage Carpentry and Joinery installed a new door for the First Avenue entrance with an automatic door opening system.
- Prior to the replacement of all the lights in the Sanctuary, a scaffolding system was purchased from the United States. Prior to this the light bulbs in the hanging light fixtures were replaced by Isaac Ives standing on a tall stepladder balanced on a table placed across the pews with Rob holding the ladder. Not very safe! All the lightbulbs were replaced using LED bulbs recommended by Buchanan Lighting which gave more illumination while using less power.
- The security system in the church was upgraded by ADT with new smoke, water and fire sensors and intruder sensors. The key locks in the Church were also changed by First Avenue Lock.

2019

The main project in 2019 was the rebuild of the Cameron window.

- The wooden structure of the window was in poor condition as the window faces east over an ally and is in shade and remains damp. Brian recommended for us to use Accoya wood in the restoration, this is a treated wood material that comes with a 50-year warranty against rot.
- Brian Eagle of Northern Art Glass removed the stained-glass panels and stored them in specially made boxes at the back of the church, some minor repairs were needed on the glass.
- Scaffex built an excellent scaffolding system on the exterior of the window and Isaac and Rob used our lighting scaffold to provide platforms on the inside of the window.
- Our legal company neighbours were especially tolerant of the frequent presence of contractor trucks on their parking lot throughout the several years of the restoration project.
- Ziad Deblin worked on the kitchen upgrade which saw the removal of the gas oven and stove which was reported to date from the building of the Church as well as the venting system which was identified in the building report as an urgent item to be addressed.
- After consultation with the Women's Committee, the kitchen was repainted, new sink taps installed and a new gas oven and stove installed as well as a second electric oven. The gas stove also had a new venting system installed.
- A new janitor's washroom and storage area was created in the hall to avoid cleaning water being disposed of in the kitchen sinks.
- A second lighting project was done to install LED lighting in the Hall. The existing Hall electrical wiring was abandoned and surface wiring in conduit was installed by Ring Electric together with Danco.
- In the administrator's office an emergency exit was installed in one of the windows and an exhaust fan and duct were provided with new lighting.
- New hardwearing carpet was installed at the First Avenue entrance together with new LED lighting.
- Session provided funds for a new Church sign and Luc Ouellette of Heritage Joinery and Carpentry who is also an iron worker made the sign frame.

Another important project that was done in 2019 were the replacement of the lower metal roofs as the original roofs were leaking and causing damage to the exterior wall, especially on the south. All the roofing work on the Church was done by Roofmaster and this had to be scheduled to follow the repair work and painting of the

upper windows so as to avoid damage to the new roofing material.

2020

The planning of the stone and brickwork repair along Bank Street face of the building was complicated by the fact that the City of Ottawa and Hydro Ottawa had refused the community's request to bury the power lines when the street was rebuilt 15 years ago. This meant that the high voltage lines that were reinstalled on wood poles would be too close to the scaffolding that Stoneworks had to build to work on the repair of the building parapets along Bank street. The power lines had to be de energised and alternate routings for power found and this was a \$21,000 cost. David Watson managed this project well in spite of all the delays due to COVID-19 and to Hydro Ottawa.

- The capstone at the summit of the central parapet was replaced by a new stone.
- The parapets and the stone window lintels were waterproofed using lead covered copper flashing.
- The brick buttresses on the south side of the Church were found to be badly deteriorated due to water damage from water leaks from the old metal roofs and so were rebuilt.
- Roofmaster installed snow bars on the lower metal roofs to prevent ice chunks sliding off the new roofs.

2021

The main project during this year was the rebuild of the Logan-Vencta stained glass window facing Bank Street. This west-facing window was in better condition and so removal of the stained-glass panels was not required. Matt Cadieux of Scaffex designed and built a scaffold that did not impact on the hydro wires as it was narrower and lower than the scaffolding required the previous year. There was a delay getting to the final painting of the window as some of the clear glass covering the stained glass was damaged during the construction. Roofmaster then finished the re shingling of the small roofs facing Bank street.

Because of COVID the Sunday services were being videoed using a cell phone. This was replaced by a more reliable PTZ camera mounted in the centre of the balcony. The installation and integration with the Yamaha TF rack audio system was managed by Tarek Daouk of Johnston Audio Visual who also installed cabling to allow the video to be streamed on Zoom.

The total cost for all the capital work net of HST rebate was \$683,558.91. Thanks are due to Isaac Ives who was always willing to assist with projects and Pat Brush looking after the payment of invoices. The success of the work was due to the support of the members of the F&M Committee, Session and the quality work done by all the contractors who worked on the projects. The support from Don Tate and the members of Trustees for arranging the flow of finances needed for the Restoration project is acknowledged.

Remaining work for the future:

- The garden along Bank Street will need remedial work in 2022 as two years of installed scaffolding has had an impact.
- The large North-facing roof was not included in Roofmaster's contract as it still has a number of years of life. A future cost for this work is estimated to be around \$20,000.

Renovation Cost 2017–2021

Bank Fees	\$1,051.59
Repair and Renovation	\$656,888.67
Net Sales Tax Expense (est.)	<u>\$25,618.65</u>
Total	\$683,558.91

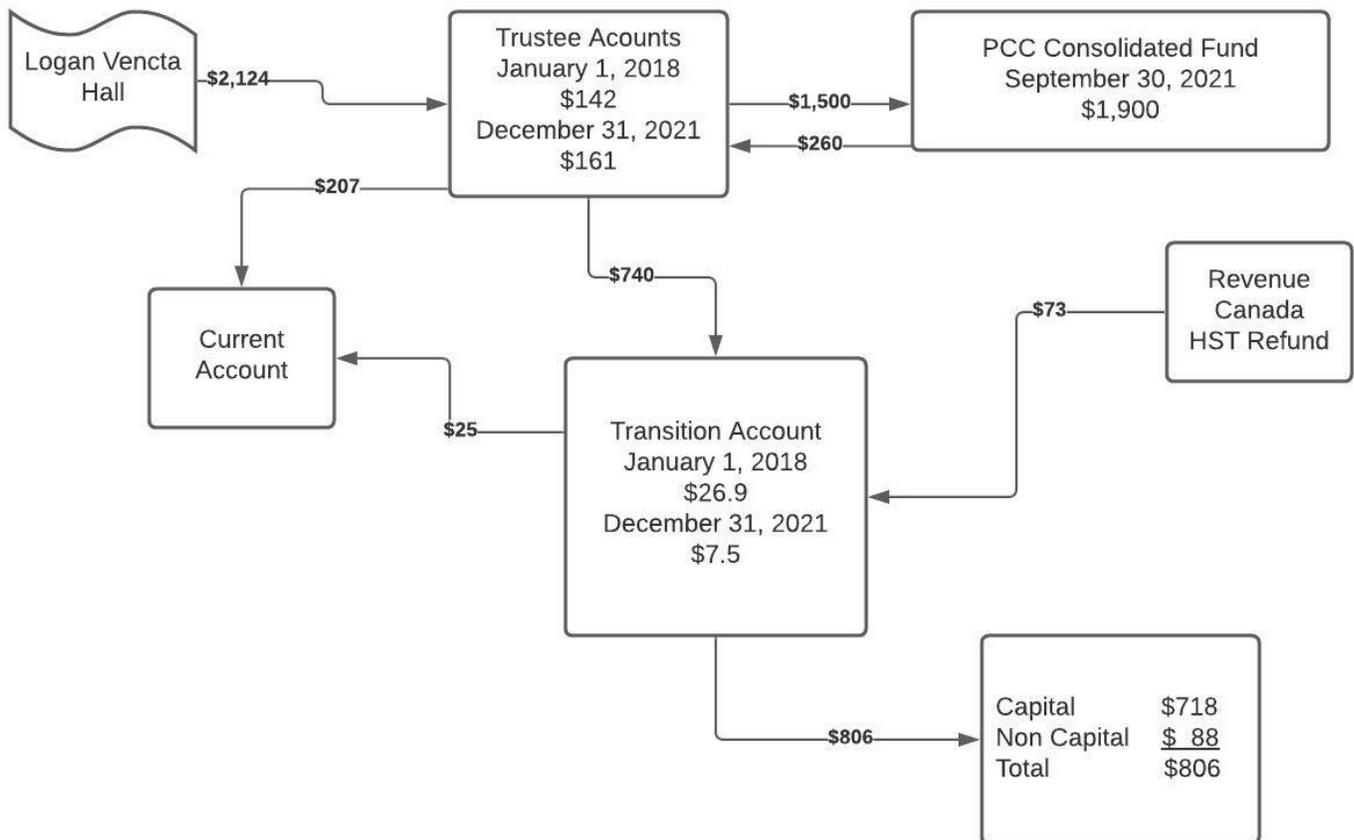
Respectfully submitted by Rob Brandon

Capital Restoration Program — Financial Flows — 2018 through 2021

The 2018 to 2021 time period will be, in all likelihood, most important in the history of St Giles. In 2018 we sold Logan-Vencta Hall and subsequently invested the funds to secure the future ministry of St Giles. Also, very important, we undertook a significant restoration of our church building and its property.

The diagram below illustrates the financial flows that have resulted from the sale of the hall. All financial data in the diagram is in thousand of dollars (\$'000).

Overview of St Giles Accounts 2018 to 2021 (incl) (All Financial Data \$'000)



Please note the following:

- The net revenue from the sale was \$ 2.124 million. Of this revenue, \$ 1.5 million was invested by our Trustees in the PCC Consolidated Fund.
- The investment in the PCC Consolidated Fund has appreciated to \$ 2.16 million; \$ 1.9 million continues to be invested in the fund and \$ 260,000 has been returned to the Trustees.
- The Transition Account was established to separate from ongoing church operations:

- a) the capital expenditures for the church restoration, and
- b) funding for interim ministry, and ministerial search.
- Transfers from Trustees to the Transitional Account was \$ 740,000. The Transition Account funded \$ 718,000 (about \$ 650,000 net of HST rebates) of capital projects. The Transition Account also funded about \$ 88,000 of ministry-related expenses over the period.
- The HST rebates, about 70 percent of payments amounted to about \$ 73,000.
- Transition Account transfers to the Current Account were \$ 25,000.
- Over the four years, the Trustees transferred \$ 207,000 to the Current Account to support ongoing church operations.

The Capital Expenditures for restoring the church are described elsewhere in this Annual Report.

In summary, the sale of Logan-Vencta Hall for \$ 2.124 million in 2018 has been primarily responsible for:

- Supporting the church restoration and Interim ministry (over \$700,000)
- Supporting the ongoing church operations (over \$ 200,000)
- An ongoing investment of about \$ 1.900 million.

Finance and Maintenance Committee

Ongoing activities

The Committee remained the same as in 2020 with members Stuart Gentle, Isaac Ives, Jean Currie, Jean McNally, Don Tate (Treasurer) and Rob Brandon (Chair). Pat Brush continues to provide excellent administrative and bookkeeping support

The year started with the City of Ottawa in lockdown and in order to refresh the memories of the pandemic this year the following Calendar of events that affected the Church has been compiled.

St Giles services were recorded on the prior Saturday with soloist Sharon and organist Brenda with the service posted on YouTube on the Church's web site and available at 10:30 am

January 8 Schools remain closed with virtual schooling

January 27 the City of Ottawa extending the masking Bylaw until April 29

The Church signs up to Zoom

February 8 the provincial government announced that the stay at home order would last until February 16

February 28 AGM meeting and service in person in the Church

March 6 Edna Fraser Funeral in the Church

March 12 The city opened its first mass vaccination centre

March 19 The province restricted social gatherings under the red zone restrictions

April 3	Religious services are allowed to meet with 30% capacity limit The whole province started a 4-week lockdown under the 3 rd wave of rising cases
April 4	Easter Sunday was held with the congregation restricted to 15% of capacity ie 20 on the ground floor and 5-10 in the balcony all masked and separated
April 8	The whole province enforces a stay at home order
April 20	The Church returned to only videoing the service, no in person attendance allowed, a maximum of 10 persons allowed in the Church
May 2	Larry Kempffer playing piano and organ
May 18	vaccines were available for anyone over 18
June 11	Step one of the Province's reopening
June 20	Church service resumed with 15% capacity 37 persons in total
June 28	Glebe Neighbourhood Activities Group (GNAG) summer camp starts in the hall
July 4	Joint service with Southminster and Glebe-St James seating limit increased to 62 people
July 22	The City of Ottawa's state of emergency ends
July 24	memorial service for Moira Hassel
August 20	last day of GNAG Summer programme
August 22	Jo Landry is hired as our vocalist
September 5	service capacity limit is set at 80
September 19	Anniversary Sunday with a piper
October 30	Memorial service for Margaret McLean
November 28	In person coffee hour in hall with a limit of 25 people
December 17	In person coffee hour suspended
December 20	New capacity restrictions limiting to 50% of legal capacity

During the year, Don Tate applied for the Canada Emergency Wage Subsidy support for which we were eligible. Because of the requirements to keep attendance records during the early part of the year, Stuart Gentle kept the attendance records at the Bank Street entrance and then transitioned to helping Rob Brandon with the new camera and setting out the microphones every Sunday. At the beginning of the year, the recording of the service was done on a Saturday by using an iPhone camera and two microphones connected to a computer. The video and audio file recorded were then uploaded to YouTube so that the service might be viewed at

10:30 a.m. on Sunday. There were many trials and issues that were gradually overcome leading to the purchase of a PTZ (Pan, Tilt and Zoom) camera. We had the assistance of Johnston Audio Video in running the cabling from the existing church audio system to the camera and the internet connection in the office. The computer desk was set up in the NW corner of the sanctuary. Paul Wu would take the recording at the end of the service and would upload it to YouTube so that it could be accessed by congregation members and anyone else who wanted to view the service. It should be noted that Paul and Pat both worked through the year at improving the St Giles web site which is the public face of St Giles. Jean Currie looked after the rentals of the Church Hall which was challenging this year because of the pandemic but we did exceed our budget for rental income

Capital Expenditure Projects

The main capital project in 2021 was the repair and painting of the Logan-Vencta window facing Bank Street. Prior to the work on the window, RoofMaster came and re-shingled the two small roofs that face Bank Street. Two days before Scafflex was due to erect the scaffolding, the province imposed restrictions and since the work was not considered “essential construction” the project was put on hold until July 2. Based on the previous examination, Brian Driver of Heritage Carpentry and Joinery had brought in the materials needed for the repair and once the scaffolding was erected it was confirmed that only the bottom lintel had to be replaced. Plywood protection was placed on the stained-glass panels to protect them. Unfortunately, once all the repairs had been made, when the plywood panels were being removed some of the clear cover glass panels were broken and had to be replaced by Heritage. The final task was then to do finish painting which was done by Top Notch Painting. Once the scaffolding was removed, construction debris was removed from the garden. The expenditure on capital projects in 2021 was \$59,168.38 compared to the projected budget of \$78,000.

Projects for 2022

The garden that runs along Bank St will need to be rebuilt with new soil. Repairs and renovation need to be made to the Bank Street doors.

(Submitted by Rob Brandon)

Rental Coordinator

In 2019 we had nearly \$21,000 in rental income. This dropped to \$4,700 in 2020 due to COVID restrictions. Then in 2021 things started to open up and we had \$10,145 in rental payments. We wait to see what will happen next.

Both the New Covenant Apostolic Church and Dan Reid’s Bytown Community Church have held services at St Giles when the rules allowed and outdoor meetings were not possible.

Our AA groups had all turned to on-line meetings but some people really needed in-person so 3 groups have started to meet at least on occasion with social distancing and masks ... and without coffee!

There were two rentals to Canada Cuba Connections for meetings, again with limited numbers, masks and distancing but no food or coffee.

In the summer we rented the basement space to Glebe Neighbourhood Activities Group (GNAG) for their summer camp programme. There was a different group of kids each week and they went out on field trips every day. When indoors, they were always masked and distanced.

A local family which produces a Shakespeare play every year started renting the basement for rehearsal space. They loved the space and found it much better than local parks even on sunny evenings. So their teenage cast continued rehearsals with us until they moved to the Gladstone Theatre close to show time. The play was even extended for an extra week in the socially-distanced theatre.

On Monday, September 20, we hosted 4 polls of the Federal Election. The workers set everything up on Sunday evening and it went very smoothly. I trained 3 of the workers on how to use the elevator for those who needed it. Voters lined up on First Avenue, entered by the side door, then, after marking their ballot in the basement hall, they left through the Bank Street door. We were the only church in the Glebe who agreed to host election polls.

In the fall, Platypus Theatre rented audition space in the basement for a new show to be a visual accompaniment for a performance with the symphony orchestra in Victoria BC. Unfortunately, their show was cancelled when COVID rates increased there. They hope to use St Giles again for rehearsals when the show is re-scheduled.

Centretown Churches Social Action Committee (CCSAC) and Centretown Emergency Food Centre (CEFC)

CCSAC includes 22 member churches in central Ottawa. It supports initiatives to help address social needs including poverty, food insecurity, shortage of affordable housing and other social issues and seeks to speak with a common voice on social justice and poverty issues. During the pandemic, it has continued its monthly Zoom meetings.

The principal programme of CCSAC is the CEFC, a food distribution centre in central Ottawa. It has been operating three days a week providing clients with nutritious food which is provided in pre-packaged form, once per month. The number of clients has gradually increased, but is still below pre-pandemic levels. St Giles volunteers were not encouraged to participate, mainly because older volunteers are more vulnerable to COVID and fewer volunteers were needed for the simplified delivery method being used. The CEFC has a Management Committee which oversees the operations and met more often during the pandemic. Jean Currie has been a member, representing the former Monday group of volunteers which included most of the St Giles volunteers.

In 2021, the City of Ottawa switched to a new community services based funding model, asking a range of providers to compete for five-year sustainable funding. Unfortunately, neither the CEFC nor the Dalhousie Food Cupboard located on Bronson Avenue was successful in the competition. The city did offer the Food Centre a year of transition funding. The annual grant represented 27% of our operating needs. Thus, its loss is serious. CCSAC and the Food Centre Management Committee are assessing all possible options going forward.

Donations from member churches were \$19,710 to CCSAC and \$18,009 to the CEFC. In October, CCSAC held its annual Walk for the Centre, again virtually. People were very generous and this event added an additional \$36,000. This year St Giles had five walkers, Kathy Campbell, Paul Wu, Daisy Tsai, Jean Currie and Stan Currie. Our total donations were higher than in earlier years amounting to nearly close to \$1,800. Thanks to all our donors and walkers.

CCSAC has increased its efforts to seek community partnerships. CCSAC is participating in the

Neighbourhood Community Development Table which is a vehicle for identifying gaps in services to the vulnerable population of the downtown core. Over the past year, CCSAC launched a speaker series as part of its monthly Zoom meetings to hear from guest speakers from other initiatives in our area.

CCSAC has memberships in the Multifaith Housing Initiative and Citizens for Public Justice and just recently added membership in the Alliance to End Homelessness.

CCSAC has been strengthening its communications. A new improved website was launched in August, just in time to help promote and provide information about the Walkathon. CCSAC also has a Facebook page. A newsletter is published as well to help inform people in its member churches.

A significant event in 2021 was the memorial service for Kerry Kaiser, former longtime coordinator of the CEFC, which was held at Knox Presbyterian Church one year after her death. The church was as full as it could be within COVID capacity limitations. She has been sorely missed by all those who knew her and especially those who worked as volunteers with her.

Submitted by Stan Currie, CCSAC representative for St Giles.

FACES Refugee Sponsorship

In 2021, St Giles transferred \$1,376.70 to costs incurred by First Avenue Churches and Community Embracing Sponsorship in refugee resettlement. This year one of the first families sponsored by the group in 2015 obtained their Canadian Citizenship. St Giles has been in the group since its inception. FACES continues in its sponsorship activities.

Respectfully Submitted by Isaac Ives

Lay Bible Study Group

We meet faithfully every Friday morning, at 10 a.m., to read and study books of the Old and New Testaments, chapter by chapter. We have been studying together for twelve years and, in that time, have studied a significant part of the Bible. Our average participation is nine persons. Before the pandemic we met in person but, since March 2020, we have been meeting by teleconference.

Our studies in 2021 have been most interesting and rewarding. In the first months of the year, we continued and completed our study of the book of Isaiah. Leading up to Easter, we studied the Passion in the Book of Matthew (Chapters 26 and 27). In May, we started our study of the Psalms of Ascent (Psalms 120 to 134). We used, as our aid, Eugene Peterson's book, "A Long Obedience in the Same Direction".

In October, we ventured in a new direction. For the first time, the Study Group began a most rewarding study of 1 Maccabees, one the seven books of the Apocrypha. These books, covering the time period between the Old and New Testaments, are not contained in the Bibles of Reformed Churches. Our plan for early 2022 is to complete 1 Maccabees and then continue with a second book of the Apocrypha, Tobit.

We invite you to join us, and experience the words of God active and at work in our study and in our lives.

Rev. Paul Wu and Don Tate

Children's Sunday School

The Sunday School year started on September 11, 2021. We are following the Seasons of the Spirit curriculum. We started this year with three students Lennix, Keon and Ethan.

I am proud to report that our group submitted 3 dishes to the Heaven's Kitchen activity. This was loads of fun.

We were honoured to receive:



Hallowe'en Cookies: Most Enthusiastic Use of Colour Award

- Most Cheerful Presentation:
For the Smiling fruit dish.
- Most Enthusiastic Use of Colour:
For our Halloween cookies.
- Certificate of Awesomeness:
Spooky Decorations award
- Scariest fun award: Tomb Dogs

“So, whether you eat or drink or whatever you do. Do it all for the glory of God.” *1 Corinthians 10:31*

Our group were very pleased when asked to help in making the lambs and donkey for the nativity scene this year. What a blessing.

On January 23, we were truly blessed with two more children joining Sunday School. Aron and Hanga. What a wonderful addition to our group.

Starting in February we will be starting a new curriculum. Focussing on Old Testament bible heroes.

Teaching us:

- None of us get it right the first time. Most of us don't get it right the tenth. Maybe not even the hundredth. This isn't being a failure, it's being human.
- Changing our belief that we must be successful every time, but what really matters is that we don't give up.
- We think God is calling the flawless, instead He's calling the faithful.

“He who is faithful in a very little thing is faithful also in much; and he who is unrighteous in a very little thing is unrighteous also in much.” *Luke 6:10*

I want to thank my team, Daisy Tsai and Jordan Fraser, for the hard work and support in making each Sunday a wonderful learning experience for all.

“May God be gracious to you and bless you and make His face shine upon you.” *Psalms 67:1*

Blessing to all

Patty Fraser, Sunday School Teacher

Worship Committee

In early 2021, the Session approved the creation of a worship committee which initially had four members: Paul Wu, the minister, Brenda Beckingham, the organist choir director, Robert Brandon, F&M Committee chairperson who dealt with technical issues and pandemic requirements, and Stan Currie, elder and chairperson.

The first priority was to develop terms of reference for the Worship Committee for approval by Session. The role of the Worship Committee is to plan, support and seek to enhance our worship services as a central aspect of becoming a thriving Christian community.

The Committee will focus on five areas:

- 1 having laypeople take roles in the service including music, reading scripture, making announcements, etc.;
- 2 encouraging everyone to participate by singing hymns, joining in unison prayers and responses in the spirit of worshipping God;
- 3 making the worship services accessible both in-person and virtually;
- 4 assisting in planning and organizing special worship services;
- 5 identifying ways to use contemporary technology to meet worship service needs.

St Giles has a copyright licence covering most sacred music, streaming included. Nonetheless, copyright issues have been a problem with posting recordings on YouTube which uses an algorithm to identify potential copyright violations. Paul and Pat Brush took over checking copyright and responding to YouTube queries so that Brenda didn't have to deal with any copyright issues.

Rob made major upgrades to the equipment needed to livestream and record services. A good video camera that can be operated remotely was purchased and placed at the front of the balcony. Some new wiring had to be installed. He linked all microphones into the church sound system. He also arranged for St Giles to use the large screen TV owned by the New Covenant Church which has been very useful for virtual Passing of the Peace. The audio feed to those joining by teleconference requires the use of cell phones and has been an ongoing problem despite efforts to solve it.

A decision by Brenda Beckingham to retire in mid-May meant that we were facing the task of finding a permanent replacement.. We were very fortunate to have Larry Kempffer agree to serve as interim organist and he served us very well while we conducted a search process to select a music director.

Sharon Haidenger our soloist, left at the end of May. After a summer break in services from mid-July to mid-August, we were able to hire Jo Landry, an Ottawa University vocal music student as our new vocalist.

The Worship Committee recommended to Session that a search committee be appointed with representation from the Worship Committee, the Choir and Session. This was approved and Rob Brandon acted as the convener of the search committee. A job description for the Music Director was developed and then advertised starting in July. We were surprised to receive 9 applications. It was decided to choose 4 candidates for face-to-face interviews. One candidate withdrew before being interviewed having taken a position at another church. Following the interviews, the search committee selected two for the final stage where each candidate took a Sunday service and before the service rehearsed one hymn with a scratch choir. The position was offered to Heather Rice and she was appointed after a contract was agreed. Her first Sunday as the new music director was November 14.

The requests from rental groups resumed in August as COVID rates moderated. Rob Brandon liaised with AA

groups about COVID rules. Some of the AA groups were able to restart in-person meetings with reduced numbers and they continued until the rising wave of the Omicron variant resulted in a tightening of capacity rules for indoor meetings. Restrictions did not change for church services and St Giles was able to continue its in-person services.

In September, Sunday School was re-instituted with three children. The teachers are Patty Fraser and Daisy Tsai with Jordan Fraser as a helper. Paul introduced a children's story as a standard part of the worship service. This has been a very positive addition to our worship services.

Heather started weekly choir practices with five singers. She suggested that the choir members should sit among the congregation to help with congregational singing after the Session approved a return to singing with masks on.

In the Christmas season, Jo Landry was not available for two Sundays and Christmas Eve. She found another music student, Bronwyn Kelly, who filled in for her. Bronwyn did an excellent job and may be a backup for Jo.

The two highest worship attendance Sundays of the year were the delayed Anniversary service which was held on September 19 and Remembrance Sunday on November 7. Our anniversary speaker was Roland de Vries, the Principal of Presbyterian College.

Paul provided a summary of attendance numbers at each committee meeting. The counts were our best estimate of total participation. The counts were solid for in-person, fairly good for persons joining by Zoom and phone. The counts of those who watched later on YouTube were approximations based on a count of unique views.

Paul's sermons throughout the year have consistently evoked positive comments. He has been reaching out actively to newcomers and this has encouraged them to attend.

I believe that 2021 was a very productive year with lots of challenges and surprisingly good outcomes. God has richly blessed our efforts. My sincere thanks to everyone who contributed.

At the end of the year, the Worship Committee had five members: Paul Wu, Heather Rice, Rob Brandon, Pat Brush and Stan Currie.

Respectfully submitted by Stan Currie, Chairperson

Music - January to mid-November 2021

COVID prevented the choir from singing throughout this period. Music, however, remained a constant for the in-person and online Sunday services thanks to organist Brenda Beckingham, who retired in May, and Larry Kempffer, who was the interim organist from June to November.

Choir member Sharon Haidenger was the soloist until June and, subsequently, choir members Laura Brandon, Nelson Coyle, and Chrissie Kalonga substituted until July. Following the summer break, Session hired Jo Landry as the permanent vocalist.

In May, Session established a Terms of Reference committee to create a job description for a new Music Director. The members were: Laura Brandon, Nelson Coyle, Stan Currie, Bob Fourney, and Paul Wu.

In July, Session appointed a Search Committee for a new Music Director. The members were Laura Brandon, Rob Brandon (non-voting), Pat Brush, Stan Currie, Kate Ferguson, Chrissie Kalonga, and Paul Wu. Nine applications were received and a majority were invited for interview. The committee asked four to participate in a second interview in October but, ultimately, only two proceeded to this stage. This interview process involved active participation in a service with a scratch choir consisting of Laura Brandon, Pat Brush, Nelson Coyle, Jan Fourney, Chrissie Kalonga, Kawakan Quansah, Kaye Tate, and Paul Wu.

In November, Session appointed Heather Rice as Music Director and the choir (Laura Brandon, Nelson Coyle, Jan Fourney, Jo Landry and Paul Wu) returned to regular practice at the end of that month.

Submitted by Laura Brandon

Music - November 2021 onwards

I became the Music Director at St Giles Presbyterian Church in mid-November 2021. With the challenges and restrictions brought on by COVID-19 it has been an interesting time. St Giles Church has a lovely pipe organ which I am enjoying playing. The church is also blessed with dedicated choir members who want to continue singing. There are 5 members. Unfortunately one singer must isolate at home for a while and attend services by Zoom. We recently changed the rehearsal time to Thursday at 3 p.m. If you would like to join the choir or simply try it out, please speak to me after the service. Some people in the choir and congregation have expressed concerns about the sound of their voice. Be assured, voices that have not sung for 2 years will not sound the same. This is not due to aging! Singing needs support from the diaphragm and abdominal muscles, and lung capacity. After 2 years this needs to be built up again. The choir and I have been doing some breathing and vocal exercises each week. Sunday mornings the choir members have been singing in the congregation to encourage everyone to sing. We have been working on some anthems that will soon be sung during services. Other music events are being discussed. As I write this the restrictions are being lifted. We hope and pray that we can move forward with these ideas!

St. Giles is also blessed with our vocalist, Jo Landry. Jo is a music student at the University of Ottawa. Her vocal leadership and sight reading skills are appreciated by the choir and congregation. Thank you Jo!

My thanks also to Pat Brush. So good to have a musical Office Administrator. I also extend my thanks to Rev. Paul Wu for his participation in the choir and interest in the music of St. Giles Church. So good to work with!

To close I give you J.S. Bach's concluding phrase. He usually wrote it at the end of his scores. Soli Deo Gloria!

Respectfully submitted by Heather Rice, Music Director

Presbyterian Women

The Presbyterian Women continue to meet and carry out some projects in spite of the pandemic. All our meetings have been held by teleconference.

Thanks to Laura Brandon, the stage curtains have been taken down, repaired, and stored. We have appointed a decorating committee consisting of Laura Brandon, Daisy Tsai, and Sharon Haidenger. Sharon has left

St Giles, and her help is missed. Laura and Daisy, with help when needed, continue to make our church areas beautiful.

Nancy Lee continues to send special occasion and other greeting cards to our shut-ins.

Jane Evans sends our church bulletins to those who cannot attend.

Jean Currie keeps our finances in order and handles our donations.

We have all tried to keep in touch with those congregation members who are shut in.

A new project has been put in place. We wish to acknowledge with gratitude the women who have gone before us, and have contributed a great deal to St Giles in many ways. They have left us with deep memories, love, and respect. We will donate to this special fund and name the women who have especially influenced us in the past. As noted in our financial report, we have sent donations to the Centretown Emergency Food Centre, Pauline Brown Bursary Fund, and Abbotsford House. The last was designated to The Day Away - Dementia Program in memory of Edna Fraser. We have also sent an additional donation to the Centretown Emergency Food Centre in memory of Kerry Kaiser.

In the fall, two pie-making sessions were held (apple and tourtières). All pies were sold. The project was successful.

During Advent, we installed a Christmas tree in the Narthex. Woolen socks, hats, and scarves surrounded and covered the tree. We are very grateful to all who donated these items. They were delivered to The Ottawa Mission.

In place of gift bags for our shut-ins at Christmas time, we donated, in the name of each shut-in, money to “Sowing Seeds for Food security”. The umbrella organization for this is PWS&D.

We thank Rev. Paul and Daisy Tsai for their encouragement and support.

Please remember all the women who attend St Giles are automatically members of the St Giles Presbyterian Women.

With God’s help and guidance, we will continue our service.

Officers:

President- Kaye Tate

Secretary- Jane Evans

Treasurer- Jean Currie

Corresponding Secretary- Nancy Lee

Finances

Kirk Session Funds 2021

The position of the Session Funds in 2020 are as follows:

Benevolent Fund

Opening Balance January 1, 2020	\$2,673.32
Deposits	0.00
Interest	<u>\$0.22</u>
Closing Balance December 31, 2020	\$2,673.54

Memorial Fund

Opening Balance January 1, 2020	\$4,873.61
Deposits	\$1,385.00
Interest	<u>\$0.43</u>
Closing Balance December 31, 2020	\$6,259.04

Social Fund*

Opening Balance January 22, 2021	\$287.44
Deposits	\$230.00
Payment	<u>\$158.20</u>
Closing Balance August 23, 2021	\$359.24

* The bank only sends a statement on the Social Fund when there is activity in the account. The opening balance of January 22, 2021 matches the closing balance from 2020.

Respectfully Submitted by Isaac Ives

2021 Income with Proposed 2022 Budget

	2021 Actual	2021 Budget	2022 Budget
Income			
Donations			
Donations to Sustentation	78,226.81	73,500.00	84,900.00
Donations Initial	60.00	100.00	100.00
Special Sundays	<u>3,051.00</u>	<u>5,200.00</u>	<u>5,000.00</u>
Total Donations	81,337.81	78,800.00	90,000.00
Other Income			
Canada Emergency Wage Subsidy	849.80	0.00	0.00
Reimbursements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Income	849.80	0.00	0.00
Rental Income			
AA	1,460.00	2,000.00	4,000.00
Bytown Community Church	1,500.00	0.00	4,000.00
Church Bookings	1,035.00	1,000.00	4,000.00
Glebe Neighbourhood Activities Group	3,000.00	0.00	3,000.00
New Covenant Apostolic Church	3,000.00	1,200.00	7,200.00
Other	<u>150.00</u>	<u>200.00</u>	<u>0.00</u>
Total Rental Income	10,145.00	4,400.00	22,200.00
Sales and Events			
Concerts	0.00	0.00	0.00
Great Glebe Garage Sale	0.00	0.00	1,000.00
Harvest Home Supper	0.00	1,100.00	1,000.00
Other	<u>20.00</u>	<u>0.00</u>	<u>0.00</u>
Total Sales and Events	20.00	1,100.00	2,000.00
Transfers and Other Income			
Congregation	0.00	0.00	0.00
Presbyterian Women	2,000.00	3,000.00	2,000.00
Capital Fund	0.00	0.00	0.00
PWS&D - Malawi	-2,805.00	0.00	0.00
Trustees	<u>1,500.00</u>	<u>1,500.00</u>	<u>1,500.00</u>
Total Transfers and Other Income	695.00	4,500.00	3,500.00
TOTAL INCOME	\$93,047.61	\$88,800.00	\$117,700.00

2021 Expenses with Proposed 2022 Budget

	2021 Actual	2021 Budget	2022 Budget
Expenses			
Administration			
Advertising and Promotion	158.45	0.00	650.00
Bank Charges	1,124.69	1,000.00	1,200.00
Charitable Contributions	100.00	0.00	0.00
Christian Education	646.76	200.00	2,000.00
Conferences and Meetings	295.71	200.00	300.00
Dues and Subscriptions	3,925.00	3,925.00	5,045.00
Insurance	6,220.80	5,910.00	6,912.00
Ministry Expenses	1,085.35	500.00	1,000.00
Music	2,814.78	2,500.00	3,500.00
Net Sales Tax	3,291.39	3,000.00	3,000.00
Office	6,255.56	6,000.00	6,000.00
Organ and Piano Maintenance	<u>934.50</u>	<u>1,000.00</u>	<u>1,000.00</u>
Total Administration	26,852.99	24,235.00	30,607.00
Building			
Gas	4,972.90	4,000.00	5,500.00
Hydro	1,469.70	1,500.00	1,700.00
Repairs and Maintenance	19,398.24	24,000.00	18,000.00
Telephone	1,237.69	900.00	1,300.00
Water and Sewer	<u>871.01</u>	<u>900.00</u>	<u>1,200.00</u>
Total Building	27,949.54	31,300.00	27,700.00
Payroll			
Church Administrator	26,000.04	26,000.00	26,780.00
Employer Payroll Taxes	6,779.77	6,611.00	7,000.00
Health and Dental	4,959.36	4,959.00	5,059.00
Minister	95,320.96	95,000.00	97,850.00
Music Director	12,994.01	16,860.00	17,000.00
PCC Pension	6,441.04	6,292.00	6,427.00
Police Records Check	0.00	0.00	500.00
Pulpit Supply	440.42	1,000.00	800.00
Workplace Safety and Insurance Board	<u>503.27</u>	<u>600.00</u>	<u>600.00</u>
Total Payroll	153,438.87	157,322.00	162,016.00
TOTAL EXPENSES	\$208,241.40	\$212,857.00	\$220,323.00
Net Operating Income	-\$115,193.79	-\$124,057.00	-\$102,623.00

Donations to Transfer Accounts ~ January 1 through December 31, 2021

	Received - 2021	Paid - 2021	Owed
Internal Transfers			
St Giles Benevolent Fund	0.00	0.00	0.00
St Giles Capital Fund	2,590.00	2,590.00	0.00
St Giles Choir	0.00	0.00	0.00
St Giles Memorial Fund	1,385.00	1,385.00	0.00
St Giles Social Fund	0.00	0.00	0.00
St Giles Transition Fund	0.00	0.00	0.00
St Giles Women's Association	<u>920.00</u>	<u>920.00</u>	<u>0.00</u>
	4,895.00	4,895.00	0.00
Mission			
Abbotsford House	1,745.00	1,745.00	0.00
Centretown Emergency Food Centre	267.50	217.50	50.00 a.
Gracefield Christian Camp	6,500.00	6,500.00	0.00
India COVID-19	130.00	0.00	130.00 b.
Presbyterians Sharing	5,480.00	7,690.00 c.	0.00
PWS&D	1,975.00	1,975.00	0.00
PWS&D Malawi	2,805.00	5,610.00 d.	0.00
Refugee Sponsorship	0.00	1,376.70	0.00
The Ottawa Mission	220.00	220.00	0.00
Women's Missionary Society	<u>2,332.50</u>	<u>2,332.50</u>	<u>0.00</u>
	21,445.00	27,666.70	180.00

Missions	Received 2021	Budget 2021	Budget 2022
Presbyterians Sharing	5,480.00	7,690.00	

Notes:

- a. Clerical error to be corrected
- b. Not known where to send the funds
- c. Includes \$2,210.00 from the congregation
- d. \$2,805 in donations plus matching funds of \$2,805

Current Account Cash Flow Statement

Bank Balance: January 1, 2021		\$15,392.74
2021 Revenues		
Operating Account	\$122,443.46	
Transfers	130,436.00	
2020 Accounts	<u>6096.34</u>	
Total Revenue		\$258,975.80
2021 Expenditures		
Operating Account	\$228,722.09	
Transfers	24,375.40	
2020 Accounts	<u>10,378.47</u>	
Total Expenditures		\$263,475.96
2021 Cash Flow		
Opening Bank Balance	\$15,392.74	
Plus: Cash Inflow	258,975.80	
Minus: Cash Outflow	(263,475.96)	
Resulting Cash Balance: December 31, 2021		\$10,892.58
Bank Balance: December 31, 2021 (Excluding 2022 Pre-Paid Expense)		\$10,892.58
2022 Pre-Paid Expense	\$5,997.37	
Bank Balance: December 31, 2021 (Including 2022 Pre-Paid Expense)		\$4,895.21

Transition Account Income Statement 2021

Bank Balance: December 31, 2020		\$24,996.50
Income		
Transfers from Trustees	\$ 45,000.00	
Bank Interest	68.54	
HST Refund	24,284.41	
Total Income		\$ 69,352.95
Expenditures		
Bank Charges		\$ 48.50
Capital		
Roofs	\$11,037.30	
Sanctuary: A/V Live Streaming	11,826.77	
Logan-Vencta Window	36,304.31	
Total Capital		\$59,168.38
Ministerial Expenses		\$4,431.81
Transfer to Current Account		\$ 25,000.00
Total Expenditures		\$ 88,655.19
Bank Balance: December 31, 2021		\$ 5,694.26

Board of Trustees
Financial Statements: 2021

1 Trust Funds:

Table 1A Financial Statement

Table No. 1: Statement of Financial Position

December 31, 2020	\$161,325.71
Less: Inaccessible	<u>\$(74,335.04)</u>
Accessible: Operations	\$86,990.67
Owing to Church Account	\$0.00

Table No. 2: Cash Flow Statement: 2021

Table No. 3: Trust Fund Investments: December 31, 2021

Table No. 4: MacTavish Fund

2 Capital Fund:

Table No. 5

a) December 31, 2020	\$1,435.27
b) December 31, 2021	\$ 2,982.96
Late Deposits	<u>\$1,020.00</u>
Total Accessible in 2022	\$4,002.96

Trustee Potential Liability (Line of Credit)	\$ 35,000.00
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Table No. 1A
Board of Trustees Financial Report: RT 2021
Financial Statement

Opening Balance January 1, 2021		
Cash: Bank of Nova Scotia	\$1,034.58	
Investments	<u>\$120,325.10</u>	
Totals:		\$121,359.68
Receipts		
iTRADE	\$17,564.00	
Bank Interest	\$2.83	
Cash of GIC	\$71,000.00	
PCC Consolidated	\$160,000.00	
Interest on GIC	\$220.06	
Ethel Boyd Endowment	\$473.39	
Bequest	<u>\$5,000.00</u>	
Total Receipts:		\$254,260.28
Disbursements		
Bank Charges	\$30.25	
Re-Invest	\$71,000.00	
Church Account	\$97,164.00	
Transition Account	\$45,000.00	
Gracefield Camp	\$600.00	
CCSAC	<u>\$500.00</u>	
Total Disbursements:		\$214,294.25
Total		\$161,325.71
 Closing Balance December 31, 2021		
Investments	\$121,018.55	
Cash: Bank of Nova Scotia	<u>40,307.16</u>	
Total		\$161,325.71

Table No. 1
Board of Trustees Financial Report: 2021
Statement of Financial Position

	Financial Position, December 31, 2020	\$121,359.68
A.	<u>Investments:</u>	
	December 31, 2020	\$120,325.10
	December 31, 2021	<u>\$121,018.55</u>
	<u>Increase</u>	\$ 693.45
B.	<u>Current Account:</u>	
	December 31, 2020	\$1,034.58
	December 31, 2021	<u>\$40,307.16</u>
	<u>Increase</u>	\$39,272.58
C.	<u>Total:</u>	
	December 31, 2021	<u>\$ 161,325.71</u>
	Plus: Loan to Operating Account	\$0.00
	Less: Transfer to Capital Account	\$0.00
	Less: Transfer to Operating Account	<u>\$0.00</u>
	Financial Position — December 31, 2021	\$ 161,325.71

Table No 2.
Board of Trustees Current Account Cash Flow
Statement: 2021

Opening Balance January 1, 2021		<u>\$1,034.58</u>
	Receipts	
	PCC Investment	\$160,000.00
	Bank Interest	\$2.83
	Matured GIC	\$71,000.00
	Bequest	\$5,000.00
	Capital Fund	\$0.00
	iTRADE	<u>\$17,564.00</u>
	Total Receipts:	\$253,566.83
	Total:	\$254,601.41
	Disbursements	
	Purchase GIC	\$71,000.00
	Bank Charges	\$30.25
	Church Account	\$97,164.00
	Transition Account	\$45,000.00
	Gracefield Camp	\$600.00
	CCSAC	<u>\$500.00</u>
	Total Disbursements:	\$214,294.25
Closing Balance December 31, 2021		\$ 40,307.16

Table No. 3
Total Trust Funds Held By Board of Trustees: December 31, 2021

Scotiabank GICs

GIC Due February 25, 2022*	2.00%	\$ 33,335.04
GIC Due March 23, 2022**	0.78%	\$71,473.39
Cash Held by Bank of Nova Scotia	0.44%	\$46,210.12
iTRADE		\$0.00
GIC Due July 14, 2021	0.44%	\$0.00
<u>Total Investments</u>		<u>\$ 121,018.55</u>

Note *MacTavish GIC

Note **Ethel Boyd Endowment \$ 71,000.00

Table No. 4
MacTavish Fund (Administered by Trustees)

Bank Balance January 1, 2021	\$0.00
GIC January 1, 2021	\$3,269.56
Bank Interest	\$ 0.00
Bank Balance December 31, 2021	\$3,269.56
Bank Charges	\$0.00
GIC Interest	\$65.48
Total Balance December 31, 2021	<u>\$3,335.04</u>

Note: Administered by Trustees and is included in Trust Fund Investments.

Table No. 5
Capital Fund Financial Report: 2021
(Administered By Trustees)

Opening Balance January 1, 2021		
Cash: in Bank of Nova Scotia	45.27	
Investments		
Late Donation from 2021	<u>\$1,390.00</u>	
<u>Totals:</u>		\$1,435.27
Receipts: Bank Interest	\$0.19	
Donations	<u>\$1,570.00</u>	
Total Receipts:		\$1,570.19
Disbursements: Transfer to Church Account		
Bank Charges	<u>\$22.50</u>	
Total Disbursements:		\$22.50
<u>Sub Total</u>		\$2,982.96
Closing Balance December 31, 2021		
Cash: Bank of Nova Scotia	\$2,982.96	
Investments		
<u>Sub Total</u>		\$2,982.96
Transfer: from Trustee Account		
Total		\$2,982.96
Late Transfer for 2021	\$1,020.00	
Total		\$4,002.96
Total Donations for 2021		\$ 1,570.00

Respectfully Submitted, Robert Brien, Treasurer

Presbyterian Women Association — Treasurer’s Report, Year of 2020

The financial situation in 2021 was constrained by the pandemic which resulted in not having the normal fundraising events.

St Giles Presbyterian Woman’s Association

<u>Opening Balance</u>	January 1, 2021		\$1,557.18
<u>Income</u>	Sunshine Fund	\$168.00	
	Book Nook	\$133.00	
	Christmas Bake Sale	<u>\$1,371.00</u>	
	Total Income		\$1,672.00
<u>Disbursements</u>	Bank Charges	\$47.40	
	St Giles Church	\$2,000.00	
	Centretown Emergency Food Centre	<u>\$150.00</u>	
	Total Disbursements		\$2,197.40
Closing Balance	December 31, 2021		\$1,031.78

Presbyterian Women Missions

During the year 2021, our group donated \$2,332.50 to the PCC Women’s Mission Society for work in India supporting the training of medical staff.

We also gave \$1,745 to Abbotsford House to support their Dementia Day Program. This was done in memory of our former member, Edna Fraser, who loved attending the day program every Thursday.

A further amount of \$217.50 has been sent to the Centretown Emergency Food Centre in memory of their former, much-loved, co-ordinator Kerry Kaiser.

Jean Currie, Presbyterian Women Treasurer

St Giles Mission 2021

	Received	Owed	Paid	Cheques Written & Sent	Owing
Abbotsford House	1,745.00	1,745.00	1,745.00		0.00
Centretown Emergency Food Centre	267.50	267.50	0.00	217.50	50.00
CEFC Presbyterian Women	150.00	150.00	150.00		0.00
Gracefield	6,500.00	6,500.00	6,500.00		0.00
India - COVID	130.00	130.00	0.00		130.00
Presbyterians Sharing *	5,480.00	7,690.00	4,130.00	3,560.00	0.00
PWS&D **	4,780.00	7,585.00	7,080.00	505.00	0.00
Refugee Sponsorship ***	0.00	1,376.70	1,376.70		0.00
The Ottawa Mission	220.00	220.00	0.00	220.00	0.00
Women's Missionary Service	<u>2,332.50</u>	<u>2,332.50</u>	<u>1,965.00</u>	<u>367.50</u>	<u>0.00</u>
				4,870.00	180.00
Total	21,605.00	27,996.70	22,946.70	5,050.00	

Notes

* Includes \$2,210.00 funds from the Congregation (Current Account)

** Includes \$2,805.00 from Congregation (Current Account)

*** donations held at FACES direction since 2016 and released in 2021 at their call

Auditor's Report

This checklist is taken from the Presbyterian Treasurer's Manual.

Subject Area	Checked	Issue Noted
Review bank reconciliation for the year-end and other months on a sample basis	✓	A reconciliations issue was noted and explained
Examine the accuracy of the books of account by reviewing cash receipts, cash disbursements, payroll, and general ledger transactions	✓	1. There are a number of unused categories in the chart of accounts. For 2022, they might be hidden. 2. A bank error was identified and noted on the balance sheet.
Verifying two signatures on cheques	✓	
Ensure all donated monies designated for Presbyterians Sharing and PWS&D have been forwarded	✓	The late contribution to Presbyterians Sharing was a complication to the bookkeeping. All transfers from Church accounts need to be made in early December so that the year-end accounts include all the transfers.
Review any internally restricted funds to ensure the purpose for which they were established is being followed	✓	
Ensure that all payroll deductions have been made and remitted on a timely basis	✓	
Ensure that all pension deductions have been remitted along with the employer's portion to the Pension Office at the National Office along with any health and dental premiums	✓	
Verify cash receipts against charitable tax receipts issued and make sure this ties into the financial statements and to what is reported on the T3010	✓	
Ensure that the Annual Information Return - T3010 - was completed and forwarded to the CRA Charities Division, not later than six months after the previous fiscal year-end	✓	
Ensure that insurance coverage is up to date	✓	

Ensure that receipt records are reconciled to accounting records.	✓	
Ensure that GST/HST recoveries are filed.	✓	
Review bequests for appropriate designations.	✓	
Review equipment leases	✓	
Compare expenses (and revenues) with budget and prior year, and get explanation for unexpected variances	✓	
Consider whether an expenditure is a repair and maintenance item or a capital asset to ensure proper accounting treatment	✓	
Ensure the financial statements are approved by the Board of Managers, Finance and Maintenance Committee or Session, depending on the congregational structure	✓	
Review investments — verify value; allocation of income	✓	
Givings designated for specific areas should be reviewed to ensure they comply with the donor's wishes.	✓	
Search for unrecorded liabilities (this covers services performed or materials received for which the church has not been invoiced)	✓	
Review postmark on envelopes for December 31 cut off of donations	✓	Reviewed in QuickBooks

Submitted by Rob Brandon

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