

Diocese of Ontario

SAMPLE FINANCIAL STATEMENTS

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

Congregational Handbook

Section 6.9

Sample

St. Swithan's Anglican Church

Statement of Operations

Results for month ended January 31, 20xx

INCOME

Envelopes	14,887
Open offering	349
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	15,236

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

Parish organizations	225
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Miscellaneous	470
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TOTAL OPERATING INCOME	<hr/>
	22,355

EXPENDITURES

PERSONNEL

Personnel costs – clergy	5,280
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Personnel costs – non-clergy	2,850
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TOTAL PERSONNEL	<hr/>
	8,130

PROPERTY COSTS

Church	11,452
Rectory	0
Other	0
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TOTAL PROPERTY COSTS	11,452

CHURCH ADMINISTRATION	1,311
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WORSHIP AND CHRISTIAN EDUCATION	247
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OUTREACH	286
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COMMON MINISTRY & MISSION	2,298
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TOTAL EXPENDITURES	<hr/>
	23,724

FUND SURPLUS\ (DEFICIT)	<hr/>
	(1,370)

Sample

St. Swithan's Anglican Church

Statement of Financial Position

As at January 31, 20xx

CASH & SHORT TERM DEPOSITS

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

PREPAID EXPENSES	(310)
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ACCOUNTS RECEIVABLE	<hr/>
	2,044

TOTAL CURRENT ASSETS	<hr/>
	53,936

INVESTMENTS IN CONSOLIDATED

TRUST FUND	427,220
BONDS	72,765
TERM DEPOSITS	354,106
CAPITAL ASSET FUND	381,663

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	1,289,691

TOTAL ASSETS

LIABILITIES, FUNDS & SURPLUS

ACCOUNTS PAYABLE	150
OPERATING FUND SURPLUS \ (DEF)	66,400

FUNDS:

CAPITAL	459,708
BEQUEST	367,618
RECTORY	394,249

FAITHWORKS	1,566
TOTAL	<hr/>
	1,289,691

Congregational Handbook

Section 6.9

CLERGY COSTS - sub-ledger

Incumbent Costs	
Stipend	3,000
Housing	1,500
Pension	450
Benefits	292
Professional development	38
Total Incumbent	5,280
Associate Priest 1	
Stipend	0
Housing	0
Pension	0
Benefits	0
Professional development	0
Total Associate Priest 1	0
Clergy Supply	0
Travel Reimbursements	0
TOTAL CLERGY PERSONNEL COSTS	5,280
(see corresponding line on <i>Diocesan Green Sheets</i>)	
NON CLERGY PERSONNEL COSTS	
Secretarial	
Salary	800
Benefits	50
Total Secretarial	850
Music Direction	
Salary	2,000
Benefits	0
Total Music Direction	2,000
Youth Leader	
Salary	0
Benefits	0
Total Youth Leader	0
TOTAL NON CLERGY PERSONNEL COSTS	2,850
(see corresponding line on <i>Diocesan Green Sheets</i>)	

PROPERTY COSTS – sub-ledger

CHURCH	
Insurance	519
Janitorial	1,798
Property Maintenance	5,784
Utilities:	
Electricity	0
Telephone	200
Water	484
Gas	2,666
Total Property Costs - Church	11,452
(see corresponding line on <i>Diocesan Green Sheets</i>)	
RECTORY	
Insurance	0
Property Maintenance	0
Utilities:	
Electricity	0
Telephone	0
Water	0
Gas	0
Total Property Costs - Rectory	0
(see corresponding line on <i>Diocesan Green Sheets</i>)	
OTHER BUILDINGS	
Insurance	0
Janitorial	0
Property Maintenance	0
Utilities:	
Electricity	0
Telephone	0
Water	0
Gas	0
Total Property Costs - Other	0
(see corresponding line on <i>Diocesan Green Sheets</i>)	

St. Swithan's Anglican Church
 Sample Statement of Operations
 As at December 31, 20xx

	Operating Fund	Capital	Bequest	Rectory	Other	Total
Balance as at December 31, 20xx	59,789	460,708	360,118	394,249	1,133	1,275,997
Income	174,890	0	7,500	0	14,000	196,390
Depreciation		(1,000)				(1,000)
Expenditures	(158,409)	(8,500)	0	0	(13,567)	(180,476)
Balance, before inter-fund transfers	76,270	451,208	367,618	394,249	1,566	1,290,911
Inter-fund Transfers	(8,500)	8,500	0	0	0	0
Balance, December 31, 20xx	67,770	459,708	367,618	394,249	1,566	1,290,911