

## FINANCIAL VIABILITY REVIEW

Pastoral Charge: Stonewall United Church

Presbytery: Selkirk

Date: February 2, 2016

### Introduction:

This resource document is meant to help the Pastoral Charge Board and the Joint Needs Assessment Committee consider the financial situation of the pastoral charge, and of each point in a multi point charge. Knowing how much income the pastoral charge has for salary costs, as well as a detailed estimate of what the ongoing salary AND benefits including pension will be for various ministry options will help the pastoral charge make decisions about their future ministry that are affordable and sustainable. It will also be helpful for pastoral charges considering any sort of shared ministry with neighboring pastoral charges.

Your congregation is beginning the Joint Needs Assessment process. The information collected here will help create a picture of your financial viability.

Making financial decisions for a congregation is difficult. Few of us have looked at expenses and revenues over a period of time, looking for patterns that remain constant and for changes. Once the data has been collected, discuss the patterns and their implications. Note your thoughts in the observations section. Use your observations to make recommendations that will hopefully help your committee make decisions that balance your expectations.

### 1. Do your Expenses exceed your Revenues?

Year	Revenue	Amount given through envelopes and PAR	Expense	Do Expenses exceed Revenues?	Comments	Bank balance at end of year
2009	\$138,040	\$88,934	\$129,805	No	+\$8,235	\$181,360
2010	\$126,20	\$90,094	\$129,915	Yes	-\$3,715	\$224,019
2011	\$124,352	\$92,484	\$131,092	Yes	-\$6,740	\$171,622
2012	\$128,078	\$88,923	\$126,865	No	+\$1,213	\$170,782
2013	\$138,045	\$96,954	\$124,949	No	+\$13,096	\$172,631
2014	\$132,192	\$100,172	\$131,794	No	+\$398	\$204,777
2015	\$132,839	\$100,251	\$145,562	Yes	-\$12,723	

**Comments:** 2015 expenses included having the roofing replaced with metal roofing and a new furnace and air conditioning. Considering the fact that we have made expensive renovations to the building, over the last 7 years we are only showing a deficit of **\$236**.

## Financial Viability Review

Please include any comments you think are pertinent to our consideration – renovations, special fund raising, money that comes in as revenue but you really don't have use of because it goes out to organizations, GIC's, Term Deposits, Memorial Fund, support of M&S, ...

In 2009

Mission & Service \$8,669

In 2010

Mission & Service \$10,514

In 2011

Mission & Service \$11,710

In 2012

Mission & Service \$12,074

In 2013

Mission & Service \$11,007

In 2014

Mission & Service \$11,472

In 2015:

Mission & Service approx. \$12,000

## Financial Viability Review

**Payroll Costs:**

At present we have called/appointed/hired (full time/half time/quarter time/ \_\_ hours per week):

Minister: \_\_\_\_\_ hours per week \_

secretarial : \_\_\_\_\_ 25 \_\_\_\_\_ hours per week \_

custodial: \_\_\_\_\_ hours per week \_

other (youth, Sunday School, ...): \_\_\_\_\_ hours per week \_

Cost of Payroll (\$ paid plus pastoral charge burdens (EI, ...) for everyone

2009	2010	2011	2012	2013	2014	2015
\$89,291	\$87,005	\$89,230	\$92,530	\$93,027	\$98,206	\$96,406

2. **Have you experienced a deficit for more than 2 consecutive years in the last 5 years? If you have, how have you managed your finances? Did you borrow from yourselves? From others? If the deficits have been in the last 3 years, what are your plans for turning this around? How long have you struggled with this?**

**No**

3. **Are there any outstanding loans? If so, how much is still owing? To whom do you owe that money? At what interest rate is the money to be paid back? Does the interest plus the principal exceed 20% of the income?**

**No outstanding loans**

**Financial Viability Review**

**4. Do utilities, maintenance and repairs exceed 25% of revenues?**

Year	Utilities Power & Water (Heat)	Fuel	Maintenance	Total	Exceeds 25% of Revenues
2010	\$6,865	N/A	\$3,769	\$10,634	<b>No</b>
2011	\$7,124	N/A	\$3,164	\$10,288	<b>No</b>
2012	\$6,062	N/A	\$1,804	\$7,866	<b>No</b>
2013	\$6,575	N/A	\$2,641	\$9,216	<b>No</b>
2014	\$8,029	N/A	\$3,137	\$11,166	<b>No</b>
2015	\$7,315	N/A	\$12,062	\$19,377	<b>No</b>

Do you heat your building with electricity? If so, and you can't separate the utilities and fuel, just put in the one number and change the label to reflect that your fuel bill is included with utilities.

**5. How many contributors support your congregation?**

2010	2011	2012	2013	2014	2015
182	178	169	172	178	188

**6. How many contributors would you have in each age group this year?**

0-20 years	
20-30 years	
30-40 years	3
40-50 years	7
50-60 years	15
60+ years	121

7. Is there a reliance on a few contributors where 50% of the revenues come from 10% of the contributors?

Contributors and Givings						
	2010	2011	2012	2013	2014	2015
<b>\$0 - \$100</b>	38	36	34	32	32	43
<b>\$101 - \$500</b>	71	71	66	65	61	71
<b>\$501 - \$1000</b>	40	38	36	34	41	35
<b>\$1001 - \$5000</b>	33	33	33	41	44	39
<b>\$5001 +</b>	0	0	0	0	0	0

It is sometimes difficult to remember in past years how the contributors donated. Please do your best here.

8. Have you taken part in a Stewardship Project (Campaign) in the last 2 years? If you did, what were the results?

We would like to know what sort of Stewardship project you used and the results. You can give us numbers if you like – or be descriptive (i.e. \_\_\_ people were contacted by \_\_\_\_, \_\_\_ responded, our givings went up/down by a committed amount of \_\_\_\_, ...

**9. Please list your investments, special funds, other monies your congregation may hold. What are the rules/restrictions around the use of those funds?**

(i.e. - \$\$ from the sale of the manse – interest only to be used to support minister’s housing  
\$\$ in \_\_\_ Fund – only for funding learning in theology)

Manse fund is approximately \$45,000

All funds combined and included in the bank balance entries on page 1.

*The United Church of Canada provides Budgeting Tool for Treasurers on the General Council website for both Ministry Personnel and Lay Employees. Go to:*

[www.united-church.ca/local/tools](http://www.united-church.ca/local/tools)

*Please remember that in addition to the employer costs noted in the tables in these UCC tools there are employee and employer premiums for Employment Insurance and Canada Pension Plan. (Tables for these are available on the Canada Revenue Agency website ([www.cra-arc.gc](http://www.cra-arc.gc)))*

**10. Observations:**

Consider these thoughts, along with others you may have, as you make your observations:

The covenant with a minister that you call is seen to be at least a 3-year commitment. Can you show how (Can you see how) you will be able to meet that commitment?

What funds can you identify for **ADVERTISING, INTERVIEWING and funding the SEARCH?**

What funds can you identify for one-time cost for **MOVING?**

**11. Recommendations:**

You may have recommendations that speak to all of your church life. A viable church funds all of its ministries. Because we are asking that this tool be used during the Joint Needs and Joint Search process we are asking that you specifically speak to staffing costs and ongoing viability.

RESOURCE WORKSHEET

Where to find current salary costs

List of the financial terms asking for actual dollar numbers

ADP costs yearly

Pension cost of someone at the category that PC has indicated they are viable for  
*(How do we get this general information for the worksheet?)*

EI, CPP costs for Pastoral charge (not the minister part)  
*(Can someone get this information for us? – do Provinces differ?)*

Housing with actual costs (if manse what are the costs of painting/preparing/maintenance for someone new)

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