



Annual Report

LAKEVIEW UNITED CHURCH

JULY 1, 2019 – JUNE 30, 2020

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In Memoriam

JULY 1, 2019 – JUNE 30, 2020

Grace Mitchell

Tom Allan Summers

Jean Yardley

Dine Dechesne

Hazel Coates

John Lamb



Credit picture: Pixabay

Annual General Meeting Minutes

June 23rd, 2019

The annual general congregational meeting of Lakeview United Church was held at the Church on Sunday, June 23, 2019, following morning worship.

1. CALL TO ORDER

Daryl Sedor called the meeting to order at 11:20 am.

2. OPENING PRAYER AND MINUTE OF SILENCE

An Opening Prayer mindful of our ministry of service within and beyond our church was offered by Interim Minister, Kelley Warner. A minute of silence in Memoriam was offered for William Bell, Dorothy Borwick, Dave McCrae, Thelma Moules, Mary Joan Muir, Karen Anne Bayerle and Audrey Eloise Reid-Bicknell who died in this past year.

3. This meeting was called in accordance with Sec. B.5.2, The Manual 2019, The United Church of Canada.

4. MOTION FOR APPOINTMENT OF CHAIR AND SECRETARY

Motion to appoint Hank Klassen chair and Carolyn Bosch as secretary for this AGM was made by Ron Gillean and seconded by Paige Martin. CARRIED.

5. QUORUM

Hank Klassen stated that quorum was reached and declared this an official meeting of Lakeview United Church.

6. VOTING PRIVILEGES and MANNER OF VOTE

Hank Klassen explained that voting will be by show of hands.

Motion that members of the congregation grant voting privileges to adherents at this meeting was made by Judy Klassen and seconded by Gwen Jamieson. CARRIED.

7. APPROVAL OF AGENDA

Hank Klassen requested that New Business be moved from item 15 to item 13 on the agenda. The amended agenda was approved by a show of hands.

8. MOTION FOR APPROVAL OF AGM MINUTES OF MAY 27, 2018

Motion to approve the Annual General Meeting minutes of May 27, 2018 was made by Ron Gillean and seconded by Paige Martin. Daryl Sedor requested that the spelling for Lesley Sedor be corrected (from Leslie) in item 9. Slate of Council Members. Hank Klassen asked for a vote on the motion with correction as noted. CARRIED.

9. MOTION FOR APPROVAL OF AFM MINUTES OF MARCH 3, 2019

Motion to approve the Annual Financial Meeting minutes of March 3, 2019 was made by Don Rigby and seconded by Roger Scroggins. CARRIED.

10. ACCEPT ANNUAL REPORT AS SUBMITTED

Motion to receive for information the annual report for 2018/19 was made by Daryl Sedor and seconded by Jeannie Butterworth. CARRIED.

11. MOTION TO ELECT MEMBERS TO LUC COUNCIL

Motion to elect the Carolyn Bosch as Secretary, Paige Martin as Treasurer, Lesley Sedor as Chair of Reaching Out Committee, Beckie Scroggins as Chair of Ministry and Personnel, Daryl Sedor as Chair of Affirming Ministry and Daryl Sedor as co-representative of Chinook Winds Regional Representative was made by Daryl Sedor and seconded by Fiona Hayes. CARRIED.

The following positions remain unfilled. Council Chair, Finance and Facilities Committee Chair, Faith Formation and Worship Chair, Fellowship and Caring Chair, Chinook Winds Region Co-representative. Daryl Sedor urged people in the congregation to step forward to fill the empty positions. He requested that people who haven't contributed lately consider offering their time and commitment.

12. APPOINTMENT OF ADDITIONAL MEMBERS TO COUNCIL

Motion to allow LUC Council to appoint additional members as needed to fill open positions was made by Beckie Scroggins and seconded by Fiona Hayes. CARRIED.

13. NEW BUSINESS

Daryl Sedor explained that people have asked members of Council to consider allowing beer and wine to be served at functions. Historically LUC has been a dry space, but upon investigation, the only references found to determine this church

being an alcohol free facility is stated within our agreements with renters. Nothing is stated in our bylaws to this effect.

Motion to allow user groups (member and rental) to serve beer and/or wine at functions within the church premises when a liquor license has been properly secured was made by Daryl Sedor and seconded by Paige Martin.

A number of questions and concerns were expressed with resulting dialogue:

- Consideration for Alcoholics Anonymous who are renters of space
- How does United Church of Canada feel about allowing alcohol on the premises? There is nothing available to suggest that it's not allowed and other United Churches in the city allow wine and beer consumption as well as other faith communities.
- A vote to allow alcohol consumption at LUC was held in the past, but it is thought that it was focused on serving wine at communion. This vote was narrowly defeated.
- How will it be decided if a renter is allowed or not allowed to serve alcohol?
- If someone leaves the church, after having consumed alcohol, and has an accident who is responsible? Whomever secures the liquor license is responsible.
- If people become inebriated and there are negative consequences how will we feel as a church?
- May require a policy about when renters can acquire a license and who is responsible to make sure the church is left in good condition. LUC has personnel and wisdom necessary to control potential misuse. Trustees have placed rules in rental agreements that require rental space be left in good condition.
- Wine can be a celebratory, cultural tradition such as a toast given at a wedding.
- No hard liquor.
- Could try a pilot to see the response.
- Liquor must be consumed indoors. Liquor license requires indoor consumption.
- Who? Renters and members. LUC's policy is to rent to non-profits. The intent is **not** to rent space to different user groups by introducing the

- ability to consume beer and wine, but to allow current renters and users to occasionally serve alcohol at a function.
- It would be nice to serve beer and wine at intermission at an evening concert or during a funeral reception in the upper hall.

Hank Klassen asked for a show of hands. 23 in favour, 6 opposed, 2 abstained.
CARRIED.

No other new business was presented.

14. RECOGNITION OF FAITHFUL SERVICE

Paige Martin and Hank Klassen requested that the following members who have completed their terms on Council come forward for recognition.

Gwen Jamison and Louise Poudrette - Faith Formation and Worship

Sue Spratt - Fellowship and Caring Committee

Fiona Hayes – Ministry and Personnel

Daryl Sedor – Council Chair

A token of appreciation in the form of a white rose was presented.

Paige Martin asked the congregation to consider the decades worth of time and talent that have now stepped away from Council. She urged people to consider stepping forward to fill vacancies.

15. THANK YOU TO OUR STAFF, COUNCIL AND COMMITTEE MEMBERS

On behalf of the congregation Hank Klassen thanked staff, council and committee members for their time and commitment given to the church. Accepted with applause.

16. BLESSING

Interim Minister, Kelley Warner provided a closing prayer.

17. ADJOURNMENT

Hank Klassen declared the meeting adjourned at 11:58 am

Hank Klassen, Chair

Carolyn Bosch

Lakeview Council Report (the year at a glance in no particular order)

There is an expression that is said to have come from an ancient Chinese Curse, which says, “May you live in interesting times.” Depending on your circumstance, you may consider this to be a curse or a blessing.

The Lakeview United Church congregational year 2019-2020 can certainly be described as “interesting times”.

The previous church year ended with the resignation of our chair of council, Daryl Sedor, as he had completed his term of office on June 30, 2019. Daryl remained on council as our representative to the UCC Chinook Winds Regional Council. Daryl has been and remains a valuable member of Council and a mentor to his fellow council members. His wisdom and experience have helped us through many discussions on critical issues around the council table.

The new church year began on July 1, 2019 with 3 unfilled positions: Council Chair, and committee reps for Finance & Facilities and Faith Formation & Worship.

Council continued to function, even with the empty seats. Members took turns chairing the meetings while work was going on behind the scenes scouting for potential members to join the council. In January of 2020 Kurt Perkins joined as Chair of Finance & Facilities and I, Bob Gibennus, joined as Chair of Council.

I spent the first two months of my term getting familiar with the role and suddenly in mid-March COVID-19 hit. What to do? Council held a virtual meeting online to discuss what might be our response to this new situation. From this meeting and multiple emails back and forth came the decision to suspend public worship after March 15.



We arranged to hold virtual council meetings using Zoom. Our minister, Rev. Jope, stepped up and created worship services that can be accessed on our computers at home while we all remain in isolation. Rev. Jope continued to minister to us all by reaching out by telephone and being available when we needed him. Many of you ministered to each other in this way as well. The Spirit is definitely at work!

As we approach the beginning of a new church year, four members of council are resigning.

1. We thank **Paige Martin** for serving as our **Treasurer** over the past four years and wish her all the best as she takes a well-earned break from this most important role.

*I am thrilled to announce that **Robbie Temple** has agreed to let her name stand for the position of Treasurer for the upcoming term. Robbie has been a member at LUC since 2007 and is certified as a CMA...and has a whole career in personal and corporate taxes and accounting. We look forward to her faithful participation on Council.*

2. We thank **Carolyn Bosch** for her hard work and faithful dedication as the **Council Secretary** this past two years and her many years as Treasurer before that. We wish her well as she transitions to her new life in Canmore.
3. **Lesley Sedor**, having completed 3 years on Council as the chair of the **Reaching Out Committee**, is ready to step aside to make room for someone else to offer their gifts to this important ministry. Thank you, Lesley, for your love and dedication to our community of faith.
4. **Kurt Perkins** has made the decision to step aside from the role of Chair of Finance & Facilities. We thank Kurt for his participation on council this year.

LOOKING FORWARD

The remaining members of Council: Bob Gibennus (Chair), Daryl Sedor (Affirming Ministry and Chinook Winds Region Rep), Beckie Scroggins (M & P), Lorna Flack (Fellowship, Caring & Welcoming), and Janet Layton (Rejuvenation Task Force) will continue to work hard on your behalf. Council's first project this year will be to modify our Governance model to better reflect our current needs.

We continue to pray that the Spirit will lead us do our part in helping Lakeview United to be the church that God wants us to be.

God's blessings to you all.

Bob Gibennus, Chair of Council.



Finance & Facilities Committee Report

Finance

The Finance Committee is a Sub-Committee of the Facilities & Finance Committee that reports to the Church Council. The Treasurer and other members of this committee work with the Council to compile the annual budget, and track spending.

For at least the last four years (at least), there has been no chair of the Facilities & Finance Committee, until Kurt Perkins thankfully took this on from Dec 2019 to June 2020. With this position vacant again, it is once again of concern that there is no other level of formal financial oversight, and that the workload of this position often falls onto the Treasurer position.

The Treasurer (Paige Martin) presented the 2019 Annual Financial Report and 2020 Budget to Lakeview United Church members and adherents on March 1, 2020. At that time the forecast deficit for 2020 was \$24,700.

Since that time, the COVID-19 pandemic in March 2020 has forced the closure of most of our rentals, and Sunday services with a subsequent loss of revenue and contributions. The Church has applied for and received the Canada Emergency Wage Subsidy for our salaried staff and the Concert Series has generously donated \$5000 to local operations. This along with accessing past savings should allow us to survive this extraordinary year. However as we have been running deficit budgets for several years, the reduction in our savings to fund those deficits, will have implications in the longer term.

The Investment Committee (Don Linton, Hank Klassen), is a sub-set of the Board of Trustees. They continued to monitor the investments in GIC's and the Canoe Capital Fund (formerly Fiera).

Pledgefest this year was managed by Heather Mayers and Heather Dorin.

Ted Prince, Counter Coordinator, ensures that Sunday morning volunteers are available to count each weeks' givings and make deposits to the bank. He is always seeking additional volunteers.

Shelly Logan-Gordancier continues in the role of ADP Payroll Coordinator. She coordinated payment of our full time employees in compliance with the United Church of Canada, the provincial and federal government requirements.

Nancy Gillean, Office Liaison, continues to help our Office Administrator Arda Kristanto.

Many thanks to the above-mentioned volunteers (and staff) for filling and fulfilling these roles that keep Lakeview United Church in good and sound financial standing.

This is my fourth year as Treasurer and I will be stepping down at the end of June 2020. Robbie Temple has agreed to stand for election as Treasurer going forward.

There are more than a few other vacancies and some of these dedicated volunteers have served well beyond the expected length of a two year term. Please consider stepping up to fill any of the above-mentioned positions which are vital to ongoing financial viability of our church.

Submitted by Paige Martin, Treasurer 2020

Property

The Facility committee has the primary responsibility in managing and reporting to council on:

- property management, rentals, repairs and improvements

Please see the separate report on the rentals and management prepared by Roger Scroggins.

The property management saw a few repair and replacement projects this fiscal year:

Various pieces of sound and AV equipment were replaced or added to replace equipment that reached the end of its useful life.

Paving repairs were carried out in summer of 2019, and new stall lines painted, which should extend the life of the paving by a few more years.

Upgrades from fluorescent to LED Lighting in the lower floor Sunday School rooms (in the 1995 addition area) were completed in early 2020. This will result in a lower power use and longer life for this area of the lighting. Most interior lighting has now been upgraded to LED upon the completion of this project.

Solutions for the annual water infiltration issues have been researched and costed but due to the high cost no action has yet been taken. With revenue decreasing due to the COVID-19 pandemic, large expenditures have been put on hold.

The janitorial and exterior maintenance services continued to be provided under a 3 year service contract with Calgary Services Ltd. A reduced service was negotiated with the contractor due to the reduced use of the facility during COVID-19 shutdown.

Report prepared by Don Linton, Acting Chair Facilities Committee

Rentals

Rentals at Lakeview United Church were quite active until we reached mid March when virtually all activities halted. The only existing group to continue meeting from mid March to June 1 was AA on Friday night.

Calgary Girls Choir was fully expected to join us starting in May, but decided in February to remain at St. Mathews United.

Al Madinah started a three month trial on April 17 for Friday Prayers (1:00 - 2:30pm). They also spent the Ramadan month at Lakeview for late night prayers. Everything has gone well with them although their attendance to date has been low. We anticipate that they will want to continue at Lakeview for the future.

Pedal Heads are still expected to do bicycle training starting in late June.

Foothills Concert Band has contacted us through member Pat Warren and may join us starting in September on Monday evenings from 7:00 – 9:00 PM.

On May 21 and 22, we had significant flooding in the East Lower Hallway and rooms 4, 6 and 8 on the north side of hallway. Also the lower hall flooded in the North, West and Southwest areas. Had Student care (before and after school) been active during this time it would have been an issue to continue their normal activities.

Rental inquiries recently have increased as we enter the month of June.

Submitted by Roger Scroggins, Rental Supervisor

Minister's Report

In Reginald Bibby's book *Restless Churches: How Canada's Churches Can Contribute to the Emerging Religious Renaissance* he states that "It's time for us to open our minds to the possibility that something very unexpected is occurring in Canada:

organized religion is making a comeback. What's more, we may be seeing only the tip of the proverbial iceberg..." And this gives me assurance in that he states that The United Church has been showing a renewed interest in spirituality and yes, this is where we have been heading in the last year or so.

This has truly been visible in Lakeview Pastoral Charge during the 2019-2020 year and it is to this end where I have the honour of addressing such a wonderful occurrence. I offer to all of you my Minister's Report and may the words which are put before you resonate with the happenings which have transpired in this wonderful and vibrant community of faith over the year.

2019-2020 has been a wonderful journey together and I again am so humbled by all of the hopes and the dreams, the prayers and actions, and the love and the compassion that has so freely come from the hearts of each and every one of you. As we all journey through this COVID-19 pandemic what happened months and months ago may not be on people's minds but it is of grave importance in that it does show that there is hope amongst the strife and that one day, we may realize some sort of normality. As I've entered now into the seventh year of my ministry with all of you, it might be helpful to share some of the highlights of what has transpired and of what important parts frame our spiritual journeys. Before this virus took over, we were seeing a good number of folks attending Sunday worship and we were all being fed well, both spiritually and of course the gatherings following worship where the plates were filled. And speaking of plates, our financial situation was in fairly good shape but at this juncture, only time will tell. Our building is in good shape and a huge thank-you goes out to all of those who help make it so. It is through believing in 'self' and believing in doing things together where 'church' becomes more than just a word – it becomes a community of 'selves' where God's kingdom becomes realized...hats off to all of you for your stick-to-itiveness and your belief in each other! So let's take a brief look at what has happened in my life as your minister in the 2019-2020 period:

- a) Worship –this has been and always will be an integral part of the church's function and many folks have put this as one of their highlights of their week. I can see this also today by the numbers who are joining in with the Sunday virtual services and for those who have been tapping in to my

daily blogs. Over the year, we have been truly invitational and hospitable to visitors and also to those who have been members or adherents for many years. We have introduced 'new folk' and we believe they like what they see. We will need to keep this momentum going as the possibility of members of St. Matthew's come and worship with us. Once again, my thank-you and countless kudos to the greeters, to the readers, to those who light candles and share in communion, to the technological gurus, thanks to the choir and to Marie and to the various accompanists, to the ones who labour in the kitchen, who change light bulbs, who organize everything from Council matters to mopping basements, to Arda for her relentless work of keeping the office matters together, to rental and the such, and so on – you are truly blessed and the word 'thank-you' could never show the appreciation which all of us offer to you. You know who you are so stand up and take a bow...yeah, right now!

- b) Book Studies, Bible Studies, Warming Up to Worship – I'm always amazed how these studies develop – they are organic and meaningful and well-attended. There is so much to glean from the biblical texts and how they speak to us and how timeless the messages are for all of us. Thank-you to those who facilitate them and give of their time and energy – and love.
- c) Special Services – And I will mention a few of them whereas some of the special services needed to be cancelled due to the pandemic. Epiphany, Pentecost, Remembrance Day, Advent, The Longest Night, Christmas Eve, Staywell, Garrison Woods, Garrison Green and many funerals and weddings and baptisms – these all brought the Message or the Gospel closer to many, many folk and we need to acknowledge that our ministry reaches places where sometimes we forget the people which it touches or it changes. Easter was different but memories of last year still linger and hope for next year brings on a feeling of optimism.
- d) Church Suppers (such as Shrove Tuesday) and snacks and beverages following worship, well-stocked and well-managed library, office staff par excellence, refugee family committee and all the help involved with this, monies shared with social agencies in the city, food bank donations and

emergency help to those in need, and we could list so many more initiatives and so thankful that we have opportunities of being the hands and hearts of Christ.

- e) A thank-you to those who gave their energy towards Pledgefest, hat's off to those many folk who make the concert series work, a salute to everyone who came to Entheos to listen to Brian Pearson and David Swann, a deep thank-you to all of you who pitched in while I was on sabbatical, a virtual hug to all of those who worked diligently on Council, our Trustees, the various committees, and if I've missed anyone, my apologies and you know who you are.
- f) Al Madinah – This has only been a short exercise so far and with the pandemic, their numbers have been quite low but I sense that what we are offering to them is of great importance to collaboration, to learning of other religions and cultures, and ultimately, listening to what God is asking us to do.
- g) And where we are now – as Bob Dylan sang: *“The times, they are a changing”* Yes, they truly are and I would be remiss in not speaking a little to this. In the 2019-2020 period, this pandemic has taken away a quarter of this church year and may linger a lot longer than this. I thank, deeply, those who have been communicating on a regular basis to church members and adherents alike. This shows the faith we have and the caring that comes with this. We shall overcome and this needs to be our mantra.

I realize that this may be a small picture of who we are and what we have accomplished (or what I may have done) but I truly encourage you to look back at these deeds and to offer a large thank-you to those who so diligently kept your church and your community alive.

In conclusion, I once again offer my thanks for the many years of believing in me and allowing me to believe in you and to also share in your faith journey. 2019-2020 was a good year and there will be nothing more than better years to follow and excitement will fill your hearts and fill the pews. Peace and blessings to all of

you and may this upcoming year be one of wonder and one of newness. May the God of the ages touch your hearts and the Spirit of Christ live within you.

Shalom. Rev. Jope Langejans (BA, MDiv)

Ministry & Personnel Report

Jope returned in September from Sabbatical. We were all happy to have him return to the pulpit. Marie continued as Music Director until we had to unfortunately, temporarily lay her off the end of April due to the situation with Covid 19.

Arda has been a constant for us at the Church property 4 days a week handling her duties. A big thank you to Arda for all the tasks she performs.

We had our Step Student Avery last summer. Once again, this year we applied and received approval under a different grant to hire a person. At the time of the report we have not decided how to proceed. Under the new program we can hire someone and employ them up to Feb. 2021.

Covid 19 has created many changes in our Church life but our staff have adapted well and we now enjoy Jope from his armchair in Priddis. We look forward to the end of the pandemic when life can return to “normalcy” when all is safe.

Respectfully submitted by Beckie Scroggins

Faith Formation & Worship Report

Greetings everyone from your Faith Formation & Worship Committee. As our Annual General Meeting unfolds it's always a pleasure to share with all of you of what and how and when we do the planning of worship services, special events, decorating and so on. We are a busy committee of about 5 or 6 people and meet on a regular/irregular schedule, usually 3 times a year, and focus on September – December and from February – June.

At our October meeting of 2019 we put the planning together for how the Sunday Thanksgiving service would look like, of how World Food Sunday may develop, the

Remembrance Day service, Advent, Longest Night service, the Christmas Cantata, both Christmas Eve services, and Eggs Benedict Sunday. Banners were discussed, special music and musical guests, and how and who would be looking after different things.

Faith Formation & Worship met in January of 2020...we talked about what went well over the Christmas season and what may need changes. We discussed Shrove Tuesday, Maundy Thursday, Good Friday, Easter Sunday and all of the communion dates. Also the Lenten Study was discussed along with special invitations to all the families who have had their children baptized to be with us at our special Mother's Day service. Banners were talked about, the library, the monthly inserts in the Lakeview News & Views, Sign-Up Genius and it's sometimes lack of participation, the possibility of having coffee available before worship, how to be more invitational to St. Matthew's, and other topics including a request from Marie Taylor who would like, once again, to attend "Music Matters".

So, with COVID-19 taking over the world, we were fortunate to have our Shrove Tuesday gathering and Ash Wednesday before things began shutting down. We were also blessed to have Rev. Tim Nethercott and Bob Gibennus take a few services with Rev. Jope taking some reading weeks. Lenten studies became challenging, Maundy Thursday was cancelled along with Good Friday and the Weaselhead Park Easter service and Sunday's Easter service itself.

Since March the 12th of this year, 'church' as we know it has changed significantly and we are looking forward to when it may resume. We give thanks to how virtual services are being handled and offer gratitude to all of those folks who tap into them.

Peace and blessings from your Faith Formation & Worship Ministry Team.

Warming Up to Worship

Every Sunday morning a small but faithful group of friends gather to read and discuss the scripture readings for that week. Before the suspension of public worship due to COVID-19, we were meeting downstairs in the board room at 9:15, before the 10:00 worship service. Now we are meeting by Zoom from the comfort of our own homes at 10:00 am.

In the past year we have discussed almost every topic under the sun, from questions about our faith, our beliefs, our attitudes. We are almost astonished at how words written thousands of years ago can be as relevant today as they were at the time they were written.

If you haven't participated yet, or have been away for a while, please consider joining us. All are welcome.

If you want to join the zoom meeting, click the link below and enter the password 804487.

<https://us02web.zoom.us/j/83660086013?pwd=NOV0N3NoeTlVTGsrL2tSZlRORUdkQT09>

You can participate by phone if you like;

Dial 587 328 1099 and enter the meeting ID when prompted

Meeting ID: 836 6008 6013

Password: 804487

Submitted by Bob Gibennus

Monday Morning Bible Study

The Monday Morning Bible Study Group is a small group of women which meets in the upper hall twice a month on (surprise!) Monday mornings. We love the challenge of looking at scripture in new ways. In 2018/2019 we studied the Gospel of Thomas, which is a collection of things that Jesus supposedly said. We completed it in the spring of 2019. We don't regret taking this on, but we were glad that these writings didn't make it into the Bible.

In the fall of 2019 we did a 5-session study of "Birth of Jesus for Progressive Christians" by Donald Schmidt, a United Church minister in Penticton, B.C. We felt it was an excellent way to prepare for the Advent and Christmas season. The author gave us new concepts to think about.

Starting in January 2020 we studied the book of James, and following that we began "The Death of Jesus for Progressive Christians", also by Donald Schmidt. We were interrupted by the Covid 19 crisis after completing two sessions, and had to cancel the remaining spring sessions. We hope to resume this study in September or October.

In March, four of our group participated in the annual World Day of Prayer service, this year held at Altadore Baptist Church. We were very pleased that a large number of Lakeview United Church members attended this service.

Respectfully submitted by Gwen Jamieson

Wednesday Morning Bible Study

Our group meets every Wednesday morning in the Upper hall from the middle of October to the week before Easter. We study various books of the Bible through reading the book aloud and the discussing the readings as we go along.

This past year we have been reading the book of the Acts of the Apostles. We had not completed this book when the meetings were put on hold due to the corona virus.

Our hope is to restart in the fall of 2020 either in person or through Zoom meetings.

Submitted by Hank Klassen, Coordinator

Faith Journey Book Study

Our group meets every Friday morning in members' homes and we study spiritual and religious books, sometimes biblical. Since March 2020 we have been meeting on Zoom finishing up "When Bad Things Happen to Good People" by Rabbi Harold Kushner. We are now reading "Holy Envy" by Barbara Brown Taylor. Normally the group breaks for the summer after the May long weekend. However with the current situation and people still staying close to home, we are continuing our meetings. We enjoy the connection to each other and to the church community. Newcomers are always welcome.

Respectfully submitted by Sue Spratt

Reaching Out Report

Reaching Out Committee continues to distribute funds for agencies locally and beyond covering a wide spectrum of needs.

- Local church: Campus ministry, Calgary Queer Church.
- Special concerns: The Mustard Seed, Inn from the Cold, Calgary Homeless Foundation, Calgary Interfaith Food Bank, Habitat for Humanity, Veteran's Food Bank, Women's Emergency Shelter, Brown Bagging for Kids, and Plan International.

In addition a donation was made to Stephen Lewis Foundation (cyclones in Africa) and one to Red Cross (wild fire relief in Australia).

We are blessed to have:

- Elizabeth Marshal continuing to correspond with our two foster children in French for Plan International.
- Gerry Scharff continues as our Broadview representative.
- Raj Retnanandan continues as our immigration specialist.

We thank these folks for their time and energy in these worthwhile programs.

Once again we had huge support in our Christmas Mitten Tree project with loads of hand knit children's items for the Children's Cottage. A vast collection of underwear, socks and toiletries went to the Mustard Seed.

Items collected for our Lenten project have yet to be delivered to Inn From the Cold once their doors open again due to Covid 19 pandemic. Thank you for all your support.



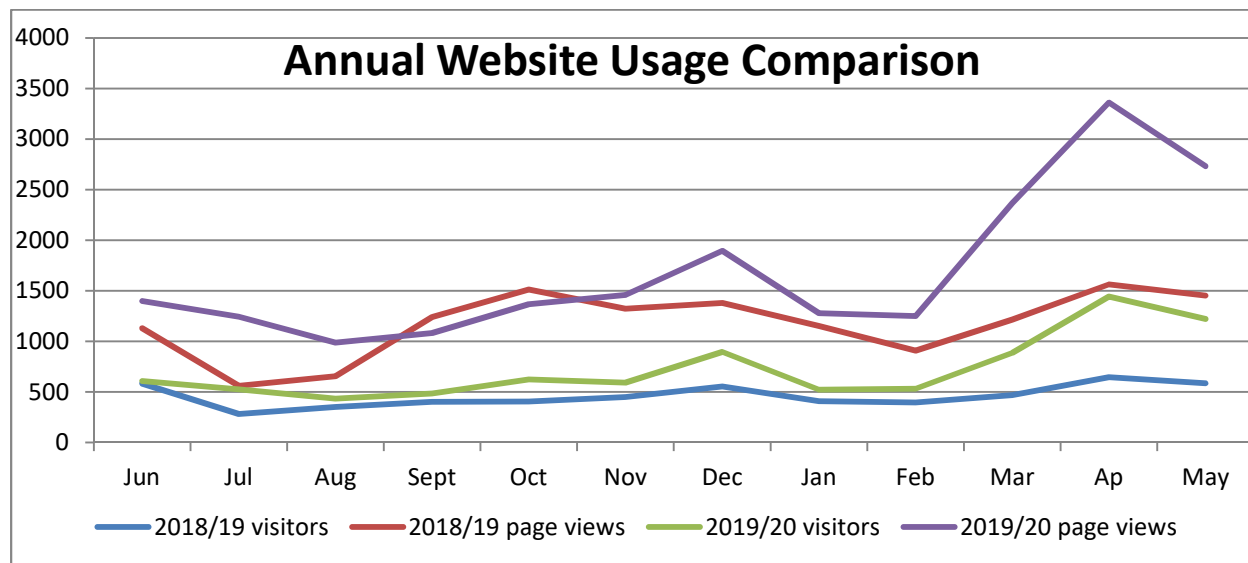
We had to forgo our much loved Annual Garage Sale due to the Covid 19 pandemic crisis. We know that many of you would have given to this situation as you are able.

Thank you for your open hearts and continued support, living as we are asked Luke 4; “May the spirit of the Lord be upon you”.

Submitted by Lesley Sedor

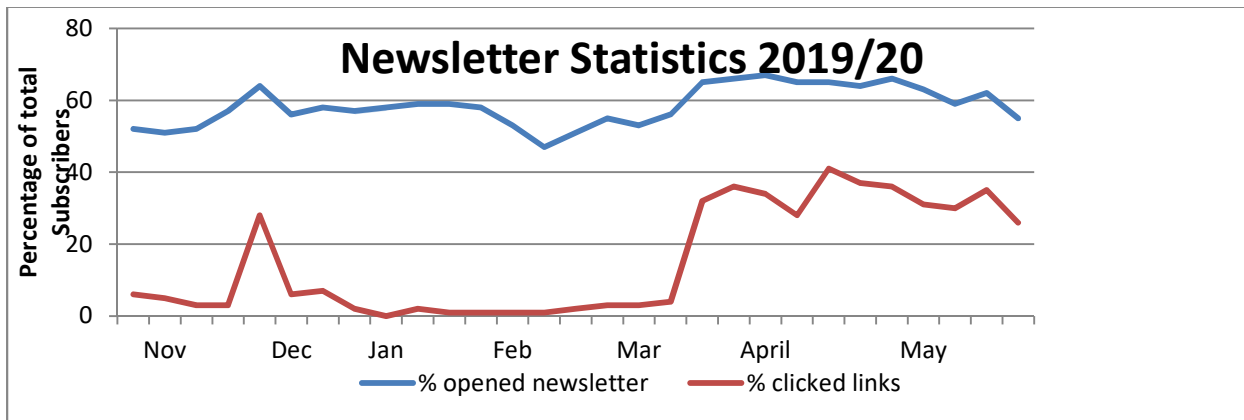
Website Analytics Comparison 2018/19 – 2019/20

lakeviewunitedchurch.com and lakeviewunitedchurch.ca



Website utilization has substantially increased after the launch of the new version in 2017. In the period June 2018 to May 2019, a monthly average of 461 visitors and 1,174 page views were recorded. In the subsequent period, June 2019 to May 2020 the number of visitors to the website increased by 59%, to a monthly average of 731 and page views increased to an average of 1,702 per month. The number of page views per visitor stays relatively the same in the compared time periods at 2.5 page views per visit. But these are unusual times. As illustrated in the accompanying graph, a spike in website traffic coincides with the Covid-19 pandemic lockdown starting in mid-March 2020. Compared to results in March, April and May of 2019, the website experienced a 109% increase in visitors and a

100% increase in page views. Hits on “Rev. Jope’s Blog”, “Message from the Pulpit”, “Bulletin Announcements”, and “News” website pages drove these increased numbers. If we eliminate the ‘lockdown numbers’, there would still be a healthy increase of 36% in visits, and a 21% increase in page views in 2019/20. Website pages accessed by visitors continue to trend away from utilitarian rental inquiries, Church contact information, and Personnel searches, though visits to these pages are still increasing overall with the ‘rising tide’ of increased visitors. It is interesting to note that that our church family and beyond are now linking directly to the specific pages they frequent, such as the popular website pages noted above.



We continue to communicate with 211 subscribers by way of the e-mailed weekly Newsletters. An average of 58% of these newsletters are opened by the recipients. Fifteen percent of the conveniently embedded links (primarily to specific website data) are clicked. As with the website spike coinciding with the ‘lockdown’, the number of clicked links has substantially increased in this time period, while the number of Newsletter openings slightly increased. This is illustrated in the graph provided. The Thursday mail-out demonstrably drives traffic to the website. As we have been told, our subscribers appreciate being kept up to date on Church affairs, especially during the current pandemic. If you wish to be included on the mail-out list, please forward your email address to the Church Office.

I would like to take this opportunity to thank Arda for her hard work and continued collaboration as we endeavor to connect with you all. As always, feel free to contact the webmaster directly for further information, or to express concerns.

Affirming Ministry Report

The Affirming Committee assisted other churches in the Calgary and the surrounding area going through the process to become Affirming. We attended many celebrations and events to show our support.

We attended events and we took part in many that were very meaningful. We were able to assist in the first Pride service at Knox United where we participated in the service. We attended Ralph Connor United in Canmore for their celebration of becoming Affirming.

We had planned on having our first anniversary of becoming Affirming when the Covid 19 pandemic crisis hit.

Thank you all who supported the letter writing campaign earlier this year.

Submitted by Daryl Sedor

Fellowship, Caring and Welcoming Report

The members of Fellowship and Caring Committee are: Sue Spratt, Jean Scott, Barbara Penhale, Linda Zogue, Connie Innes, Lorna Flack, Lesley Sedor.

There is currently no chairperson, however Lorna represents us at Council. Our in-person fellowship as well as pastoral care has been suspended during the pandemic. However, many phone calls have been made, with the much valued help of Heather Mayers, Barb Foster and Janet Layton. Lesley continues to send out cards. Thanks to all of you.

Respectfully submitted by Sue Spratt

Rejuvenation Task Force Report

The Rejuvenation Task Force has had an active year. In fall of last year, the RTF began the process of hiring for a Congregational Enhancement Coordinator. In order to clearly define the objectives of the position, it was decided to delay the process and consult with Edge for guidance. This was accomplished on February 6, 2020 with a conference call to Carla Leon from Edge in Ontario. The possibility of purchasing services from Edge for a six-month period is under consideration.

On the advice of Edge, a meeting was held on February 19, 2020 with Rev. Jope, Bob Gibennus as Council chair, and the RTF. The focus of the meeting was to explore the goals of the LUC and the role the RTF can play in achieving these goals. After a very successful meeting it was decided to continue meeting in the future.

Then the virus hit. Since the cessation of service and closure of the church, the RTF has been challenged as to how to continue this valuable work. Contact has been maintained and work will continue on line.

In the absence of the M & P at that time, the RTF initiated an application for a Canada Student Grant. This application has been accepted. However, due to the corona virus, an application has been made to modify our original proposal to move the dates later into the summer and fall.

I must acknowledge the amazing work of the members of the RTF committee, Cecilia Pavao, Jocelyn Barton, Craig Cheffins, Wayne Gordanier, Bill Penhale, and Daryl Bernie. Their support and undeterred commitment to the rejuvenation of LUC is an inspiration and clearly demonstrates their belief in the power of God.

Respectfully submitted by Janet Layton

Board of Trustees Report

The Board of Trustees is mandated by the United Church of Canada to hold in trust the building and property. To this end the Board insures the building is adequately insured, well maintained, rental agreements are such as to protect the property and that any investments are sound.

The insurance coverage for the building remains at \$2,884,248. The trustees reviewed our insurance and received a quote from HUB International (who is group insurer for the United Church of Canada). For 2020 the premiums are \$4714.00, an increase of \$104.00. Maintenance of the church is being kept up according to the Church Council plans. Likewise the rental terms of reference established several years ago are working well.

In 2016 the Lakeview Church Council reviewed and changed the church's investment policy. In May of 2016 \$312,000 of the church's bequests was invested with Fiera Capital Fund. This fund is the investment choice of the United Church of Canada. The earnings on this fund are doing well and some GIC money was moved to this fund on their maturity in May of 2017. The fund continues to perform well.

Thank you to George Zvanchuk, Paige Martin, Nancy Gillian, Don Linton, Diane Johnstone, and Elizabeth Marshall. Thank you also Rev. Jope Langejans for his advice.

Hank Klassen Chair - Board of Trustees Lakeview United Church

Notes

[Appendix 1: 2019 Annual Financial Report](#)

The Treasurer is pleased to submit reports and financial statements concerning the financial affairs of our Church for 2019. Attachments include the 2019 Balance Sheet/ Income and Expense Statements.

Briefly stated our financial responsibilities relate to the following:

- *LUC annual operating budget* (Fund 01) which covers staff salaries, administration costs, maintenance of the LUC property, as well as the ministry of various other committees and programs, and the assessment by the United Church of Canada.
- *Mission and Service* (Fund 02) is a United Church of Canada program which allocates funds to Canadian and international programs that share our mission.
- *Reaching Out* (Fund 03) is a program that provides a helping hand to local charitable organizations and LUC sponsored programs.
- *Other funds for specific projects/needs.*

We depend upon the following sources of revenue to meet our financial commitments:

- Annual pledges
- Unpledged donations and weekly plate donations
- Rental of our Church facilities
- Proceeds from investments (GIC/Canoe Share Fund)
- Miscellaneous income

It is important to note that money donated to *Reaching Out* and *Mission and Service* flows directly into those programs.

The following is a brief summary of the financial picture for Lakeview United Church for the year just ended. I have rounded dollar figures to the nearest hundred dollars in the text for ease of reading. Exact figures can be found in the attached financial statements.

End of Year Finances - 2019

Consolidated Balance Sheet (page 6)

This balance sheet shows all assets, liabilities and equity for all funds.

Our cash position is up from a year ago as we cashed in GIC's with our former bank (Scotia Bank) in transferring to our new bank First Calgary. We continue to hold GIC's and our investment in Canoe Financial (formerly Canoe Capital).

Our value in total assets increased by \$105,000 primarily due to exceptional earnings in our Canoe Financial investment as well as higher than average pre-paid pledges, made in 2019 for 2020.

Fund 01 General Fund – Income and Expense Statement (pages 7-9)

A look at the Fund 01 Income and Expense Statement for 2019 shows that we ended the year with a deficit of \$28,200 (before transfers) compared to a projected a deficit of \$30,600 (before transfers) at the beginning of the year.

Income - \$8,300 below budget

- Actual Pledged amounts received were low by \$7,000
- Net gain on investment higher by \$9,200
- This was offset by lost rental income from Possabilities who defaulted on their last months payments and terminated their lease mid-year – total rental income was \$13,500 below budget.

Expenses - \$10,800 below budget

- Salaries and salary expenses were much below budget as we did not pay for a pastoral care position during sabbatical, saving ~ \$8,400.
- Church property over budget (\$3.9k) due to high electricity costs in Feb and pergola removal costs, furnace repairs and tree service.
- In almost all other areas, spending was below budget.

Transfers into Fund 01 (for accounting reasons, these are not treated as income).

- The Concert Series Fund (10) donated \$578 to Fund 01 in aid of their share of assessment costs.
- The summer student is primarily engaged to foster community engagement. The funding for this position came from Alberta STEP grant (\$3,400) and the remaining costs (\$4,700) was transferred from Planned Giving Fund (15).
- The cost of Pulpit Supply (\$4,400) during Rev. Jope's sabbatical was transferred from the Sabbatical Fund (23).
- At the discretion of the Board of Trustees, \$18,400 was taken from the investment profits of the Planned Giving Fund (15) to eliminate the deficit in Fund 01.

After these transfers are taken into account, the net deficit for the General Fund is 0.

Accounting Fund Balances (page 10)

The accounting fund balance sheet shows the allocation of our cash and investments into differing funds. Most of our activity flows in or out of Fund 1, which is used for general operations, and has been discussed above. We use all the other funds to track spending on other specific

activities. In addition, some portions of the balance of some funds may be invested in GIC/Canoe Financial Funds, the income (or loss) from which will go to that fund.

Fund 1 General Fund. The balance of Fund 01 looks very large, but this includes the value of our church building, land and equipment (\$1,161,480 of fixed assets). The remaining \$105,500 is in cash, GIC and Canoe shares.

Fund 2 Mission & Service. Income to this fund is received each week according to your contributions. This is tallied each month and sent to the United Church head office for our contributions to M & S.

Fund 3 Reaching Out. This is also funded by your weekly contributions. The Reaching Out Committee, headed by Lesley Sedor, meets periodically to determine how these funds should be distributed.

Fund 4 Rejuvenation. This is for minor ongoing costs for projects/events initiated by the Rejuvenation Task Force, including the Bob Ross Paint Night.

Fund 5 Affirming Ministry. This is for ongoing activities associated with being an Affirming Church (as of 2019), under the leadership of Darryl Sedor.

Fund 7 Maintenance Reserve. This is to fund building lifecycle upgrades. This year the Property Committee undertook upgrading the pavement in the parking lot.

Fund 10 Concert Series. This program continues to do well income from concerts exceeding costs.

Fund 15 Planned Giving – This fund is very large due to two generous bequests in previous years. The monies in this fund have been invested in GIC/Canoe Shares, gains from which totaled \$61,900.

Money from the Fund is to be distributed according to our Planned Giving guidelines that include the three guiding premises of “Reaching in”- work in the church, “Reaching Out” – work beyond our congregation and “Reaching Up” – education and training to further Christian learning.

This year the following projects were undertaken:

Table 1 - Fund 15 Planned Giving

Income	
Earnings from Investments	\$61,867
Net income	\$61,867
Expenditure	
Reaching In	
Door Video Safety System	\$1,297
Lighting Upgrade (LED)	\$945
Janitor Door Safety Closer	\$220
Reaching Out	
STEP student (transfer)	\$4,678
Neighbour Day	\$818
Reaching Up	
Entheos Retreat	\$753
Total Planned Giving Expenditure	\$8,712

Fund 18 Projects. The income in this fund was from yet another successful garage sale, headed up by Janet Layton, which was put towards the parking lot improvements (Fund 7). There were also GIC/Canoe earnings.

Fund 21 Refugee Fund. Our refugee family is now pretty much self-sufficient. The Refugee committee voted to donate \$5000 from this fund to help a private sponsorship of a refugee family from Kenya.

Fund 23 Sabbatical. This fund is set up to fund the replacement minister costs while our minister is on sabbatical. This year Rev Jope took his sabbatical. Kelly Warner and Bob

Gibbenus filled in at the Pulpit and Rev Jope arranged a Pastoral Care coverage swap with Reb Crowdis. The cost of Pulpit Supply (\$4400) was transferred to Fund 01.

(Consolidated Income & Expense Statement for all Funds is shown on pg 11-12)

Motion: That the 2019 Annual Financial report and Financial statements be accepted.

Paige Martin
Treasurer – Lakeview United Church February 15, 2019

Appendix 2: Budget 2020

The Council is responsible for setting the budget for Operating Fund 01, the General Fund. The Mission & Service (Fund 02) and Reaching Out (Fund 03) budgets are determined by their income. All other fund budgets are determined by the relevant committees.

INCOME (refer p4)

The results of the Pledgefest in the fall of last year, for the current year are presented below.

Table 1 - Pledges

PLEDGES	2019	2018	2017
LOCAL	\$ 166,772	\$ 161,089	\$ 171,146
MISSION AND SERVICE	\$ 14,421	\$ 20,022	\$ 19,717
REACHING OUT	\$ 11,073	\$ 14,011	\$ 16,223
TOTAL PLEDGED	\$ 192,266	\$ 195,122	\$ 209,102

Total pledges decreased \$2,900 (1%) this year over last year.

To augment the local pledge income for Local Fund 01, we add the additional items detailed in the table below.

Table 2 Operating Fund (01) Income

	2020 Budget	2019 Actual	2018 Actual
Local Pledges	\$166,772	\$154,162	\$162,372
Unpledged donations	\$20,000	\$27,043	\$26,067
Loose plate donations	\$3,500	\$3,918	\$3,082
Miscellaneous & Memorial income	\$2,193	\$1,847	\$2,735

Rental of church property	\$44,985	\$53,234	\$52,154
Grants (for summer student)	\$0	\$3,399	\$2,040
Investments	\$4,440	\$11,259	-\$2,237
TOTAL INCOME	\$241,891	\$254,860	\$246,214
*Transfers from other funds	\$13,322	\$28,221	\$3,972
TOTAL INCOME (w/transfers)	\$255,213	\$283,082	\$250,186

The projected income (before transfers) is \$13,000 (7%) lower than last year primarily due to:

- Rentals: Loss of Possabilities rent
- Investments: This is based on our Canoe Fund investment making a modest income (5%) as opposed to the 10% gain in 2019.

Forecast transfers from other funds:

- \$580 Transfer from Fund 10 Concert Series towards office expenditure and share of UCC (income) assessment.
- \$12551 Transfer from Fund 15 investment profits from 2019 as approved by the Board of Trustees.

EXPENSES (page 4-5)

Table 3 - Operating Fund (01) Expenses

<u>EXPENSES</u>	2020 Budget	2019 Actual	2018 Actual
Payroll (salaries & associated costs - all church staff)	\$214,458	\$215,140	\$201,091
Administration	\$8,525	\$8,611	\$10,871
Church Property	\$36,118	\$38,457	\$31,656
Communication	\$500	\$383	\$291
Music	\$2,000	\$1,449	\$2,168
Committees & Miscellaneous	\$6,038	\$5,178	\$2,280
Chinook Winds Assessment	\$12,302	\$13,865	\$14,961
TOTAL EXPENSES	\$279,941	\$283,082	\$263,317
Transfers to other funds			(\$25)
TOTAL EXPENSES (w/transfers)	\$279,941	\$283,082	\$263,292

The forecast expenses for 2020 are \$3,000 (~1%) – pretty much the same as last year:

- Payroll: The figure includes a payment in arrears from Dec 2019 (staff position transition from hourly to salary) and cost of living increases for all staff.

- Chinook Winds Assessment: This is based on 4.5% of our average gross income of the previous 3 years, (less contributions to M&S and other registered charities), plus a new additional fee for the new Chinook Winds Region, (total now 4.95%).

Table 4 - Projected Deficit

	2020 Budget	2019 Actual	2018 Actual
TOTAL INCOME (w/transfers)	\$255,213	\$283,082	\$250,186
TOTAL EXPENSES (w/transfers)	\$279,941	\$283,082	\$263,292
SURPLUS(DEFICIT)	(24,728)	0	(13,106)

Once again, we are forecasting a deficit of \$24,700 for 2020.

Over previous years we have accumulated a surplus of over \$105,000 in Fund 1. Fortunately, these surplus funds are sufficient to cover the forecast deficit. There is also the possibility that if the investment in the Planned Giving Fund makes another good profit again in 2020, that 50% of this could again be directed to Fund 01 to cover the shortfall.

However, this is eighth consecutive year we have forecast a deficit; the surplus funds will not cover the continuing shortage of income indefinitely.

In Appreciation

Thanks to the other staff and volunteers for their efforts:

- Payroll – Shelly Logan-Gordanier
- Pledgefest – Heather Mayers & Heather Dorin
- Counter Coordinator – Ted Prince, and all of the counters
- Kurt Perkins – new Finance & Facilities Chair
- Arda Kristanto – Office Administrator, for all the day to day bookkeeping

Motion: That the 2020 Budget as presented be accepted.

Paige Martin
 Treasurer – Lakeview United Church
 Feb 15, 2019

Appendix 3: Balance Sheet for the year ending December 2019

Lakeview United Church			
Balance Sheet			
Consolidated - For The Year Ending December 2019			
01/02/2020 01:15 PM		2019	2018
ASSETS	1000		
CURRENTS ASSETS	1050		
CASH	1090		
CHEQUING ACCOUNT	1100		
Bank of Nova Scotia	1110	1,443	12,671
First Calgary Bank	1115	69,164	-
Subtotal Chequing Account	1100	70,607	12,671
Petty Cash, Office	1120	37	37
Subtotal Cash	1090	70,644	12,708
INVESTMENTS	1400		
FC Shares	1405	1	-
Canoe Capital Balanced	1410	647,328	610,628
Scotiabank GIC	1422	500	51,422
First Calgary GIC	1425	12,000	-
Subtotal Investments	1400	659,829	662,050
Subtotal Currents Assets	1050	730,473	674,758
FIXED ASSETS	1800		
LAND AND BUILDINGS	1810		
Land	1820	100,000	100,000
Church Building	1821	918,736	918,736
Subtotal Land And Buildings	1810	1,018,736	1,018,736
EQUIPMENT	1830		
Office Equipment	1840	5,088	5,088
Church Equipment	1850	85,710	85,710
Furniture	1860	479	479
Organ and Pianos	1870	51,467	51,467
Subtotal Equipment	1830	142,744	142,744
Subtotal Fixed Assets	1800	1,161,480	1,161,480
OTHER ASSETS	1950		
Accounts Receivable	1960	-	2,310
GST Receivable	1965	1,187	1,397
Subtotal Other Assets	1950	1,187	3,707
TOTAL ASSETS		1,893,140	1,839,945
LIABILITIES	2000		
CURRENT LIABILITIES	2100		
Deferred Income	2120	50,300	9,510
TOTAL LIABILITIES		50,300	9,510
FUND BALANCE	3000		
Fund Balance	3001	1,842,841	1,830,435
TOTAL FUND BALANCE		1,842,841	1,830,435
TOTAL LIABILITIES AND FUND BALANCE		1,893,140	1,839,945

Approved by Congregation,
 @ Annual Financial
 Meeting
 Mar 1, 2020
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Appendix 4: Income and Expense Statement Jan. 2019 to Dec. 2019

Lakeview United Church Income and Expense Statement ALL FUNDS		
16/02/2020 02:03 PM	Consolidated - January 2019 - December 2019	
	Year to Date	
INCOME	4000	
CONTRIBUTIONS	4050	\$220,166.33
FUND RAISERS	4100	
Garage Sales	4101	4,988.70
Other Fundraisers	4103	0.00
Subtotal Fund Raisers	4100	4,988.70
GOVERNMENT GRANTS	4200	
STEP ALBERTA	4220	3,398.50
OTHER GRANTS	4225	2,129.09
Subtotal Government Grants	4200	5,527.59
INVESTMENT INCOME	4400	
GIC Interest	4410	424.35
Investment Fund Income	4420	77,699.92
Subtotal Investment Income	4400	78,124.27
MISCELLANEOUS INCOME	4500	
RENTALS	4510	53,234.00
In Memoriams	4515	600.00
Bottle refund	4517	93.20
Miscellaneous Income	4520	1,632.08
Concert Ticket Sales	4550	9,600.00
Subtotal Miscellaneous Income	4500	65,059.28
TOTAL INCOME		373,866.17
EXPENSES	5000	
GENERAL EXPENSES	5050	
Miscellaneous	5070	\$1,615.84
SALARIES	5100	186,998.30
ALLOWANCES	5121	3,158.56
SALARY EXPENSE	5130	25,736.89
Operating Supplies	5310	0.00
Misc. Expenses	5340	0.00
ADMINISTRATION	5500	
Admin - Office Supplies	5510	758.75
Admin - Phones & Internet	5520	2,470.25
Admin - Computer Software	5530	347.13
Admin - Copier costs	5540	3,687.16
Admin - Postage	5550	167.05
Admin - Bank Charges	5560	622.35
Pre-Authorized Remittance	5561	275.00
ADP Payroll Charges	5562	546.64
Admin - Misc/Audit	5570	134.25
Subtotal Administration	5500	9,008.58
CHURCH PROPERTY	5600	
Insurance - B&C	5605	4,814.00
Ch. Prop - Supplies	5610	1,322.38
Ch. Prop - Maintenance	5620	25,557.06
Ch. Prop - Renovate/Upgra	5630	2,060.35
UTILITIES	5640	22,493.43
Renters Expenses	5680	1,382.76
Subtotal Church Property	5600	57,629.98
COMMUNICATIONS	5700	
Comm. - Advertising	5720	1,611.29
Comm. - Website	5730	382.73

Approved by Congregation
 @ Annual Financial
 Meeting
 Mar 1, 2020

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Subtotal Communications	5700	1,994.02
MUSIC	5900	
Music - Supplies	5910	0.00
Music - Equipment Mainten	5920	307.50
Music Special Performance	5930	750.00
Music Licenses	5940	391.00
Subtotal Music	5900	1,448.50
COMMITTEES	6000	
LUC COUNCIL EXPENSES	6010	3,016.02
FAITH FORMATION & WORSHIP	6040	1,687.85
MINISTRY & PERSONNEL	6070	299.83
Cards, Gifts	6090	52.38
FELLOWSHIP & CARING	6093	1,020.07
AFFIRMING MINISTRY	6098	0.00
Subtotal Committees	6000	6,076.15
ASSESSMENTS	7000	
Assessments	7010	13,865.00
REMITTANCE	7021	19,311.53
REMIT TO OBSERVER	7040	561.31
Subtotal Assessments	7000	33,737.84
Subtotal Expenses	5000	327,404.66
DISBURSEMENTS	7100	
TSF TO AGENCIES	7200	
Camp Kasota	7210	1,000.00
Camp Frefly- Calgary	7211	1,000.00
Calgary Homeless Found.	7212	1,500.00
Mustard Seed	7213	2,500.00
Calgary Int Foodbank	7214	3,000.00
Plan Intl -Foster Parents	7221	1,008.00
RCL Poppy Fund/Food Bank	7222	1,000.00
Inn from the Cold	7223	2,000.00
Habitat for Humanity	7230	1,000.00
Campus Ministry	7296	500.00
Misc Agency	7299	4,500.00
Subtotal Tsf To Agencies	7200	19,008.00
PAYMENTS FROM FUND	7300	
Expenses	7310	611.86
Benevolent expenses	7311	0.00
Fundraiser expense	7313	494.61
REF LIVING EXPENSE	7330	0.00
REF EDUCATION/MEDICAL	7340	0.00
REF MISC Expense	7350	5,000.00
Contingency	7360	0.00
PRODUCTION EXPENSE	7400	
Supplies	7420	415.68
Rentals	7430	0.00
Musicians	7440	8,026.05
Miscellaneous	7450	500.00
Subtotal Production Expense	7400	8,941.73
Subtotal Payments From Fund	7300	15,048.20
Subtotal Disbursements	7100	34,056.20
TOTAL EXPENSES		361,460.86
TRANSFER FROM	9100	
Transfer out of fund	9101	(\$32,721.34)
TRANSFER TO	9200	
Transfer into Fund	9201	32,721.34
TOTAL TRANSFERS		0.00
EXCESS INCOME/EXPENSES		\$12,405.31

p12

Appendix 5: Letter of independent Review of the Financial Statements and Procedures

Feb 19, 2019
#213 2425 90 Ave SW
Calgary AB. T2V 4X8

Board Chairman
Lakeview United Church
3023 63 Ave SW
Calgary, AB
T3E 5J6

Dear Sir or Madam

I have conducted an independent review of the financial statements and procedures for the period ending December 31, 2019 as per the United Church 2019 Manual Sections G.4.4.2 through Section G4.4.4.

Please be advised that I find no problems with the procedures being followed and to the best of my knowledge all funds have been properly recorded and accounted for.

Enclosed for your further information is a summary of questions and answers as outlined in section G4.4.4.

Please advise if you should have any questions.

Yours truly

A handwritten signature in black ink, appearing to read 'Don Rigby', written in a cursive style.

Don Rigby 403 249 8169

3.5 ACCOUNTING PROCEDURES QUESTIONNAIRE

PROCEDURES	2019 ACTIONS	2019 FUTURE RECOMMENDATIONS
Does the church have an up-to-date accounting procedures manual?	Arda has manual. It probably is in need of review and updating	None.
Does the church have clearly defined procedures for counting and recording the offering, and are the procedures followed?	Ted Prince is in the process of updating this procedure	None.
Is there adequate separation of duties for all individuals who deal with money?	weekly counters deposit directly into First Calgary or to locked storage cabinet.	None.
Are the accounting records safeguarded at all times?	PowerChurch backed up on USB Daily -retained in Office . Back up file emailed to Treasurer twice a month. Hard copies kept for 7 years on site	None.
Is a computer backup kept at another location?	see above	None.
Are the accounting records and internal controls audited or reviewed yearly	Historically done every 2nd/3rd year.	Non.
Are collections always handled by two or more people who are at arm's length, and is there a rotation of people to perform this task?	roster developed that has seven teams of two that for logistical reasons includes a number of couple teams	
Are collections counted in a secure area in the church and then immediately deposited in the bank?	Counted in Board Room and deposited to First City as soon as possible. Interim storage-locked office cabinet.	None.
Has the bank been instructed to never cash cheques that are made payable to the church or to cash?	three board memebers have signing authority. Two signatures required on all cheques	None.

Are bank reconciliations done each month by an individual who is not involved in handling cash or writing cheques?	Arda performs bank reconciliations. Paige reviews. Chairman signs off	None.
Does the board executive see the actual bank statements for all accounts each month? (This review may be delegated to one or more individuals.)	Chairman signs off on a monthly basis	None.
Are a minimum of two signatures required on all big cheques, and are the cheque signers at arm's length?	three board memebers have signing authority. Two signatures required on all cheques	None.
Do all cheque signers inspect and initial all supporting documents before signing cheques?	Paige inspects cheques. Nancy looks at supporting documents.	None.
Is an up-to-date inventory of securities, valuables, equipment, and other non-cash assets maintained and reviewed annually?	Hank Klassen (Board of Trustees) in charge of insurance and does this for insurance purposes.	None.
Are regular reviews done to determine whether insurance coverage is adequate?	Hank Klassen(Board of Trustees) does this for insurance purposes.	None.
Are annual filings up to date? This includes the T3010 Registered Charity Information Return, the United Church Annual Statistical Report (blue forms), tax rebate applications, and so on.	Yes to all. GST every 6 months. WCB, UCC return, and Charitable return annually.	None.
Other procedures followed not listed in Section 3.5	Each committee has own budget. Expenses approved within budget. Changes to Financial statements discussed in annual financial report. Funds explanations given in annual financial report.	None.



Thank you to Ron Gillean, Doug Jamieson, Eduarda Kristanto and other photo submissions used in the body of the report.