



PLEASE COMPLETE THIS FORM **DIGITALLY** SO THE INFORMATION CAN BE ADDED TO OUR DIOCESAN DATABASE.

Vestry Form 3

STATISTICAL RETURN FOR THE YEAR 2024

PARISH \_\_\_\_\_ CONGREGATION \_\_\_\_\_

A copy of this return should be retained by the congregation/parish. A copy (together with the audited financial statements and the vestry report) must be sent to Ascension House c/o [annual-forms@ottawa.anglican.ca](mailto:annual-forms@ottawa.anglican.ca) or by mail to The Anglican Diocese of Ottawa, 71 Bronson Avenue, Ottawa, Ontario K1R 6G6 NO LATER THAN MARCH 31, 2025

VESTRY FORM 3 - PART 1 (PEOPLE)

- 1. Members on Parish Roll - Total of all persons registered at the church including all children.
2. Identifiable Givers - For the purpose of this section, is a person or family who at year-end is on the parish list and has received from the church an income tax receipt during the year of \$25 or more.
3. Average Sunday Attendance - This figure should be the total of all persons (including children) attending in-person Sunday services throughout the year, divided by the total number of Sundays for which there are in-person services.
4. Attendance at Major Feasts - Easter, Including Easter Vigil; 2nd Sunday in September; Day of Pentecost; Christmas Eve and Day
5. Baptisms
6. Confirmations
7. Received from Other Communions
8. Marriages
9. Funerals
10. Church/Sunday Schools - Normally one, unless Church/Sunday School meets more than once per Sunday.
11. Teachers - Number of teachers providing instruction or assistance at Church Schools.
12. Pupils - Total number of children registered for the current year.
13. Adult Group Members - Total number of members of adult groups.
14. Youth Members - Total number of members of church-sponsored groups such as servers, Anglican youth, etc.



VESTRY FORM 3 - PART 2 (INCOME)

All amounts should be rounded to the nearest \$

- 15. Donation Income - All donations for which tax receipts have been issued.
16. Open Offerings - Collections where donor cannot be identified.
17. Donations from Church Organizations/Parish Events - Net proceeds of bazaars, church groups, catering, etc.
18. Rental Income - Gross income for use of church property (Related expenses see line 26 below).
19. Withdrawals from Consolidated Trust Fund - Do not include amounts reported on line 22.
20. Other Income - Miscellaneous contributions and items that are not reported elsewhere (please itemize):

Table with 2 columns: PARTICULARS and AMOUNT. Includes a row for (Use a separate sheet if required) and a TOTAL row.

- 21. Monies Deposited to Consolidated Trust Fund, Monies Borrowed & Rectory Trust Fund Withdrawals\*\* - Include monies borrowed from the Extension Fund, Rectory Trust Fund (RTF), and other financial institutions.
22. All Funds Received for Construction of New Churches and New Buildings\*\* - Include donations, proceeds of loans and CTF withdrawals, etc. earmarked for such projects.
23. Bequests Retained for Use by Parish - please refer to the Policy found at: https://ottawa.anglican.ca/wp-content/uploads/2024/02/Policy-Allowing-Parishes-Withhold-CTF\_2024.pdf
24. Endowments, Trust Fund and Investment Income - Income from interest and dividends, including dividends from the Consolidated Trust Fund.

TOTAL INCOME RECEIVED (Total of Part 2 amounts)

This figure should correspond with the total income amount shown on the church's financial statements. If these two figures do not agree, please explain the difference on a separate sheet.

THE FOLLOWING DATA IS RELATED TO THE CALCULATION OF YOUR EXEMPTIONS FOR PROPORTIONAL PARISH SHARE (PPS):

- 25. Flow-through donations to outreach projects, and undesignated funds received by a parish that are donated to outreach projects e.g. PWRDF, Community Ministries, etc.; grants from the Diocese; fees for professional campaigns; transfers to Cemetery Funds.
Please itemize these exemptions on the lines provided (or on a separate sheet if needed).

Table with 2 columns: PARTICULARS and AMOUNT. Includes a row for FLOW-THROUGH TOTAL.

NOTE: If you are appealing to the Proportional Parish Share Review Subcommittee for exemption (see Part 4), show the amount on its normal line. Do not include it in 25. If your request is granted, Ascension House will adjust your return before PPS is calculated.

- 26. Expenses related to the rental income shown on Line 18.

ITEMS MARKED \*\* ARE NOT INCLUDED IN ASSESSABLE INCOME FOR PPS. ALL OTHER EXEMPTIONS, SUCH AS CAPITAL COSTS, PROJECTS RELATED TO HEALTH & SAFETY, AND EXEMPT COMPENSATION FOR LAY MINISTRY STAFF, SHOULD BE REPORTED ON THE CRITICAL INFORMATION SECTION, WHICH MUST BE ATTACHED TO THIS ANNUAL PARISH RETURN.



**VESTRY FORM 3 - PART 3 (EXPENSES)**

Total Income: \$ \_\_\_\_\_

All amounts should be rounded to the nearest \$

- 27. **ECOPS** - For multipoint parishes, use division of shared expenses to calculate the cost for each congregation. \_\_\_\_\_
- 28. **Cost of Other Staff** - Include salaries and benefits paid to all other staff. \_\_\_\_\_
- 29. **Church Property Expenses** - Include operating and maintenance costs such as cleaning supplies, equipment, maintenance contracts, repairs to windows, doors, utilities, and any minor capital expense items under \$1,000. \_\_\_\_\_
- 30. **Rectory Expense** - Same detail for rectory as for church property expenses, but taxes are to be included here. \_\_\_\_\_
- 31. **Capital Expenses** - ensure completion of Critical Information section on pages 4 and 5, as applicable major capital expenditures (items over \$1,000), such as re-roofing, re-flooring, paving, ramps and lifts for the disabled, etc. \_\_\_\_\_
- 32. **Loan/Debt Repayment** - Include principal and interest paid during the year. \_\_\_\_\_
- 33. **Proportional Parish Share**  
The total submitted to the Diocese for Proportional Parish Share during the year (may include arrears repayment).  
For multipoint parishes, use division of shared expense to calculate cost for each congregation. \_\_\_\_\_
- 34. **Insurance Premium** - Insurance premium as per Diocesan Assessment, as well as any other insurance premiums paid.  
For multipoint parishes, use division of shared expenses to calculate cost for each congregation. \_\_\_\_\_
- 35. **Additions to Trust Funds** - Any money added to the Diocesan Consolidated Trust Fund. \_\_\_\_\_
- 36. **Outreach and Special Extra-Parochial Appeals** - This item should reflect expenditures of items referenced in Line 26. \_\_\_\_\_
- 37. **General Operating Expenses** - All other expenditures not covered in Lines 27 to 36. \_\_\_\_\_

**TOTAL EXPENDITURES** (Total parish expenditure in the current year should include Items 27 to 37) \_\_\_\_\_

38. **Surplus (Deficit) for the Year** - This amount should be the difference between Total Income and Total Expenditures.  
A deficit amount should be in brackets, e.g. (\$522). \_\_\_\_\_

39. **Debts Owning by the Congregation at Year-End (including loans to the Diocese):**

OWED TO	DATE CONTRACTED	PURPOSE	INTEREST RATE	TERM	OWING AT YEAR-END
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

40. **Special Funds**

List of special funds held by the congregation/parish, including funds held by organizations within the congregation/parish. Do not include Consolidated Trust Fund (CTF) investments:

NAME OF FUND	PURPOSE	INVESTMENT DETAILS	AMOUNT AT YEAR-END
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## VESTRY FORM 3 - PART 4 (EXEMPTIONS)

### CRITICAL INFORMATION FOR THE CALCULATION OF EXEMPTIONS FOR 2026 PROPORTIONAL PARISH SHARE THAT RELATE TO CAPITAL COSTS AND LAY STAFF COMPENSATION

- This form is to be attached to your Annual Parish Return. Attach additional sheets if necessary.
- Please do not enter any amounts listed below on line 25 or deduct them from any income shown on your Statistical Return. Ascension House will subtract all exempted amounts from TOTAL INCOME RECEIVED.
- Do not include costs related to new church structures and additional buildings for which income has been reported on line 22.
- Please include only 50% of GST and in Ontario 18% of PST charged (i.e. net tax paid after rebate).

### EXEMPT CAPITAL EXPENDITURES

DETAIL THE CAPITAL EXPENDITURES SPENT IN 2024 THAT WERE FOR:

1. Structure (e.g. foundations, walls, windows, floors, roofing)

SUPPLIER/CONTRACTOR	INVOICE AMOUNT	EXPENDITURE DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Services (e.g. HVAC, plumbing, electrical, fire protection) - SNOW REMOVAL & GRASS CUTTING ARE NOT ALLOWABLE

SUPPLIER/CONTRACTOR	INVOICE AMOUNT	EXPENDITURE DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. The Site (e.g. roadways, parking lots, pedestrian access) - SNOW REMOVAL & GRASS CUTTING ARE NOT ALLOWABLE

SUPPLIER/CONTRACTOR	INVOICE AMOUNT	EXPENDITURE DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Environmental Initiatives

SUPPLIER/CONTRACTOR	INVOICE AMOUNT	EXPENDITURE DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Capital projects related to health, safety and accessibility issues, e.g. ramps and lifts for the disabled, removal of asbestos, audio systems for the hearing impaired, etc.

SUPPLIER/CONTRACTOR	INVOICE AMOUNT	EXPENDITURE DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FOR THE ABOVE FIVE CATEGORIES: \$ \_\_\_\_\_ (This will be included in line 29 of the Statistical Return)

**IMPORTANT:** For the above five categories, do not include expenditures related to finishes, fixtures, furnishings (fixed or moveable) and landscaping. The total of the above lines must be at least 10% of net assessable income (NAI) for an exemption to be granted. NAI is the three-year average of total net income (reported income less all allowable deductions).

**EXEMPT COMPENSATION**

List the compensation for lay staff (not clergy) that are engaged in ministry in the parish, but not including organists or music directors, administrative staff or custodial staff, regardless of job title.

EMPLOYEE NAME	AMOUNT	POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FOR THIS CATEGORY: \$ \_\_\_\_\_  
(This will be included in line 28 of the Statistical Return)

### VESTRY FORM 3 - PART 5 (CERTIFICATION)

For multi-point parishes, a separate return is required for each congregation, together with the financial statements of the central treasurer.

The audited financial statements are attached. YES NO

If NOT, give your reason and indicate when you will be sending them.

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#### Certificate of Verification by Incumbent

By checking this box, I (as the incumbent) certify that both of the churchwardens and I have reviewed the information in Form 3 and we approve it.

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Name of Incumbent

Name of Churchwarden

Name of Churchwarden

Date: \_\_\_\_\_

The person who has completed this form and can be contacted by a member of the review committee, if need be:

Name: \_\_\_\_\_ (Please print)

Tel #: \_\_\_\_\_

Email: \_\_\_\_\_

Check this box if you wish to apply to the Proportional Parish Share Review Subcommittee for special consideration when calculating Proportional Parish Share, due to income anomalies.

[Click here for Proportional Parish Share Review Guidelines](#)

Please attach a letter detailing your request.

A copy of this return should be retained by the congregation/parish.

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**NO LATER THAN MARCH 31, 2025**