



Anglican  
Diocese of  
Ottawa

# WELCOME!

## Learning Commons Workshop: Property & Finance

April 5<sup>th</sup>, 2025

[ottawa.anglican.ca](http://ottawa.anglican.ca)



Anglican  
Diocese of  
Ottawa

# Parish Finances

Sanjay Grover  
Director of Financial Ministry

# Finance & Administration

## My Role

- Director of Financial Ministry.
- Responsible for Financial Affairs for our Diocese.
- This includes (among other things):
  - Financial Affairs for the SYNOD (Parish Ministry and Community Ministry)
  - Consolidated Trust Fund
  - Cathedral Hill Foundation
  - Hollyer House



# Finance & Administration

## Finance Staff:

- Sandra Purdy
- Bill Gilbert



# Internal Controls



# Internal Controls

- Provide assurance to stakeholders that assets are protected from waste, fraud, and theft.
- Ensure accurate and reliable accounting information for the provision of reports to parish council, vestry, Synod, and CRA.
- Avoid situations that could damage the church's reputation.



# Principles of Internal Control

- Responsibilities should be clearly established.
- Adequate records should be maintained.
- Record keeping and custody of assets should be separated.
- Responsibility for related transactions should be divided.
- Assets should be insured.



# Internal Control for Receipts

Basic Principles should always be observed:

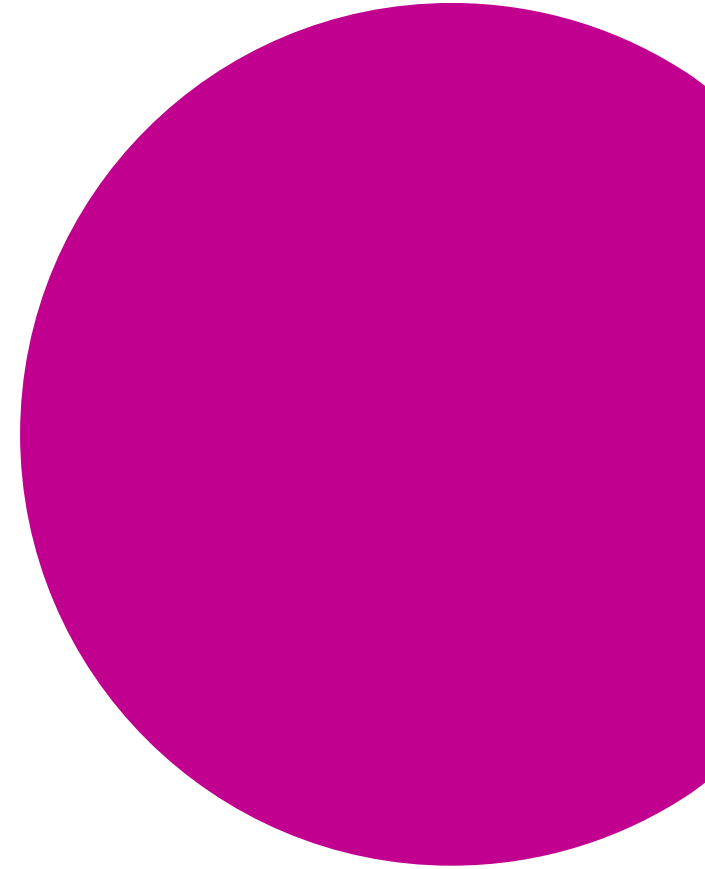
- Separation of duties so that the persons handling receipts, having custody, depositing, and keeping records are different people.
- All receipts should be deposited intact urgently.





# Disbursements & Signing Authority

- All cheques prenumbered and should require **TWO** authorized signatures.
- Cheque requisition form with attached invoices provided with cheque for signer's review and authorization.
- A person should never authorize or sign a cheque where they are the payee.
- Never sign a blank cheque.

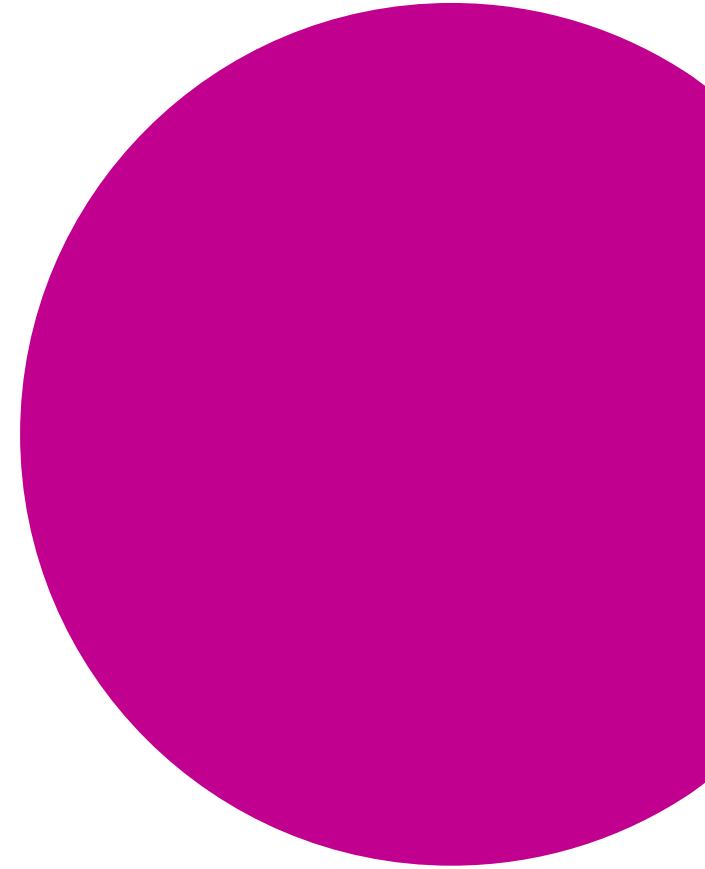


# The Audit



# The Audit

- All parish accounts must be audited annually.
- Government regulation states that if an auditor is paid for audit services, the auditor must be an appropriately qualified accountant, licensed to perform audits.
- Does not apply to “Pro Bono” audits.



# Budgets

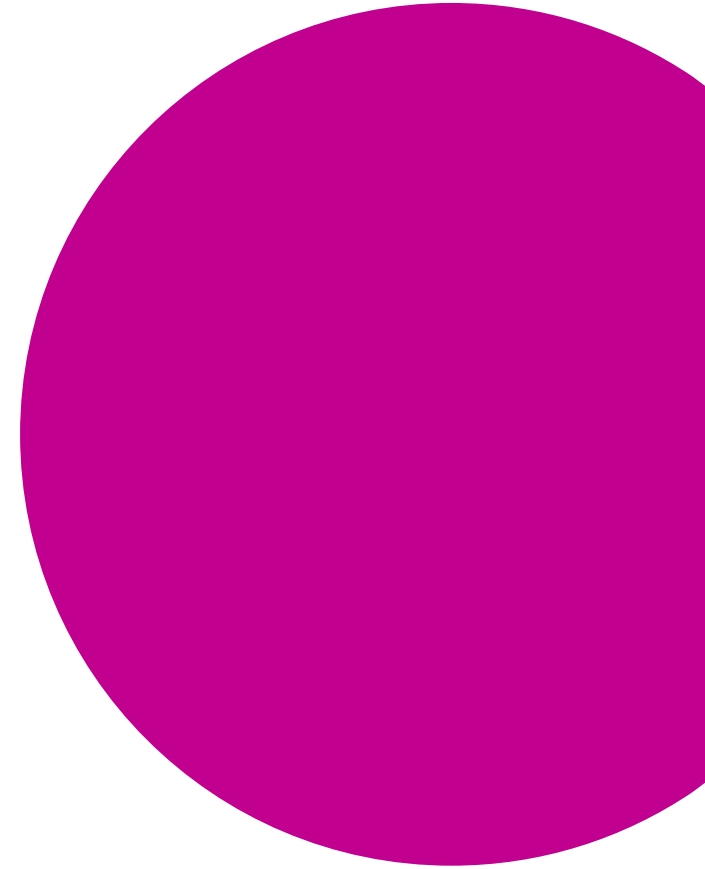
- Responsibility of the corporation.
- Essential tool in the management of parish finances.
- Includes setting priorities and objectives of the parish.
- Budgeted amounts should be realistic and achievable.
- Treasurer plays a key role in providing accurate information about the trends in income and expenditures.



# Reporting

Reports required by church and regulatory law:

- Financial statements - Quarterly to parish council.
- Audited financial statements - Annually to Vestry
- Statistical return, financial statements and reconciliation - to Diocese
- Charity Information Return - Within 6 months of year end to CRA



# Parish Proportional Share (PPS)

- Synod's operating budget is funded from various sources, e.g.
  1. Investment income
  2. Grants
  3. Fees
  4. contributions from all parishes
- Contributions from parishes are called "Parish Proportional Share" or PPS
- When parishes report income at year-end, the figures are reduced by allowable deductions to give an assessable income (A.I.)
- A.I. for each parish is the basis of the proportional percentage of the total of all parishes' A.I.s



# Parish Proportional Share (PPS)

The key components are:

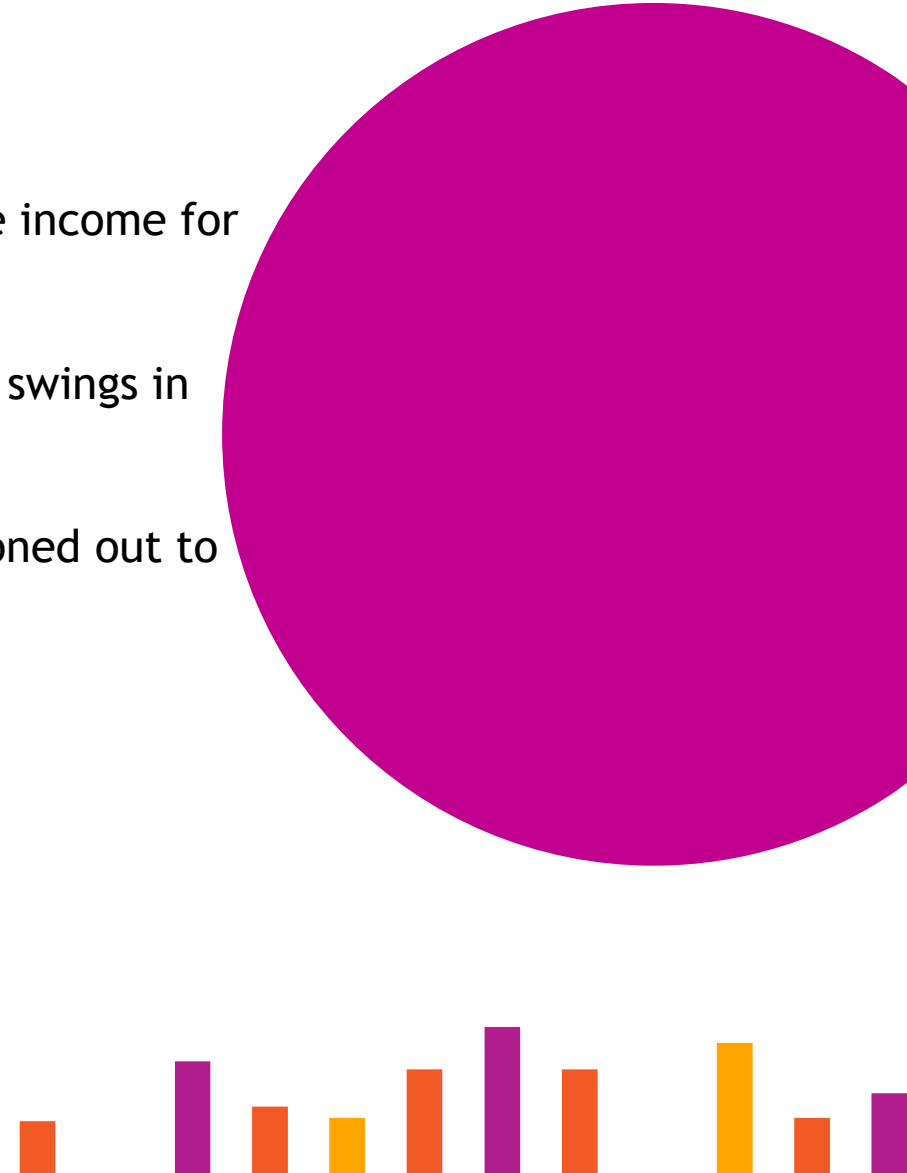
- Assessable Income (A.I.)
- Deductions from A.I.
- Averaging of last 3 years' A.I.

There is a PPS appeals process. Prior to the calculation of PPS, a request can be made to the Fair Share Review Committee for a review of major anomalies in income.



# Parish Proportional Share (PPS)

- The PPS calculation is based on the average of the parish's assessable income for the most recent three years
- Purpose of averaging is to even out anomalies that create significant swings in some parishes' apportionment figures from one year to the next
- Once the PPS percentages are known, the Synod's budget is proportioned out to each parish





# Parish Proportional Share

Parish's 3 year net income X diocesan budget  
All parishes' 3-year net income

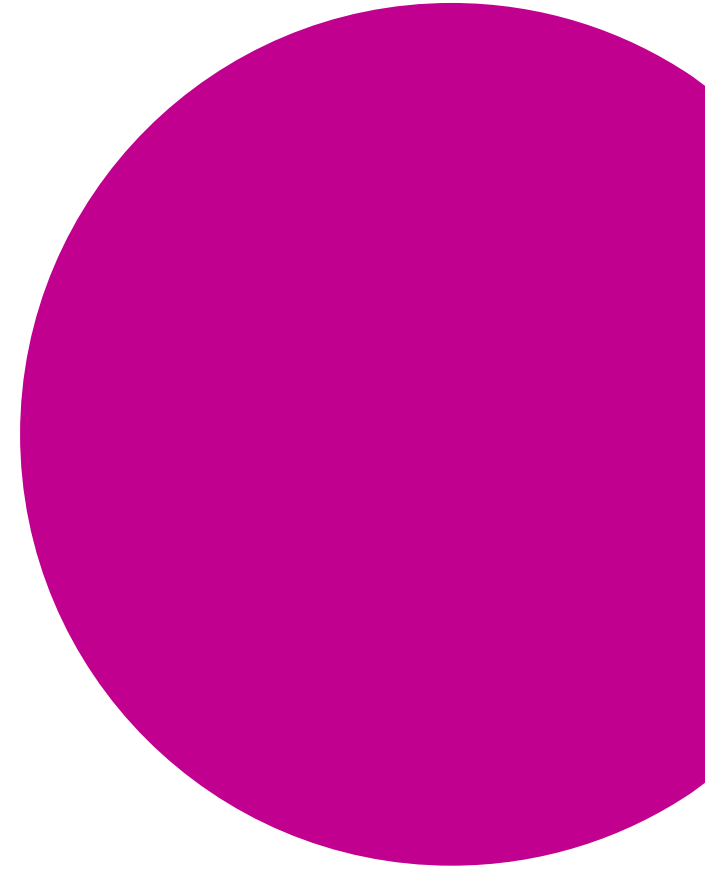
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Your parish's contribution to the diocesan budget



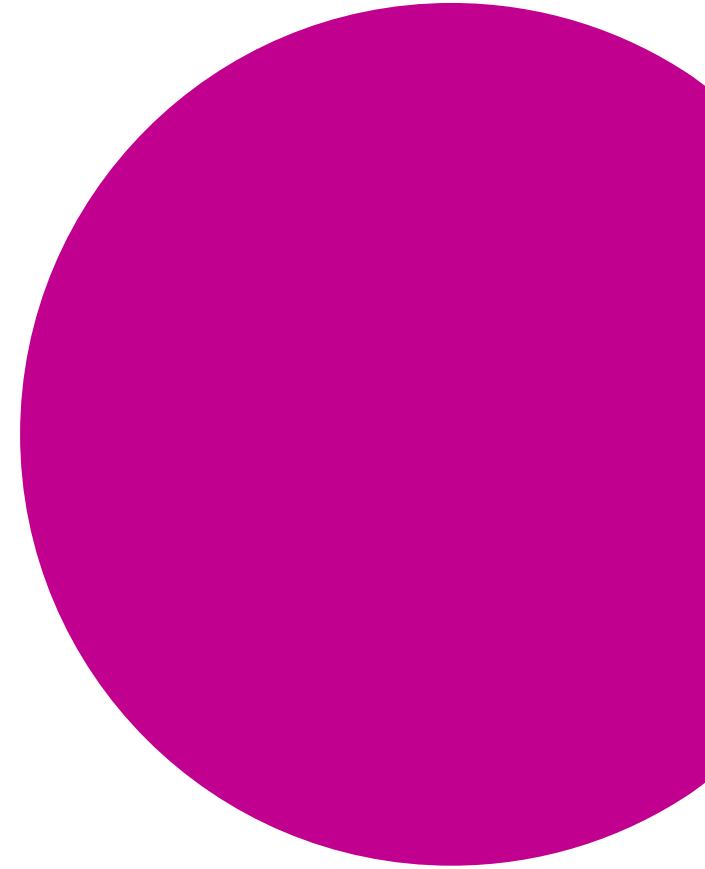
# ECOPS (Equalized Cost of Priestly Services)

Parishes are no longer wholly responsible for the costs of a particular clergy(s), but pay a fair share of a total COPS pool, which is the total cost of all stipendiary clergy in the Diocese. (*excluding housing*)



# ECOPS (Equalized Cost of Priestly Services)

- To make individual clergy gifts accessible to all parishes
- To make COPS proportional to a parish's ability to pay
- To improve on the Equalization Assessment
- To create a more stable year-to-year system, allowing for better long-term planning



# ECOPS (Equalized Cost of Priestly Services)

With ECOPS the costs of all stipendiary clergy are pooled and then distributed according to the ECOPS Formula = Base COPS + Equalization:

**Base COPS** = base stipend on stipendiary scale, travel allowance, and benefits (excluding housing);

**Equalization** = Equalization Total (i.e. Total COPS minus Total Base COPS) x PFS%



# Parish Insurance



# Parish Insurance Through our Diocese Covers

- Property and Contents (Replacement Value)
- General Liability - covers all employees including voluntary workers while engaged in activities on behalf of the parish
- Umbrella Liability
- Boiler
- Crime
- Abuse
- Employment Practices
- Directors & Officers
- Loss of Income



# 3<sup>RD</sup> Party Liability Insurance

Why 3<sup>rd</sup> party liability insurance?

- Because of facility users' operations or actions, parishes and the Diocese are open to possible suit from third parties.
- This Policy covers legal liability for bodily injury to, or damage to property of, participants and others.
- Diocesan insurance does not cover the actions of 3rd parties.
- Essential that appropriate insurance be obtained if outside users of parish facilities cannot provide proof of insurance - this can be arranged through the Synod Office



# Consolidated Trust Fund (CTF)

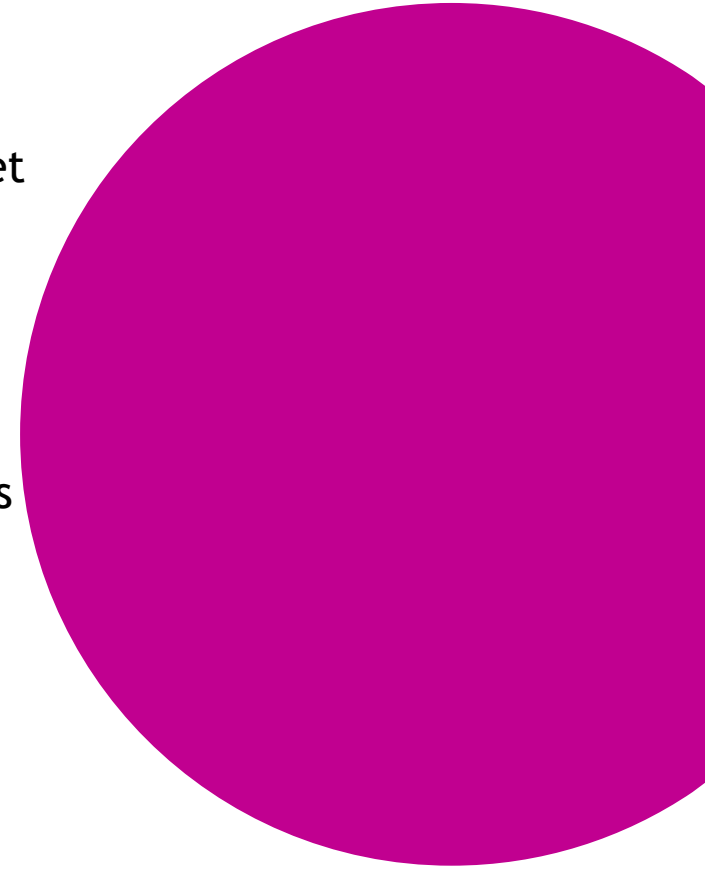
- Established in 1970 to assist parishes in task of managing & investing sums received in trust, a bequest or a sale of property
- The Property and Finance Committee (P and F) responsible for the day-to-day activities of the CTF; its Investment Subcommittee helps meet this responsibility
- Each time a parish makes a contribution to the CTF, it is credited with a certain number of units of the fund based on the unit value at the end of the quarter in which the monies are received





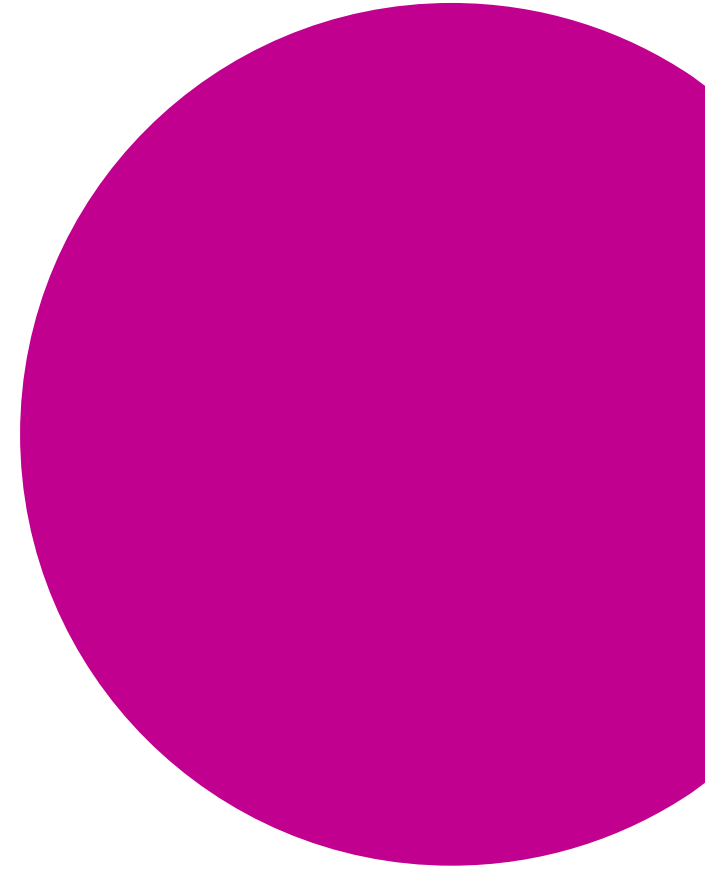
# Consolidated Trust Fund (CTF)

- The unit values of the CTF can fluctuate in the short-term depending on market circumstances
- Annual Dividend rates are set by Property and Finance Committee (Investment Sub-Committee)
- CTF has consistently paid annual dividends even during down markets - enables parishes to rely on a steady flow of income



# Consolidated Trust Fund (CTF)

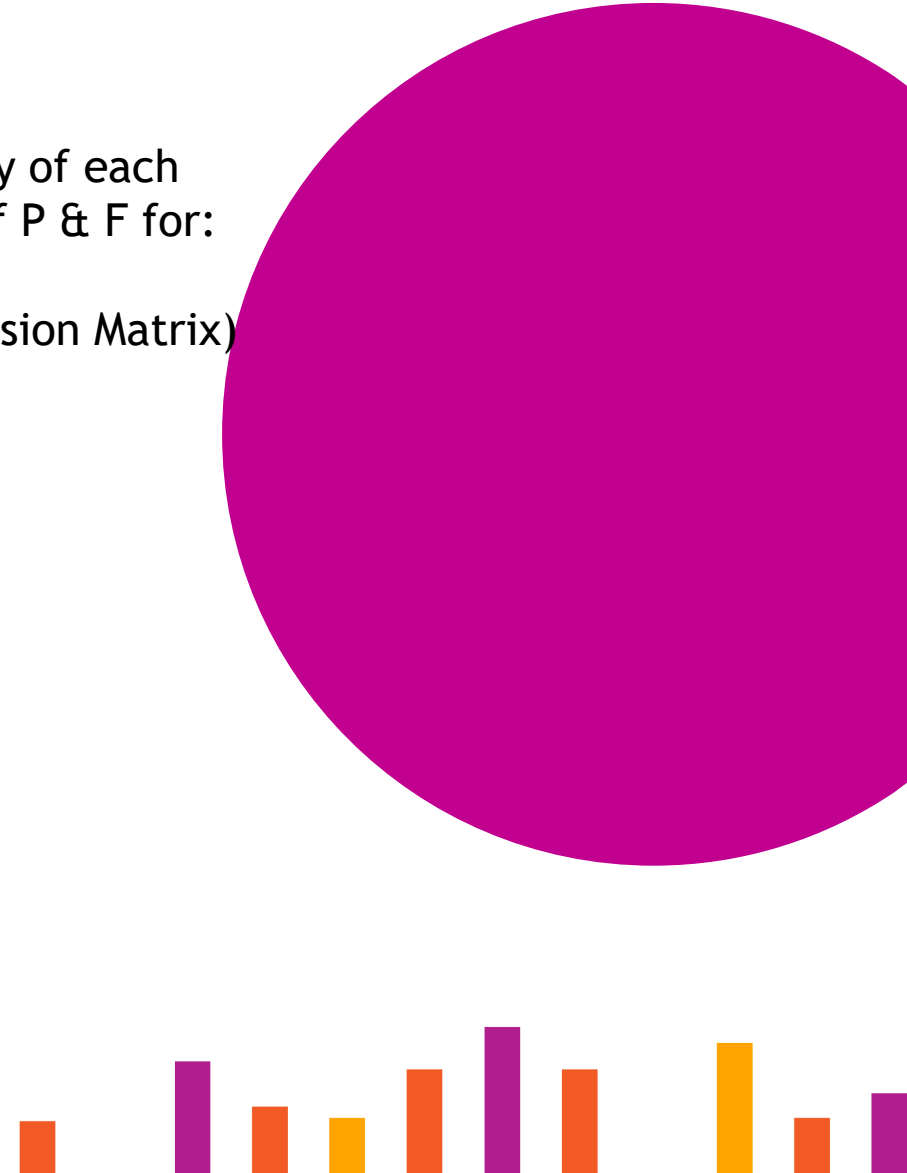
- The Investment Policy Statement outlines the objectives of the fund as well as specifics regarding its asset mix
- This policy guides the money managers in investment of the assets
- The portfolio is invested to provide income as well as to preserve the capital for the long term, taking inflation into consideration



## Property and Finance Committee Submissions

The Property and Finance Committee (P&F) meets on the 2<sup>nd</sup> Wednesday of each month, excluding July and August. Parishes must obtain the approval of P & F for:

- Withdrawing any significant amount from the CTF (based on our Decision Matrix)
- Undertaking any mid- to large-size capital projects
- Withholding a gift or bequest
- Permission to sell properties
- Approvals of leases



## Property and Finance Committee Submissions

- Before making a submission, be sure to review the Application Form instructions and the Decision Rights details
- Copies of the Application Form and the Decision Rights Matrices are on the Diocesan Website.

