

# 2020 ANNUAL REPORT



**WEST VANCOUVER  
UNITED CHURCH**

*21<sup>ST</sup> STREET AND ESQUIMALT AVENUE*

**THE UNITED CHURCH OF CANADA:  
A UNION OF CONGREGATIONAL,  
METHODIST, AND PRESBYTERIAN  
CHURCHES IN CANADA**

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Appendix: Financial Statements of West Vancouver United Church  
December 31, 2020

## Annual General Meeting Agenda

**Date - March 14, 2021**

**Time - 11:30 a.m.**

- |  |                    |
|--|--------------------|
| 1. Opening Prayer and In Memoriam                                | Rev. Philip Newman |
| 2. Power to Vote Motion  | Fiona Watts        |
| 3. Minutes – Approval of the Minutes of the last General Meeting |                    |
| 4. Committee Reports and Motion to Adopt them collectively       |                    |

### Committees:

|                        |  |
|------------------------|--|
| Caring Ministries      | Alison Murray/Ann Louise<br>Filbert/Gwen Carpenter |
| Endowment/Outreach     | Marilynne Nowell                                   |
| Ministry and Personnel | Katherine Ives                                     |
| Fellowship             |  |
| United Church Women    | Barbara Gibbins                                    |
| Worship                | Fiona Watts  |

- |  |                    |
|--|--------------------|
| 5. Finance and Administration Report   | Glenn Ives         |
| Motion to approve the 2020 Financial Statements  |                    |
| Motion to approve that Baker and Company be appointed<br>to complete a review of our financial statements for 2021 |                    |
| Motion to approve 2021 General Fund Budget   |                    |
| 6. Official Board and Board of Trustees for 2021   | Fiona Watts        |
| 7. Other Business  |                    |
| 8. Motion to adjourn   |                    |
| 9. Closing Prayer  | Rev. Simon LeSieur |

## **In Memoriam 2020**

Norman Alban

Marti Barregar

Margot Boothroyd

Mona Currie

Ross Curtis

Ira Flaa

Michael Foster

Diane Fraser

Judy Gosney

Barry Gosney

Peter Katsuno

Don Laishley

Kathleen MacPhee

Bill Mann

Margie McEwan/Humphries

John Neilson

Ingelise Nherlan

Helen Olson

Eileen Purvis

Pat Rhys

Lois Ross

Dorothy Sim

Sheila Smith

Mary Stimpson

Bill Tivy

Edwin Wainwright

Trevor Watts

Janet Whetham

Margaret Williamson

## **Minutes of the 2020 Annual General Meeting**

West Vancouver United Church Annual General Meeting

Date: Sunday, March 8, 2020

Time: 11:30 am

### **1. Opening Prayer and In Memoriam - Rev. Philip Newman**

We remember our loved ones from the congregation who passed away in 2019.

### **2. Power to Vote Motion – Fiona Watts**

Motion that all members and adherents present at the 2019 Annual General Meeting of West Vancouver United Church be given the right to vote, as provided under section B.3.7 of the Manual of the United Church of Canada.

Moved by Glenn Ives. Seconded by Bob Nowell. Carried.

### **3. Minutes - Approval of the Minutes of the 2019 Annual General Meeting**

Motion that the minutes of the previous Annual General Meeting held on Sunday, March 3, 2019 be approved as recorded.

Moved by Michael Evison. Seconded by Marny Peirson. Carried.

### **4. Business arising from the minutes of the 2019 Annual General Meeting**

At last year's AGM, the Board was asked to write a letter to the provincial government concerning First Nations land issues. As Rev. Philip and the Board pursued this, we came to understand that reconciliation with First Nations is a complex issue and revolves deeply around relationship. In the midst of the complexities surrounding First Nations' claims to land, we committed to meet our First Nations neighbours in order that we might build relationships with one another. Recently, a group from our congregation visited the First Nations' Shaker church. This is a perfect example of what we can and will continue to do. We approach reconciliation with a desire to learn and build relationships.

### **5. Correspondence**

There was no new correspondence sent or brought to this year's meeting.

### **6. Presentation of Committee Reports and Motion to Adopt Collectively**

Motion that the 2019 Committee Reports, omitting that of the Finance & Administration Committee, be accepted as recorded.

Moved by Gary Grafton. Seconded by Barbara Gibbins. Carried.

Committees:

Caring Ministries - Ally Murray/ Ann Louise Filbert/ Gwen Carpenter

Endowment/Outreach – Marilynne Nowell

Ministry and Personnel - Katherine Ives

Fellowship

United Church Women – Eleanor Reemeyer

Worship - Fiona Watts

## **7. Presentation of Finance and Administration Report – Glenn Ives**

### **Presentation of 2019 Financial Statements**

Motion that the 2019 Financial Statements be accepted as presented in the 2019 Annual Report.

Moved by Glenn Ives. Seconded by Gerry Humphries. Carried.

Motion that Baker and Company be appointed to complete a review of our financial statements for 2020.

Moved by Glenn Ives. Seconded by Michael Evison. Carried.

### **Presentation of 2020 Budget**

Motion to approve that the budget beginning January 1, 2020 be accepted as put forth in the 2019 Annual Report.

Moved by Glenn Ives. Seconded by Andy Gibbins. Carried.

## **8. Legacy Committee – Glenn Ives**

Glenn discussed the creation of the Legacy committee this year which takes the place of the Permanent Trust committee. Glenn referred everyone to the Legacy Committee report in the AGM report. The Next100 Fund was established at the end of 2019 in order to contribute to the future success of WVUC. This fund, in conjunction with the Permanent Trust Fund, gives us scope to dream and plan as we look towards our next 100 years of ministry.

## **9. Appreciation – Fiona Watts**

Fiona expressed thanks to Debbie Baxter and her team for putting on the congregational lunch for this AGM. Thanks to the Board members, trustees, and committee members for all the ways they have served this year. Thanks particularly to Terry Honcharuk who is stepping down from the Board. Thanks to all the amazing staff who serve the community and keep this place running so well. It takes a huge amount of volunteer hours to ensure that all areas of our ministry thrive. Thank you to all the volunteers who pour their time and talents into the life and work of WVUC.

## **10. Response – Rev. Philip Newman, Rev. Simon LeSieur**

Rev. Philip is grateful to Rev. Simon for all that he brings to the table, especially with his studies on the Holy Spirit this year. He is excited about how the Spirit has been bubbling up this year through the new pilot programs and small group series. Rev. Philip is grateful for this church family and the stories that we share together. Thank you to Fiona for her leadership as Chair of the Board and the way she helps keep us moving forward.

Rev. Simon LeSieur is grateful for the way the congregation shares their passion and desire to learn. Thanks to Katie Nofziger for her leadership through our 100th anniversary year. Rev. Simon is passionate about seeing our congregation grow in our faith and engage with our growing and changing community. In the past year, there were 94 new hours dedicated to faith formation through 3 new initiatives. 48 people participated in at least one of these. Let's continue to pray for one another, our community, and what God is calling us to.

**11. Nominations for 2020 – Fiona Watts**

Motion that the congregation of West Vancouver United Church accepts the Board of Trustees as proposed.

Moved by Katherine Ives. Seconded by Marny Peirson. Carried.

Motion that the congregation of West Vancouver United Church accepts the Official Board as proposed.

Moved by Bob Nowell. Seconded by Gary Grafton. Carried.

**12. Other Business**

No other business was brought forward.

**13. Motion to Adjourn the Meeting**

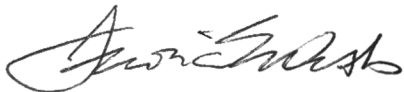
With no other business, the meeting was adjourned.

Moved by Marny Peirson. Seconded by John Baxter. Carried.

**14. Closing Prayer - Simon LeSieur**

Recording Secretary: Katie Nofziger

Chair: Fiona Watts



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Fiona Watts

## CAN YOU BELIEVE 2020?

**Isaiah 40: 28, 31** *The Lord, the everlasting God, the Creator of the ends of the earth, does not faint or grow weary ... those who wait for the Lord shall renew their strength, they shall mount up with wings like eagles, they shall run and not be weary, they shall walk and not faint.*

In all my years there has never been a year like 2020. Not even close!

Would you describe 2020 as “exhausting” for all of the challenges that were revealed to you— the plans that had to be revisited again and again, new regulations developed and enforced, celebrations cancelled, routines broken wide open, best friends and most loved kept apart, sheer boredom, loneliness, depression or the mountain of added energy and time and coordination required to do your job if you managed to hang on to your job, business plans, wedding plans, funeral plans, travel plans all thwarted, and financial resources eroded?

Would you describe 2020 as “exhilarating” for all of the opportunities you encountered— to try a new thing, to find a new way to connect, to enjoy a sense of community growing closer with neighbours picking up prescriptions and delivering groceries and sharing a few spare rolls of toilet tissue and creating buddy systems, to breathe air that is slightly cleaner due to an 8% decrease in carbon emissions globally, to virtually tour art exhibits at the Met and museums around the world free, to work from home and avoid the commute and getting to all those meetings, to enjoy the average 17 extra minutes of sleep we humans got in 2020?

Did 2020 manage to wake us up to racism in general and Black Lives Matter and White Privilege specifically, oppression, injustice? The pandemic has been a humbling experience reminding us more than we like just how interdependent we are.

To use a word sprinkled liberally throughout the year—we “pivoted” in major ways. Sunday morning worship pivoted in March from in person gatherings to entirely online worship experiences. Groups and committees which were accustomed to gathering in person ceased to meet or pivoted to some sort of online platform (Can you say ZOOM?!). By and large the delivery of care ceased to happen one-on-one and pivoted to the telephone, emails, cards and letters, although it was possible to maintain some carefully distanced in person care and contact in some relatively safe situations.

Our daily language in 2020 incorporated expressions such as “Dr. Henry says...” and “unmute yourself.” We learned the necessity of hand sanitizer, masks, social/physical distancing, and contact tracing. How might we explain to an alien visitor the strange human inclination to bang pots and smack our hands together each evening at 7pm? And how could I anticipate that in 2020 I might say anything remotely like “Oh, I love your mask! Where’d you get it?”

When you read the Treasurer’s report for 2020 contained herein, I think, like me, you will be astonished. You, the people of WVUC, demonstrated once again your faithfulness. Far from giving lip service to the real needs and challenges of 2020, you stepped up and have helped us pivot from a rather dismal financial outlook to an incredibly reasonable—dare I say remarkably spectacular—financial position to end the year. And this is only one indicator of your resilience and concern for the community that has been WVUC for over one hundred years. May I commend you in all your ways this past year. It’s been tough, but you have given teeth to Dr. Bonnie Henry’s catch phrase “We’ll get through this together.”

Spiritual teachers like Jesus and Buddha and others all tell us to “wake up.” I think there has been a waking up in 2020. Maybe we have given permission to God to transform us through both great love and great suffering. We have been reminded of our inherent connectedness. We are liberated from thinking of ourselves as somehow separate from everyone and everything else.

True, COVID-19 dealt us a nasty blow in 2020. But I choose to look to words such as those written by Isaiah the Prophet, a godly man, who knew all about complete disaster, destroyed community, exile, oppression, privilege, and terrorism. In the midst of his experience he heard and he shared a message of God’s ability to renew. That is the message I invite you to hear. I know it’s a message that you are living out as evidenced by your endurance in the face of struggle and loss. All considered, well done!

Grace and Peace,

A handwritten signature in black ink, appearing to read "Philip Newman", with a large, stylized initial "P" and a long, sweeping underline.

Rev. Philip Newman  
Lead Minister

***“For where two or three are gathered in my name, I am there among them.”***

**- Matthew 18:20 (NRSV)**

You know who I’m really proud of? You. And all of us together. I’m proud of *you* because you’ve shown me, and this community around us, just what it means to really be the church. We’ve talked for years about how ‘church’ is so much more than a building we go to - that ‘church’ is the gathering of people like you and me who follow Jesus, wherever we find ourselves in the world. And I think it really needs to be said that what all of us together have accomplished this year - being a vibrant community of faith in an environment without social gatherings - has been *hard*. Christianity was always meant as a collective movement in the world. And yet, through resilience, creativity, faithfulness, and flexibility, we’ve risen to the occasion - we’ve held together as a community.

Of course, we’re not out of the woods. From my vantage point, one of our most imminent challenges as the body of Christ has to do with community - being in *meaningful* relationship with one another. It’s easy when we’re together to notice that so and so has been missing for a few weeks and to check in on them, or to introduce ourselves to a new face at coffee time. But doing so in a digital environment is exceedingly difficult: we know that hundreds of people continue to tune in throughout the week, but we don’t know *who* tunes in. That part, well, that part is up to us as individuals to continue working at. And that’s to say nothing of everything we are called to be beyond that one hour on Sunday mornings!

Aside from adapting to our new context, one of our major accomplishments this year was being a vibrant presence in our wider community, particularly through Advent and into a deeply meaningful Christmas. If anything, the gathering restrictions in place were the catalyst behind the project that saw us deliver over 1000 “Be the Light” candles to households across the North Shore and beyond for the online Christmas Eve service. Similarly, the Advent video reflections were born out of a need to rethink the pageant, enabling us to share the Christian story beyond those we would reach in a normal year (the videos were viewed on Facebook over 13,000 times!).

We know that who we are on the other side of this will be different. Some of us have passed away. Others have moved. Others still have found us from far away! But if I’ve learned anything from this past year it is that the same resilience, creativity, faithfulness, and flexibility that helped us navigate 2020 will lead the way into whatever future God has in store for us.

With gratitude,

A handwritten signature in black ink, appearing to read 'S. LeSieur', with a stylized flourish extending from the end.

Rev. Simon LeSieur  
Minister

## Music Minister Report

In spite of everything I find myself filled with no small degree of gratitude for the year 2020. Not of course for the terrible losses inflicted on our community and the amount of suffering and loneliness we have to endure, but for the creative, positive and generous response of our congregants and staff to the challenges we have faced.

From the Music Ministry perspective, we were so blessed to already have the essentials in place to live-stream our services, so that we could quickly adapt to an exclusively online worship format. Nevertheless it took much experimentation, refinement and several sound-system upgrades to ensure the best possible audio and video feed for our services. I'm so grateful for the work of the House Committee in seeing through these refinements, their help was crucial, and is deeply appreciated.

I'm also so grateful to the creativity and flexibility of our soloists; they have learned to video and audio record themselves from home, and to adapt to masked, distanced-apart, performances in our empty sanctuary. Who could ever forget the multi-screened Mother's Day Tango, Tristan singing as he strolled through his neighbourhood, and Risa singing from the seashore at English Bay, to mention just a few highlights. Our soloists have been at the vanguard of imaginative, powerful and spiritual singing, while honouring all the safety protocols that COVID requires.

At the same time I deeply mourn the presence of the full choir; I so miss our time together, our friendship time at rehearsals and services, and that marvellous, full sound of thirty+ voices singing their hearts out to God and the congregation.

I equally mourn the presence of the congregation. Singing and playing to an empty, unresponsive church is such a challenge; it is impossible to feel the collective Spirit you provide. Your immediate, tangible response to what we offer is sorely missed: it is such a source of inspiration to us. Your enthusiastic hymn singing – almost drowning out the organ – is but a fond memory at present.

While all of us have literally had to spend twice the normal hours adapting to the new circumstances, we are all so immensely grateful to still be able to offer our gifts of musical/spiritual inspiration to the congregation through the live streaming. I am in awe of the incredible generosity of our congregation in stepping up and ensuring that we continue to have the resources to tell God's story through worship and music. God's love is so clearly demonstrated in the incredible generosity of this congregation. For that I am so very, very grateful.

There have been incredible highlights throughout 2020 as well: Simon's videos, the soloists' videos, the filming and creation of the Christmas Eve service, the four in-house, socially distanced hymn sings we had before the November restrictions. I have actually had a great time learning how to become a sound technician, a videographer, an audio and video editor, and a Zoom rehearser – who knew? Post-COVID, these skills will all contribute in new and positive ways to our experience of worship at West Vancouver United Church.

Can you imagine that first service when we assemble back together again, God-willing, later in this year of 2021? It will be such a celebration – akin to the 100<sup>th</sup> Anniversary Service we celebrated back in November 2019. I am grateful to God for the anticipation of that time.

Gerald van Wyck,



Music Minister

## Reports of the Major Committees

### Official Board 2020

Once a bit more time has passed, when we look back on 2020, I wonder what story will shape our memories. Certainly, it will be remembered as a year like no other. We will, undoubtedly, remember not being able to gather together in person for Sunday morning worship. Some of us will remember struggling with not being able to be with friends and family to grieve the loss of a loved one in the ways we would want to. Others will remember feeling cheated out of family celebrations and milestones somewhat dimmed due to restrictions put in place to keep us, and those around us, safe.

Alongside all that was happening in the world, the story of West Vancouver United Church in 2020 is one of resilience, creativity and vitality. Yes, we had to function very differently but that did not stop us from living out our mission to be a congregation that roots itself in loving God and our neighbours, follows the ways of Jesus and plays a meaningful part in offering care, healing and a sense of belonging to those in our community.

Resilience shone through in shifting weekly worship online. We learned how to use new technology. We learned how to find a balance between what is familiar and what is meaningful when worship is experienced in people's homes rather than primarily in our sanctuary. With very short notice and amid all sorts of public health restrictions, we managed to help settle a refugee family in a new home and connect them to the resources they would need to begin building a new life in Canada.

Creativity shone through in forming networks of connection in which those who were able ran errands for those who were isolated or simply phoned regularly to check in and see how they were doing. Many, many pieces of artwork were created by children and mailed to seniors. People from many locations, both near and far, offered prayers, read scripture or shared the light of Christ in our worship services.

Vitality shone through certainly in the form of financial support for all the ministry we undertook. Even more than that, though, vitality shone through in the team of over 40 volunteers who said "yes" to helping distribute 1,000 "Be the Light" candles throughout the community at Christmas. It shone through in people saying "yes" to opportunities to deepen their faith, whether that was through the "Living Prayer" course online or the C.S. Lewis online book study. Youth group continued to meet as did the UCW, adhering to gathering restrictions, of course. Plans were made for a new iteration of the Flea Market. Encouragement and appreciation were regularly expressed for all the ways in which we continued to show up as West Vancouver United Church.

There are so many other stories, both big and small, that made up our year. Through it all, we were reminded that we are part of God's big, continually unfolding story. God's story is so much bigger than a building or a weekly in-person gathering. 2020 certainly showed us that. 2020 also showed us that our own story as a congregation is also so much bigger than our building or our weekly in-person gathering. It showed us that we are a congregation that values relationships (we do miss being together!), that longs to reach out with comfort and compassion to those who are struggling and that trusts that if we pay attention to the nudges of the Spirit, we can find ways to continue our work as God's people even in the midst of a global pandemic! Thanks be to God.

Respectfully submitted,  
Fiona Watts  
Board Chair

## **Caring Ministry Reports**

The Caring Ministry Committee within WVUC consists of three groups: Adult Ministry, Pastoral Care, and Youth and Family.

### **Adult Ministry Report**

I would like to thank the members of our committee for their service over the past year: Catharine Alban, Joan Gouws, Marjorie Johnson, Kim Logan and Donna Neilson. Mary Grant has stepped down from the committee and we thank her for her service.

Of course this year has been very different from previous years. We met in person three times and several more times by Zoom.

We had two Community lunches before we were shut down. Robbie Burns birthday was celebrated in fine form in January and in February we heard helpful hints from the West Vancouver police on how to avoid fraud. It was disappointing not to be able to host the 90 and 90 plus birthday party in May - always a very popular event. We did send out special cards to all the 90-year-olds.

At the beginning of March Cindy MacLeod and the Adult Ministry put on a workshop for volunteers who agreed to be paired with people in the congregation and wider community who are perhaps lonely, unable to get out and who perhaps don't have family locally. The two hour workshop was well attended but unfortunately we have been unable to visit in person as yet - phone calls only.

Hollyburn House kindly donated care packages to the church which were delivered to some of those who were missing lunches and the 90th birthday party. At Christmas, Amica West Vancouver donated hampers which were given to some of the congregation and community. We would like to thank Hollyburn House and Amica for these gifts. Our thanks too to Hollyburn House and Westerleigh for their wonderful donations of desserts to our lunches.

Cards with seasonal bookmarks designed and decorated by committee members were sent or delivered to over 60 people at Christmas.

We do hope that later this year we will be able to once again gather in person and in the meantime we will do what we can to keep in contact with members of the congregation.

Respectfully submitted,

Ally Murray  
Chair Adult Ministry Committee

## Pastoral Care Report

The Pastoral Care Ministry at WVUC continued uninterrupted, but certainly not unchanged in methodology during 2020's pandemic restrictions. It remained among the highest priorities in the life of our congregation and our service to our community. This congregation has deliberately chosen to equip itself with extraordinary efforts with which we are able to work toward the mission of this church, *to help bless and mend God's broken and beloved world*, even during COVID-19 times.

The pandemic posed specific challenges but no more difficult than figuring out how we were to continue to connect and provide pastoral care when we are not permitted to be together in person. In spite of that difficulty, there was still a lot of pastoral care provided. It was quieter than in years past regarding visitation, but Rev. Philip and Rev. Simon and Rev. Dal and those serving in pastoral care capacities experienced an increase with more people not knowing how to make ends meet. There were increased numbers of people coming asking for prayer just because they needed to be reminded with hope that everything was going to be alright.

A weekly prayer list was reviewed by the Ministers and Coordinator of Care. Each week there was an ever-changing list confidentially kept of persons (averaging roughly 26) for the purpose of keeping their requests faithfully lifted up. First names only were provided to any who asked to support those in prayer, as well as new names or circumstances lifted during worship services.

Coordinator of Care, Cindy MacLeod met pandemic challenges by organizing volunteers to make phone calls to connect to people. Volunteers and Cindy made calls:

- to roughly 186 people specifically chosen who may have been alone and isolated in our church family who were offered support and contacts if needed.
- to 28 individuals who received multiple or regular calls from our Friendly Visitors and Helping Hands volunteers as people requested.
- to roughly 300 individuals and families just to touch base, realizing we have had little or no recent contact with them.

Stephen Ministry continued uninterrupted in serving the church and community with confidential one-to-one care. There were 10 active Stephen Ministers all with at least one care receiver during the year. Stephen Leaders continued to meet twice a month for support and supervision, either following physical distancing guidelines when possible, or on Zoom calls.

We partnered with Amica by delivering 15 hampers of household items to those in isolation or need. The Office Manager, Celeste, continued to provide limited gift cards for food or transportation to those in need upon request, and the ministers strive to show care and compassion as they are able. The UCW Naomi Circle continued to provide and organize a prayer shawl ministry where pastoral care individuals delivered them to those in poor health, recovering, or isolated.

It is important for the congregation to be aware that in spite of the pandemic, and with the Lead Minister on Sabbatical for four months, with gaps only due to BC Health regulations or in the absence of the office being notified regarding a specific need, the Pastoral Care needs of this congregation were met as generously as possible.

Respectfully submitted,  
Gwen Carpenter

## Youth and Family Report

We are so glad that you are interested in our Youth and Families Ministry that offers programs for children, youth, young adults, young families and families in a time of isolation and crisis. This ministry is led by one of our ministers, Rev. Simon LeSieur, along with enthusiastic leaders and volunteers. Saasha Stanley and Taydon Sinopoli were hired to lead Youth Group while Rev. Simon offered leadership in other areas of the church during Rev. Philip's Fall sabbatical.

Some of our foundational programming has continued in different formats (videos, online calls or socially distanced meetings), while other programs have been put on hold during COVID.

1. Our Sunday morning, nursery program and Sunday club have been put on hold until we are able to meet again. As well there has been no Confirmation classes, Youth Retreat, Summer Kids Camp, or Family Camp. The pageant shifted gears and was incorporated by video into the various Advent services and the Christmas Eve service with a limited cast.
2. Weekly, youth group continued into August this year, meeting socially distanced in the gym when guidelines allowed, and on Zoom otherwise. As per health guidelines, shared meals are on hold.
3. Earlier in the year, children drew over 100 drawings that were mailed to seniors in the church. During Advent, over 30 packages were delivered for the "Clay Event at home", and over 30 Christmas cares packages were delivered to homes of children and teens.
4. Mimi Toma, one of our Sunday Club leaders, provided two "Sunday Club" videos earlier in the year focusing on faith and fruit of the Spirit.
5. In 2020, with thanks to the Outreach and Endowment fund, we were able to increase the Scholarship for Young Innovators from \$1000 to \$2500. The scholarship recognizes and awards local youth selected by their own teachers.
6. We continue to focus on :
  - Staying connected (kids and parents)
  - Growing in our faith and talking about where we've seen God
  - Thinking about what we are grateful for and giving thanks
  - Wondering about what this time in social isolation has done for us or taught us. What might we do differently when we are allowed to meet again?

In 2021, we will continue to be blessed by the generosity of people's gifts - time, ingenuity, creativity, patience and faith, provided by volunteers supporting our programs in this pandemic. We are so grateful and thankful. We are a caring community of people, passionate about helping shape all people, young and old, discover what God is doing in our lives and in our community

Respectfully submitted,  
Ann Louise Filbert, Chair

## **Endowment and Outreach Committee Report**

The E & O Committee is comprised of 5 members and meets twice a year – March and October.

The Committee's purpose is to disperse interest of funds held by the West Vancouver Community Foundation Investment Fund. These funds are to provide grants to Societies in need in the community and are generally distributed in three categories: 1: West Vancouver and North Shore; 2: Lower Mainland and balance of the Province; 3: Canada and elsewhere in the World. A Society that is seeking a grant from the fund must first submit a comprehensive application through our online application system. The committee reviews each application and determines whether the application meets the terms of reference of the fund and the amount of funds available for the year.

The amount of money available to the Committee for distribution is based solely on the Fund's previous year's earnings. At the beginning of each year the Committee is advised as to what that amount will be. In 2020, \$ 20,050 in grants were dispersed as follows:

**Village of Love** - The grant was approved for the Village of Love to continue their work caring for Aids – orphaned children in Kibera, Kenya.

**Cinderella Project** - The grant was approved to help provide encouragement to at-risk students to stay in school by building their self-esteem as well as their trust and faith in the community; and, provide for achievement awards and scholarships for post-secondary education and training.

**North Shore Connexions Society** - The grant was approved to help purchase much needed fitness equipment for the outdoor area at the group home.

**North Shore Crisis Society** - The grant was approved for the Society to purchase grocery and recreational gift cards to be distributed to clients in need. The Society would purchase and distribute school supplies and back packs. The Society would arrange payment with the dentist for client emergency dental work.

**North Shore Disabilities Society** - The grant was approved to provided funds to purchase equipment for the snooze room mobile (a room for relaxation for disabled people)

**Restorative Justice Society** - The grant will be applied to staff development of virtual Circles and restorative justice conferencing, with input from Board members, Advisory Committees and partners, as well as the software and hardware purchases that will make these new approaches technically feasible.

**PIT Stop** (Kamloops) - The grant will be used to help serve food to vulnerable people during the Covid crisis.

**Camp Kerry** - The grant will be used for the Family Art Therapy Online program which is a six-week series of interactive sessions facilitated by Camp Kerry's Art Therapist and trained volunteers. Children and their parents/guardians impacted by grief come online together for an hour each week through a secure Zoom platform to engage in arts-based activities that provide helpful emotional outlets, promote positive coping strategies and enhance family communication.

Respectfully submitted,  
Marilynne Nowell, Chair

## Ministry and Personnel Committee Report

The pandemic dominated all our lives in 2020 and the running of the church was obviously no exception.

The board appointed a subcommittee to deal with the immediate implications of the spring lockdown and one of the stated objectives was to “Protect our staff throughout the Covid-19 crisis”. We committed to continue to pay all our staff for as long as possible and to make their work environments as safe as possible. The pandemic forced us to adapt our services, how we worked, how we managed our building and how we connected with our congregation. I would like to thank our staff for their amazing ability to adapt and imagine how things could be done differently. It has been a very stressful year and one that required a lot of flexibility from everyone.

Celeste Whittaker, our Officer Manager, took the initiative this year to apply for a grant from Service Canada and their Summer Job Grant program. We hired Shauna Lim to help with our rebranding, design, and communications. Shauna worked with Rev Simon LeSieur from September to December 2020. Rev Philip Newman took his sabbatical time this year. Although his plans were drastically altered because of the pandemic, his time away was still life-giving and full of learning and reflection.

During Rev Philip’s time away Rev Simon worked extremely hard to keep things running in the office while putting together meaningful online services every week. We want to thank the youth leaders Taydon Sinopoli and Saasha Stanley for their efforts in keeping the youth group going through this time.

I would like to thank the few volunteers that were able to continue to support our staff this past year. Most activities and functions were severely curtailed but for those who were able to continue, we thank you for all your contributions. We look forward to the day when the office will be alive with many volunteers again! I would particularly like to thank volunteer Michael Evison, as Chair of the House Committee, for all his efforts to keep our staff safe in their work environments. This required some quick decisions and actions early in the pandemic and we appreciate the continued dedication to the changing requirements.

I would also like to thank the congregation for the support and concern you have expressed to our staff this year. It has been a difficult work year and your understanding and appreciation have been very meaningful to our staff.

Lastly, I would like to thank my committee members for their dedication to our church and the ways they continue to uplift and encourage our staff.

Respectfully submitted,  
Katherine Ives, Chair  
M&P Committee  
Gwen Carpenter, Judy Grafton, Al Leonard, Barb Wilson

## **Fellowship Committee Report**

The Fellowship Committee's purpose is to promote activities that enhance participation and involvement in the life and work of the congregation. Unfortunately the Covid-19 health restrictions forced the committee to become dormant by March 2020. Prior to this a few functions had been organized to help people meet each other in an informal setting. These were:

- Organized coffee hour after church on each Sunday during January and February. We were assisted by a variety of church committees and congregation volunteers.
- Organized two monthly cake celebrations: Members of the congregation celebrate birthdays and other special occasions by providing funding for cake to be served with coffee once a month after Sunday service.
- Helped serve lunch for the WVUC 2020 AGM.

Fellowship is everyone's concern. Please pass on your ideas for activities or events to any of the members of the committee. Current committee members include: Isobel Peters, Helen McCrindle, Ally Murray, Barbara Splatt, Dianne Allan, Sally Legg, Helen Fisk, Maggie Mitchell.

Respectfully submitted,  
The Fellowship Committee

## UCW Executive Council Report

The Executive Council of the United Church Women normally meets every two months and provides the planning and budgeting for our two units. However, this year because of Covid the Executive were unable to have regular meetings but when possible, using social distancing and facial masks, did meet in the Church Lounge for two of their meetings. The annual AGM had to be cancelled but the AGM report containing the reports of the two Units and the Financial Reports were printed and filed for historical reference.

The Naomi Unit had a couple of their informal meetings at either the Recreation Centre or the Church patio. An average of 5 ladies were able to attend. They keep in touch with one another by phone and have started a new project of knitting or crocheting Prayer Shawls to be given with love and prayers to those in need in our community.

The Oikoumene Unit have managed to hold several of their monthly meetings with proper social distancing and facial masks, together with an informal meeting on the Church garden patio and two of their meetings via Zoom. The meetings included guest speakers, Clarice Griffin, Rev. Phillip Newman, Marny Pierson, Monique Williamson and Page Samis. These speakers provided very informative and interesting talks to the attending ladies.

UCW projects, in previous years, have been financially supported from the proceeds of the two annual Flea Markets (November and May). However, this year because of Covid, the two Flea Markets had to be cancelled. A Committee was formed involving the Head Flea, two Board Members and two UCW Members to discuss the future of the Flea Market. It was decided that it was a good time to look in a new direction for these fundraising events. It was decided, and passed by the Board, that we would look at the possibility of opening a Store utilizing the room by the Parking Lot entrance to set this in motion. There would also be some "Pop Up Sales and/or Seasonal Sales" which could be held in the gym when it is again permissible to do so. The Board has agreed that an approved amount of funds will be provided to the UCW on an annual basis to be able to carry on with the projects supported by the UCW Executive.

The projects supported by the UCW this year are: U.C. Mission and Service, Vancouver School of Theology student aid, First United Church, the Sandwich project, WISH, North Shore Crisis Centre, Vancouver Burrard Longhouse, Mission to Seafarers, Spectrum Mothers Support Society, Project Samuel Society in Zambia (a literacy program and a new water well project). The UCW also supported the flower account and some kitchen expenses. In addition, a donation was made to WVUC's General Fund to assist with the Covid appeal.

The Executive Council for 2020-2021 include, Barbara Gibbins, Pat Pearmain, June Hann, Betty Blake, Eleanor Reemeyer, Pat De Ath, Lea Borlick, Jean Matrick and Helen Fisk. We acknowledged the retirement of Elaine Barkey, Christine Gardner and June Smith from our Executive but thank them for their many years of assistance and contributions to our UCW and the Executive Committee.

Many thanks are also extended to all UCW members who have supported our projects during this difficult and challenging year. This support is much appreciated.

Respectfully submitted,  
Barbara Gibbins

## **Worship Committee Report**

It's going to take more than a global pandemic for West Vancouver United Church to stop worshipping! 2020 was a most unusual year and yet through it all, we continued to gather for weekly worship, albeit in a different way. In line with public health orders, we moved to online worship only, beginning in March. So, whereas before March, approximately 20% of our weekly worshippers joined us online, from March onwards that changed to 100%.

Moving exclusively to online worship was not as simple as just broadcasting what would typically be done. Add to that restrictions on how leadership was permitted to be together in our space...6 feet apart, wearing masks, working in declining temperatures within the sanctuary as we headed into cooler seasons as doors to the outside needed to be kept open to ensure maximum airflow and ventilation. Singing needed to be navigated in new ways too.

We have learned so much.

We have learned that we have an amazingly creative and resilient staff team who have worked so hard to learn new skills, who roll with the inevitable technological glitches, who are willing and keen to try out some new ideas, and who, most of all, have a deep desire to bring all the gifts they have to shaping a worship experience that endeavours to offer people an opportunity to worship God (we knew this last one already...2020 just provided further demonstration!).

We have learned that having a strong online presence, week after week, allows us to reach people that we never imagined would be part of our worshipping community on a regular basis. Because of this, connections have been created with some unexpected people.

We have learned that all the many contributors to our weekly worship are no less valued when we are online only: musicians, scripture readers, those who lead us in prayer, candle lighters, tech booth operators, banner makers, flower arrangers, those who decorate our space...thank you to all of you!

Respectfully submitted,  
Fiona Watts

## **Board of Trustees Report**

The Board of Trustees is responsible for holding all property, including investments, of West Vancouver United Church in trust for the Congregation as part of the United Church of Canada. In doing so, it acts on the direction of the Official Board and, as appropriate, The Pacific Mountain Region of the United Church of Canada.

As part of its duties, the Board of Trustees is responsible for overseeing the management of the church's property and ensuring that its buildings, equipment and contents are adequately insured. The Board of Trustees is satisfied that the Church's property is being managed prudently. West Vancouver United Church is insured against loss and liability under a policy developed for the United Church of Canada by HUB International, a national insurance broker. Because of other commitments during the Covid-19 pandemic, the church board was unable to formally assess the current replacement cost of church property during the past year as it had hoped to, but has undertaken to do so once normal operations return following the pandemic, to ensure that insurance coverage remains at an appropriate level.

Respectfully submitted,

Dianne Allan

John Mendes

Gerry Humphries

Al Leonard

Rev. Philip Newman (ex officio)

John Baxter (Chair)

## Legacy Committee Report

The Legacy Committee is a sub-committee of the Finance & Administration Committee and was established in 2019 to oversee the creation of The Next 100 Fund and the administration of our three legacy funds; The Permanent Trust Fund, The Endowment Fund and The Next 100 Fund. This Committee is responsible for providing oversight of the investment performance of these funds. Finally, this Committee is responsible for assisting the Official Board to raise the awareness of the legacy funds and provide information to congregation members, and the community at large, on how to support our church's efforts by direct donations and bequests. Members of the Legacy Committee are Glenn Ives (Chair), John Baxter, Elizabeth Blake, Dale Clark, Gary Sutherland and Laura Walsh.

The Permanent Trust Fund, founded in May 1996, is an endowment fund of gifts received by WVUC to be held in perpetuity. As such, only the earnings of this fund can be used to support our church's operations. The capital must remain intact to generate future earnings. Its purpose is to ensure for all time, our continuing success in providing and maintaining Christian services for our members, adherents, and their families, as well as the community at large. We use the income generated by The Permanent Trust Fund to finance deficits that may occur each year in our church's operating account, the General Fund.

The Endowment Fund, founded in 1968, is a fund made up of gifts received by WVUC to be held in perpetuity for the purpose of providing financial support to the community. Again, the capital in the fund must remain in place to perpetuate the fund. We use the income generated by The Endowment Fund to provide funding for community projects.

The Next 100 Fund was launched as part of our celebration of the 100<sup>th</sup> Anniversary of our Church in 2019. The Next 100 Fund is designed to provide a place for church members and non-members alike to contribute to the long-term renewal of the church while providing the Church the flexibility to use these funds, including the capital contributed, as the Official Board deems necessary. In early 2020, we envisioned launching a discussion on the opportunities for legacy giving to build this fund, however, we did not take into account that a pandemic was on the horizon. We will reinstate discussions on legacy giving later in 2021.

The Permanent Trust and Endowment Funds are administered on behalf of the Church by the West Vancouver Foundation who in turn has engaged Leith Wheeler Investment Counsel as Investment Manager. The Legacy Committee reviews the activities of Leith Wheeler and the West Vancouver Foundation to ensure they comply with the Investment Policy Statement of the Church. A decision will be made as to how to invest The Next 100 Fund in March 2021.

We invest in The Permanent Trust and Endowment Funds for the long-term. We expect a certain amount of market volatility in these funds given the long-term nature of the investments. For The Permanent Trust Fund, we use a budgetary guideline for General Fund deficits of a five-year average of investment income. Our actual 2020 deficit is within the budgetary guidelines we have established. The budget presented for 2021 includes a deficit of \$99,950 which exceeds the five-year average of investment income. We intend to fund this deficit by a combination of a transfer from the Permanent Trust Fund and resources currently held in the General Fund.

During 2020, The Permanent Trust Fund earned investment income of \$99,000 compared to \$158,000 in 2019 and The Endowment Fund earned investment income of \$44,000 compared to \$70,000 in 2019.

Following a request from the Finance & Administration Committee, we funded a General Fund deficit of \$55,734 in 2020 of which \$20,000 was transferred to the Capital Asset Fund to renew the capital assets of the Church. We also funded \$40,000 from The Endowment Fund to support community projects through the Endowment & Outreach Committee and the UCW. You can see the details of the projects we support in the Outreach schedule attached to the Treasurer's Report.

The Next 100 Fund continued to grow in 2020 with additional contributions of \$21,000 increasing the fund to \$80,000. The vision of our Church is to continue to grow Christian faith both inside and outside the walls of our church while also continuing to be a positive presence and place for all who live in our North Shore Community. The statement "*embracing and equipping people for the sake of God's world*" sums up why we created The Next 100 Fund.

I would like to thank the members of the committee for serving on this committee. I would also like to thank all of you who contributed to The Next 100 Fund.

Respectfully submitted

Glenn Ives, Chair  
Legacy Committee

## Treasurer's Report

### Summary

What a year! We have never experienced a year like 2020. In 2019 we celebrated our 100<sup>th</sup> Anniversary as a Christian community and in 2020 we drew upon the strength of our congregation built through those 100 years to get us through a very difficult year. The COVID-19 pandemic started impacting our lives in March 2020 and is likely to continue impacting us throughout 2021. This report will cover how we responded to the pandemic in 2020 and how we plan to manage in 2021.

Early in the pandemic we established these guiding principles as we navigated this crisis:

1. Prioritize maintaining our faith in our mission.
2. Protect our staff throughout the Covid-19 crisis.
3. Take advantage of government financial aid programs that are offered.
4. Acknowledge that WVUC is in better financial position than many other United Church congregations and continue to make regional assessment payments through the balance of 2020.

During the year, we maintained our mission. Our Christian community remains vibrant and continues to make a significant impact even though we were unable to hold in-person worship services for most of the year. We have embraced the concept of focusing on what God is calling us to give rather than focusing on meeting a budget. During 2020 we maintained our investment in programs that expand our reach. Examples are the youth program, Stephen Ministry, the Adult Ministry and our outreach to refugee families.

Our revenue decreased by \$91,000 to \$903,000 in 2020 compared to \$994,000 in 2019. The pandemic impacted our operations in a number of ways as follows:

| Revenue increases (decreases)  | \$              |
|--|-----------------|
| General Fund contributions principally from COVID-19 Appeal  | 25,000          |
| Support for our refugee sponsorships   | 55,000          |
| Government assistance through COVID-19 support programs  | 97,000          |
| Investment returns decreasing from a very high level in 2019   | (85,000)        |
| Cancellation of May and November Flea Markets  | (85,000)        |
| Restrictions in renting our building   | (63,000)        |
| Cancellation of programs that require registration fees including<br>Youth Retreat, Family Retreat and Pacific Spirit Children's Choir | (25,000)        |
| Cancellation of congregational events  | (10,000)        |
|  | <u>(91,000)</u> |

The decrease in the Permanent Trust and Endowment Fund investment returns is the result of a 7.2% return in 2020 compared to almost 11.5% in 2019. These funds are invested for the long-term and we expect volatility in the investment performance. We keep a close eye on investment returns and are satisfied with the performance of our investment managers over the long-term.

Our total expenditures were \$892,000 in 2020, a net decrease of \$33,000 from 2019. Outreach expenditures increased by \$17,000 as we started to support our two newest refugee families who arrived in October 2020. The reduction in other costs of \$50,000 was a result of decreased programming caused by our response to the pandemic and a focus on managing all controllable costs. During 2020 we received \$21,000 of capital contributions for the Next 100 Fund and \$1,000 capital contributions for the Endowment Fund.

Our virtual Consecration Sunday was held on November 22, 2020. Consecration Sunday pledges were up by almost \$50,000 in 2020 when compared to 2019. Giving to our General Fund (the fund that pays for the infrastructure of the Church) increased by \$25,000 in 2020 compared to 2019 principally the result of the COVID-19 Appeal.

We have a big vision for our Church and financial support is necessary to achieve it. I would ask everybody to consider what God is calling them to give to our mission.

From a financial perspective in 2020, the General Fund ended the year with a shortfall of receipts over disbursements of \$41,000 compared to \$39,000 in 2019. When we add the \$20,000 transfer from the General Fund to the Capital Asset Fund for capital renewal and deduct a donation of \$5,000 received from the United Church Women (see note 10), the General Fund deficit was \$56,000, an increase of \$3,500 from the budgeted deficit of \$52,500 in the 2020 Budget approved at the 2020 Annual General Meeting. This is an outstanding result given the impact of the pandemic. The funding for our General Fund deficit comes from investment income in the Permanent Trust Fund.

***Thank you for your contributions of time, talent and money to allow us to continue to carry on our mission.***

Our Permanent Trust Fund has a balance of \$1,402,000 and is invested for the long-term. We expect a certain amount of market volatility in this fund and use a budgetary guideline for General Fund deficits of a five-year average of investment income. Our actual 2020 deficit is within the budgetary guidelines we have established.

We continue to invest in our ability to serve our congregation in the Caring Ministry with the growth of the Stephen Ministry and programming for Youth and Families. Our Outreach expenditures increased to \$76,000 (2019 - \$59,000) as two Syrian refugee families arrived in October 2020. We received \$59,000 in contributions to support these two families in 2020 and a further \$31,500 in contributions for an additional refugee family to be sponsored in 2021.

Preparing our 2021 budget was a difficult exercise given the uncertain future we face with the continuation of the pandemic. The timing of widespread vaccination of the population is still unclear, although there is consensus that it will be completed in the Fall of 2021. This should allow us to return to a more normal operating profile in September. The budget that we are proposing assumes that operations at the church will be curtailed until September 2021, with operations returning to more normal levels in the Fall. We are also assuming that Government assistance programs in 2021 will wind-down and not replace as much revenue as received in 2020. The Pacific Region of the United Church of Canada has waived the 2021 assessment which has resulted in a saving of \$34,000 in 2021. The proposed budget deficit for 2021 is \$99,950 and it is proposed to be funded by a combination of a transfer from the Permanent Trust Fund and resources currently held in the General Fund.

2020 and 2021 are difficult financial years for churches as we deal with the impact of the pandemic. The first of our guiding principles is to maintain our mission. In the past, I have used the quote, ***“if your church isn’t strapped for cash, your vision isn’t big enough”***. I believe it is critical that we strive to live our mission and not shrink our vision in response to the pandemic. I have faith that the vision of West Vancouver United Church will continue to grow in 2021. Inevitably, this will put pressure on our finances but it is the right thing to do as a Christian community. You responded to our mission in 2020. I have faith that you will respond in 2021.

## Background

As Treasurer, I work closely with the Finance and Administration Committee of the Board. The Finance and Administration Committee is responsible to the Board for:

- The overall financial stewardship of the Church
- Reviewing and recommending approval of periodic financial reports and the annual budget
- General administration
- Oversight and maintenance of the Church property
- Administration of the use by others of Church property

This report includes a copy of the “Financial Statements of West Vancouver United Church as at December 31, 2020” (the “Financial Statements”) which cover all financial areas of the Church. We manage the day-to-day operations of the Church through the General Fund. The “General Fund Detailed Financial Statements for 2020 and Budget for 2021” (the “General Fund Statement”) are also included in this report (see page 29). A reconciliation of the General Fund Statement to the General Fund results included in the Financial Statements is included in Note 10 of the Financial Statements.

The Financial Statements have been reviewed by Baker & Company Chartered Professional Accountant.

## Church Finances

We have eight funds that allow us to operate our Church. These funds and their purposes are as follows:

- |                        |   |
|------------------------|---|
| • General Fund         | <ul style="list-style-type: none"><li>• Day to day operations of the church.</li><li>• Funds are spent based on a budget approved by the Board and the Congregation at the annual congregational meeting.</li></ul>   |
| • Capital Asset Fund   | <ul style="list-style-type: none"><li>• Contains the capital assets of the church and funds specifically raised or designated for capital asset purposes.</li><li>• These funds can be spent at the discretion of the Board.</li></ul>                                |
| • United Church Women  | <ul style="list-style-type: none"><li>• Funds raised by the UCW.</li><li>• Funds are administered and expenditures approved by the UCW Executive.</li></ul>   |
| • Outreach and Other   | <ul style="list-style-type: none"><li>• Funds raised for various outreach projects including the Syrian Refugee project.</li><li>• Funds administered by the Endowment and Outreach Committee.</li></ul>  |
| • Caring Ministry Fund | <ul style="list-style-type: none"><li>• Funds contributed from various sources for the Caring Ministry of the Church.</li></ul>   |
| • Permanent Trust Fund | <ul style="list-style-type: none"><li>• Funds contributed for endowment in perpetuity for the Church.</li><li>• Income earned on the Permanent Trust Fund can be used to the benefit of the Church to fund operating deficits incurred in the General Fund.</li></ul> |

- Endowment Fund
  - Funds contributed for endowment in perpetuity for the Church.
  - Income earned on the Endowment Fund can be used to benefit the needs of the community.
- The Next 100 Fund
  - Funds contributed for the long-term activities of the Church.
  - Capital and income earned are available for spending upon Board approval to benefit WVUC.

The funds held in the Permanent Trust Fund and the Endowment Fund are administered on behalf of the Church by the West Vancouver Foundation who, in turn, has engaged Leith Wheeler, Investment Counsel as Investment Manager.

The General Fund and the Permanent Trust Fund are focused on the operations of the Church. Any shortfall incurred by the General Fund can be covered by income earned in the Permanent Trust Fund. In 2014 we implemented a guideline of utilizing no more than the five year average investment income from the Permanent Trust Fund in any one year. For the five years ended December 31, 2020, the five-year average earnings from the Permanent Trust Fund is \$82,000 and our transfer to the General Fund for the 2020 deficit is \$56,000.

The Next 100 Fund is focused on securing the legacy of West Vancouver United Church.

The Capital Asset Fund is focused on the physical facilities of the Church. The Board periodically sets aside funds for capital asset replacement and improvements. In addition, funds raised from the Capital Campaign are included in this account to allow for major repairs and maintenance of our facilities.

The Outreach and Other Funds and the Endowment Fund are focused on activities outside of our Church. The income from the Endowment Fund, specific donations, and transfers from the General Fund support the work our Church does in the broader community.

### **Capital Spending**

We froze all capital spending in March at the beginning of the pandemic. Capital spending in 2020 decreased to \$3,000 from \$79,000 in 2019. The only purchases made were essential replacements to computer and audio-visual equipment. We have \$165,000 available to cover significant capital projects in the Capital Asset Fund. During 2021, the largest potential capital expenditure is expected to be related to the boiler.

## **General Fund Financial Statements (see page 29)**

### **2020 Operating Results from General Fund**

From a financial perspective in 2020, we ended the year with a General Fund deficit of \$56,000 that is \$3,000 more than we budgeted at the beginning of the year. Our revenue was \$50,000 less than budgeted with reductions caused by the pandemic in Flea Market revenue (\$77,000), Accommodation rentals (\$60,000) and Congregational Events (\$10,000) being partially offset by Government Assistance (\$97,000).

Our expenditures were \$47,000 less than budgeted with Personnel costs (\$21,000), Administration (\$18,000) and Worship (\$5,000) comprising the majority of the reduction.

The funding for our \$56,000 General Fund deficit comes from the Permanent Trust Fund where we received investment income of \$99,000 in 2020.

### **Budget – General Fund**

Our Budget for 2021 is included in the General Fund financial statements. This budget is highly uncertain as it is unclear what impact the continuing pandemic will have on our operations. We are budgeting a shortfall of \$99,950 including \$20,000 for Capital Asset replacement. Our givings are budgeted based on our expectations from pledges received for 2021. We have held all expenses at 2020 levels where possible. The 2021 shortfall is expected to be funded by a transfer of income from the Permanent Trust Fund and resources currently held in the General Fund.

### **In memoriam**

During the early days of the pandemic, we lost Norm Alban to COVID-19. Norm made many contributions to our church over many years and was a valued member of the Finance & Administration Committee throughout my tenure as Treasurer. Norm was always able to ask the tough question or make the incisive comment. We have missed Norm's guidance through this year. We offer our heartfelt condolences to Catharine and the Alban family for their loss.

### **Thanks**

The work of the Finance and Administration Committee and the House Committee are very important to the smooth-running operation of our Church. I would like to thank all the members for their work and support throughout the year.

A special thanks to Michael Evison who as Chair of the House Committee took on the critical role to ensure that our building and users were following the ever-changing public health guidance. Michael worked with the staff and did a phenomenal job throughout the year. Thank-you.

None of the work of the committees would be possible without the huge contributions of Celeste Whittaker, Michelle Chornell, Susan Senkler and the volunteers who do immense work in the office on behalf of us all and the work of Andrew Kottmeier and our caretakers who ensure that our facilities are maintained on a day-to-day basis.

Respectfully submitted,

Glenn Ives,  
Treasurer  
Finance and Administration Committee, Chair

## General Fund Financial Statements

|                                       | 2021               | 2020               | 2020               | 2019               |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
|                                       | Budget             | Actual             | Budget             | Actual             |
| <b>Revenue</b>                        |                    |                    |                    |                    |
| Revenue Envelopes                     | \$ 460,000         | \$ 455,664         | \$ 460,000         | \$ 429,299         |
| Covid-19 Appeal                       | -                  | 29,644             | -                  | -                  |
| Revenue Open                          | 26,000             | 18,851             | 40,000             | 47,413             |
| Bronwen's Garden                      | 9,000              | 6,060              | 9,200              | 3,870              |
| Revenue Flea Market                   | 20,000             | 3,455              | 80,000             | 52,137             |
| Accommodation                         | 52,000             | 32,238             | 92,000             | 95,688             |
| Revenue Interest                      | -                  | 1,695              | 1,000              | 1,809              |
| Congregational Events                 | 10,000             | -                  | 10,000             | 10,237             |
| Revenue - Other - UCW                 | -                  | -                  | -                  | 15,000             |
| Organ & Choir Concerts                | 4,000              | 1,500              | 4,000              | 4,000              |
| Government assistance                 | 35,000             | 96,695             | -                  | -                  |
| <b>Total Revenue</b>                  | <b>616,000</b>     | <b>645,802</b>     | <b>696,200</b>     | <b>659,453</b>     |
| <b>Expenditures</b>                   |                    |                    |                    |                    |
| <b>Personnel</b>                      |                    |                    |                    |                    |
| Salaries & contracted services        | 423,000            | 413,413            | 425,000            | 398,293            |
| Benefits                              | 71,000             | 66,941             | 66,000             | 65,425             |
| Staff Education                       | 7,000              | 1,775              | 7,000              | 10,879             |
| Staff Expenses                        | 7,000              | 2,797              | 8,000              | 8,018              |
| <b>Personnel total</b>                | <b>508,000</b>     | <b>484,925</b>     | <b>506,000</b>     | <b>482,615</b>     |
| <b>Administration</b>                 |                    |                    |                    |                    |
| Office Supplies                       | 16,000             | 10,861             | 16,000             | 16,660             |
| Sanit. Water & Tax                    | 30,000             | 27,588             | 33,000             | 25,918             |
| Insurance - Building                  | 25,000             | 20,214             | 20,500             | 16,957             |
| Repairs & Maint. incl parking         | 22,000             | 21,563             | 20,000             | 24,412             |
| Janitorial Services                   | 27,500             | 26,918             | 32,000             | 27,366             |
| Miscellaneous                         | 7,000              | 2,705              | 7,000              | 7,418              |
| Bank Charges & Interest               | 5,500              | 6,328              | 5,500              | 6,361              |
| Stewardship                           | 6,000              | 6,000              | 6,000              | 6,047              |
| Capital Replacement Fund              | 20,000             | 20,000             | 20,000             | 20,000             |
| <b>Administration total</b>           | <b>159,000</b>     | <b>142,177</b>     | <b>160,000</b>     | <b>151,139</b>     |
| <b>Worship</b>                        |                    |                    |                    |                    |
| Worship Salaries                      | 26,200             | 28,105             | 26,200             | 25,875             |
| Choir Music                           | 500                | 1,670              | 500                | 682                |
| Guest Musician                        | 2,400              | 675                | 2,400              | 1,925              |
| Worship Miscellaneous                 | 3,600              | 1,852              | 3,600              | 4,363              |
| Faith Formation                       | 5,000              | 641                | 5,000              | 7,809              |
| <b>Total Worship</b>                  | <b>37,700</b>      | <b>32,942</b>      | <b>37,700</b>      | <b>40,654</b>      |
| <b>Membership &amp; communication</b> | <b>6,750</b>       | <b>6,285</b>       | <b>6,750</b>       | <b>7,354</b>       |
| <b>Pacific Region assessment</b>      | <b>-</b>           | <b>33,718</b>      | <b>33,750</b>      | <b>33,719</b>      |
| <b>Other</b>                          | <b>4,500</b>       | <b>1,489</b>       | <b>4,500</b>       | <b>2,828</b>       |
| <b>Total Expenditures</b>             | <b>715,950</b>     | <b>701,536</b>     | <b>748,700</b>     | <b>718,309</b>     |
| <b>General Fund Deficit</b>           | <b>\$ (99,950)</b> | <b>\$ (55,734)</b> | <b>\$ (52,500)</b> | <b>\$ (58,856)</b> |

## West Vancouver United Church

Outreach - All Funds

For the year ended December 31, 2020

### General Fund

|                   |        |
|-------------------|--------|
| Outreach Observer | \$ 995 |
|-------------------|--------|

### United Church Women

|                                  |               |
|----------------------------------|---------------|
| United Church of Canada M&S      | 3,360         |
| First United sandwich program    | 253           |
| VST student aid                  | 2,000         |
| First United Church              | 6,000         |
| WISH                             | 1,000         |
| North Shore Crisis Centre        | 1,500         |
| Vancouver Burrard Longhouse      | 1,000         |
| Mission to Seafarers             | 500           |
| Project Samuel                   | 1,000         |
| Spectrum Mothers Support Society | 1,000         |
| Harvest Project                  | 1,000         |
| West Vancouver Seniors' Centre   | 2,000         |
|                                  | <u>20,613</u> |

### Outreach & Other

|                          |               |
|--------------------------|---------------|
| Refugee Sponsorship      | 244           |
| Food Card expense        | 900           |
| First United Church      | 500           |
| Northwood Hospice        | 15,000        |
| Refugee assistance       | 16,892        |
| Dundarave Christmas Tree | 120           |
| Rent assistance          | 500           |
|                          | <u>34,156</u> |

### Endowment

|   |               |
|---|---------------|
| North Shore ConneXions Society              | 3,050         |
| North Shore Disability Resource Centres     | 1,000         |
| CAP Network - Village of Love               | 2,500         |
| North Shore Restorative Justice Society     | 1,500         |
| North Shore Crisis Centre                   | 4,500         |
| Camp Kerry                                  | 2,000         |
| West Vancouver Secondary School scholarship | 1,000         |
| Sentinel Secondary scholarship              | 500           |
| Cinderella Project                          | 2,000         |
| Kamloops United Church                      | 2,000         |
|   | <u>20,050</u> |

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>\$ 75,814</b> |
|--------------|------------------|

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# Financial statements of West Vancouver United Church

December 31, 2020

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|   |        |
|---|--------|
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**INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT****To the Congregation of the West Vancouver United Church**

We have reviewed the accompanying financial statements of the West Vancouver United Church that comprise the statement of financial position as at December 31, 2020 and the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagement is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted audit standards. Accordingly, we do not express an audit opinion on these financial statements.

**Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the West Vancouver United Church as at December 31, 2020, and the results of its operations and change in fund balances and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



February 17, 2021

Baker &amp; Company, Chartered Professional Accountant, West Vancouver, B.C.

# West Vancouver United Church


## Statements of financial position


As at December 31, 2020

|  |       | General<br>Fund | Capital<br>Asset Fund<br>(Note 7) | United<br>Church<br>Women | Outreach<br>and<br>Other | Caring<br>Ministry<br>Fund | Permanent<br>Trust Fund<br>(Note 6) | Endowment<br>Fund<br>(Note 6) | Next 100<br>Fund<br>(Note 6) | December 31<br>2020 | December 31<br>2019 |
|--|-------|-----------------|-----------------------------------|---------------------------|--------------------------|----------------------------|-------------------------------------|-------------------------------|------------------------------|---------------------|---------------------|
|  | Notes | \$              | \$                                | \$                        | \$                       | \$                         | \$                                  | \$                            | \$                           | \$                  | \$                  |
| <b>Assets</b>                            |       |                 |                                   |                           |                          |                            |                                     |                               |                              |                     |                     |
| Current assets                           |       |                 |                                   |                           |                          |                            |                                     |                               |                              |                     |                     |
| Cash and term deposits                   |       | 212,590         | 164,738                           | 51,010                    | 173,824                  | 62,395                     | (124,931)                           | 4,531                         | 80,447                       | 624,605             | 402,398             |
| GIC                                      |       | —               | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | —                   | 101,746             |
| Accounts receivable                      |       | 13,940          | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | 13,940              | 5,657               |
| Prepaid expenses                         |       | 4,303           | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | 4,303               | 4,725               |
|  |       | 230,834         | 164,738                           | 51,010                    | 173,824                  | 62,395                     | (124,931)                           | 4,531                         | 80,447                       | 642,848             | 514,526             |
| Loan receivable-secured                  | 3     | 200,000         | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | 200,000             | 200,000             |
| Investments                              |       | —               | —                                 | —                         | —                        | —                          | 1,402,065                           | 621,319                       | —                            | 2,023,384           | 1,974,505           |
| Property and equipment                   | 4     | —               | 1,103,908                         | —                         | —                        | —                          | —                                   | —                             | —                            | 1,103,908           | 1,207,130           |
|  |       | 430,834         | 1,268,645                         | 51,010                    | 173,824                  | 62,395                     | 1,277,134                           | 625,850                       | 80,447                       | 3,970,139           | 3,896,161           |
| <b>Liabilities</b>                       |       |                 |                                   |                           |                          |                            |                                     |                               |                              |                     |                     |
| Current liabilities                      |       |                 |                                   |                           |                          |                            |                                     |                               |                              |                     |                     |
| Bank loan                                | 5     | 50,000          | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | 50,000              | —                   |
| Accounts payable and accrued liabilities | 9     | 49,865          | —                                 | —                         | 35,500                   | —                          | —                                   | —                             | —                            | 85,365              | 93,466              |
| Deferred contributions                   | 12    | 50,000          | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | 50,000              | 50,000              |
|  |       | 149,865         | —                                 | —                         | 35,500                   | —                          | —                                   | —                             | —                            | 185,365             | 143,466             |
| <b>Net assets</b>                        |       |                 |                                   |                           |                          |                            |                                     |                               |                              |                     |                     |
| Capital assets                           |       | —               | 1,103,908                         | —                         | —                        | —                          | —                                   | —                             | —                            | 1,103,908           | 1,207,130           |
| Restricted assets                        |       | —               | 164,738                           | 51,010                    | 138,324                  | 62,395                     | 1,277,134                           | 625,850                       | 80,447                       | 2,399,898           | 2,264,596           |
| Unrestricted assets                      |       | 280,969         | —                                 | —                         | —                        | —                          | —                                   | —                             | —                            | 280,969             | 280,969             |
|  |       | 280,969         | 1,268,645                         | 51,010                    | 138,324                  | 62,395                     | 1,277,134                           | 625,850                       | 80,447                       | 3,784,774           | 3,752,695           |
|  |       | 430,834         | 1,268,645                         | 51,010                    | 173,824                  | 62,395                     | 1,277,134                           | 625,850                       | 80,447                       | 3,970,139           | 3,896,161           |

The accompanying notes are an integral part of the financial statements.

Approved by

  
Chair

  
Treasurer

# West Vancouver United Church

## Statements of operations and changes in fund balances

Year ended December 31, 2020

|   | General Fund    | Capital Asset Fund (Note 7) | United Church Women | Outreach and Other | Caring Ministry Fund | Permanent Trust Fund (Note 6) | Endowment Fund (Note 6) | Next 100 Fund (Note 6) | Year ended December 31, 2020 | Year ended December 31, 2019 |
|---|-----------------|-----------------------------|---------------------|--------------------|----------------------|-------------------------------|-------------------------|------------------------|------------------------------|------------------------------|
| Note  | \$              | \$                          | \$                  | \$                 | \$                   | \$                            | \$                      | \$                     | \$                           | \$                           |
| <b>Receipts</b>   |                 |                             |                     |                    |                      |                               |                         |                        |                              |                              |
| Contributions   | 505,219         | —                           | —                   | 90,518             | 14,375               | —                             | —                       | —                      | 610,112                      | 529,570                      |
| Flea Market   | 3,455           | —                           | 55                  | —                  | —                    | —                             | —                       | —                      | 3,510                        | 88,582                       |
| Investment return                                       | 1,695           | —                           | —                   | —                  | —                    | 99,418                        | 44,464                  | 145                    | 145,722                      | 230,257                      |
| Government assistance                                   | 96,695          | —                           | —                   | —                  | —                    | —                             | —                       | —                      | 96,695                       | —                            |
| Other   | 33,738          | —                           | 786                 | 2,765              | 9,395                | —                             | —                       | —                      | 46,684                       | 145,777                      |
|   | <b>640,802</b>  | <b>—</b>                    | <b>841</b>          | <b>93,283</b>      | <b>23,770</b>        | <b>99,418</b>                 | <b>44,464</b>           | <b>145</b>             | <b>902,723</b>               | <b>994,185</b>               |
| <b>Expenditures</b>                                     |                 |                             |                     |                    |                      |                               |                         |                        |                              |                              |
| Worship and ministers                                   | 217,409         | —                           | —                   | —                  | —                    | —                             | —                       | —                      | 217,409                      | 235,804                      |
| Amortization of capital assets                          | —               | 105,965                     | —                   | —                  | —                    | —                             | —                       | —                      | 105,965                      | 109,789                      |
| Caring Ministry   | 25,135          | —                           | —                   | —                  | 4,224                | —                             | —                       | —                      | 29,358                       | 34,570                       |
| Children/Youth/Family                                   | 65,827          | —                           | —                   | 1,400              | 16,144               | —                             | —                       | —                      | 83,371                       | 100,513                      |
| Occupancy costs   | 125,364         | —                           | —                   | —                  | —                    | —                             | —                       | —                      | 125,364                      | 129,803                      |
| Music and choir   | 93,585          | —                           | —                   | 8,000              | —                    | —                             | —                       | —                      | 101,585                      | 99,787                       |
| Outreach  | 995             | —                           | 20,613              | 34,156             | —                    | —                             | 20,050                  | —                      | 75,814                       | 59,297                       |
| Presbytery  | 33,718          | —                           | —                   | —                  | —                    | —                             | —                       | —                      | 33,718                       | 33,719                       |
| General and administration                              | 119,504         | —                           | 100                 | 50                 | 240                  | —                             | —                       | —                      | 119,894                      | 122,339                      |
|   | <b>681,536</b>  | <b>105,965</b>              | <b>20,713</b>       | <b>43,606</b>      | <b>20,608</b>        | <b>—</b>                      | <b>20,050</b>           | <b>—</b>               | <b>892,477</b>               | <b>925,622</b>               |
| <b>Excess (Shortfall) of receipts over expenditures</b> | <b>(40,734)</b> | <b>(105,965)</b>            | <b>(19,872)</b>     | <b>49,677</b>      | <b>3,163</b>         | <b>99,418</b>                 | <b>24,414</b>           | <b>145</b>             | <b>10,246</b>                | <b>68,563</b>                |
| Balance, beginning of year                              | 280,969         | 1,354,610                   | 57,882              | 86,647             | 59,232               | 1,233,450                     | 620,436                 | 59,469                 | 3,752,695                    | 3,617,671                    |
| Capital contributions                                   | —               | —                           | —                   | —                  | —                    | —                             | 1,000                   | 20,834                 | 21,834                       | 66,460                       |
| Transfers between funds                                 | 40,734          | 20,000                      | 13,000              | 2,000              | —                    | (55,734)                      | (20,000)                | —                      | —                            | —                            |
| <b>Balance, end of year</b>                             | <b>280,969</b>  | <b>1,268,645</b>            | <b>51,010</b>       | <b>138,324</b>     | <b>62,395</b>        | <b>1,277,134</b>              | <b>625,850</b>          | <b>80,447</b>          | <b>3,784,774</b>             | <b>3,752,694</b>             |

The accompanying notes are an integral part of the financial statements.

**West Vancouver United Church****Statements of cash flows**

Year ended December 31, 2020

|  | <b>December 31<br/>2020</b> | December 31<br>2019 |
|--|-----------------------------|---------------------|
|  | \$                          | \$                  |
| <b>Operating activities</b>                          |                             |                     |
| Excess of receipts over expenditures                 | <b>10,246</b>               | 68,563              |
| Amortization of property and equipment               | <b>105,965</b>              | 109,789             |
| Investment income, net of distributions              | <b>(48,879)</b>             | (93,327)            |
| Net change in non-cash working capital               | <b>(15,962)</b>             | 39,410              |
|  | <b>51,370</b>               | 124,435             |
| <b>Financing and investing activities</b>            |                             |                     |
| Capital Asset Fund contributions                     | —                           | 7,000               |
| Endowment Fund contributions                         | <b>1,000</b>                | —                   |
| Next 100 Fund contributions                          | <b>20,834</b>               | 59,460              |
| Net proceeds from bank loan                          | <b>50,000</b>               | —                   |
| Purchase of property and equipment, net of disposals | <b>(2,742)</b>              | (79,405)            |
|  | <b>69,091</b>               | (12,945)            |
| Net increase in cash                                 | <b>120,461</b>              | 111,490             |
| Cash and term deposits, beginning of year            | <b>504,144</b>              | 392,654             |
| <b>Cash and term deposits, end of year</b>           | <b>624,605</b>              | 504,144             |

The accompanying notes are an integral part of the financial statements.

## **1. Nature of operations**

West Vancouver United Church ("WVUC") is a congregation of the United Church of Canada. WVUC is an unincorporated not-for-profit organization and is a registered charity under the Income Tax Act.

During the year, the spread of COVID-19 severely impacted the world. In many countries, including Canada, organizations are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions and impact on operations of not-for-profit organizations. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions. The duration and extent of the impact of the COVID-19 outbreak, as well as the effectiveness of government and central bank responses, remains unclear at this time.

As a result of the COVID-19 pandemic, WVUC moved to on-line worship services, canceled the May and November Flea Markets and severely limited access to its building in accordance with public health orders. Each of these actions resulted in reduced revenue to WVUC.

During the year, WVUC initiated the following activities in response to the COVID-19 pandemic:

- Application and receipt of relief measures offered by the Federal Government under the Canada Emergency Wage Subsidy to avoid making lay-offs during the year;
- Application and receipt of an initial \$40,000 Canada Emergency Bank Account loan guaranteed by the Federal Government and an expansion loan of a further \$20,000; and
- Completion of a COVID-19 financial appeal to the congregation.

During the year, WVUC recorded revenue of \$86,695 under the Canada Emergency Wage Subsidy programs and a \$10,000 grant under the Canada Emergency Bank Account.

However, the COVID-19 pandemic creates uncertainty about the future which could include decreases in revenue, changes to assets and liabilities or an impact on future operations. As the situation is dynamic and the ultimate duration and magnitude of the impact on the economy are not known an estimate of the future financial effect on WVUC is not predictable at this time.

## **2. Significant accounting policies**

These financial statements have been prepared in accordance with Canadian Accounting Standards for not-for-profit organizations under Part III of the CPA Handbook. The Church records transactions using the accrual method of accounting.

### *Fund accounting*

WVUC follows the deferral method of accounting for contributions.

The General Fund accounts for WVUC's program delivery, maintenance of physical property and administrative activities.

The Capital Asset Fund reports the assets and amortization related to WVUC's property and equipment and funds reserved for capital projects and raised specifically for capital asset purchases. The funds reserved for capital projects include the funds raised by the Capital Campaign, funds specifically designated for capital purchases and the General Capital Fund established to cover capital items.

The United Church Women's Fund reports the assets, liabilities, revenues and expenses related to the activities of the United Church Women's Groups at WVUC.

Outreach and Other report assets and revenue raised for various outreach purposes.

## **2. Significant accounting policies (continued)**

### *Fund accounting (continued)*

The Caring Ministry Fund reports assets and revenues received specifically for the Caring Ministry at WVUC.

The Permanent Trust Fund reports resources contributed for endowment in perpetuity for WVUC, income earned on such resources and expenditures made by the Fund. Investment returns earned on resources of the Permanent Trust Fund is reported in the Permanent Trust Fund and can be used for the benefit of WVUC operations.

The Endowment Fund reports resources contributed for endowment in perpetuity for WVUC, income earned on such resources and expenditures made by the Fund. Investment returns earned on resources of the Endowment Fund is reported in the Endowment Fund for the provision of financial support to needs of the community.

The Next 100 Fund reports resources contributed for the long-term future of WVUC, income earned on such resources and expenditures made by the Fund. Capital is available for spending upon Board approval. Investment returns earned on resources of the Next 100 Fund is reported in the Next 100 Fund and can be used for the benefit of WVUC.

The Permanent Trust Fund, Endowment Fund and Next 100 Fund are collectively referred to as the Legacy Funds.

### *Property and equipment*

Purchased property and equipment are recorded at cost. Contributed property and equipment are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives, which are as follows:

|                              |    |       |
|------------------------------|----|-------|
| Christian education building | 40 | years |
| Computer equipment           | 5  | years |
| Furniture and equipment      | 20 | years |
| Organ                        | 50 | years |
| Parking lot                  | 5  | years |
| Pianos                       | 20 | years |
| Sanctuary                    | 40 | years |
| Stained glass windows        | 20 | years |
| Bronwen's garden             | 25 | years |
| Audio visual equipment       | 10 | years |

Amortization expense is reported in the Capital Asset Fund.

### *Revenue recognition*

Unrestricted contributions are recognized as receipts of the appropriate fund when received or receivable. Restricted contributions are recognized as receipts of the appropriate fund in the year in which the related expenses are incurred. Revenue from the flea market is recognized when received.

Capital Contributions for the Permanent Trust Fund, the Capital Asset Fund, the Endowment Fund and the Next 100 Fund are recognized as direct increases in the respective funds.

Investment returns earned on the Permanent Trust Fund, Endowment Fund and the Next 100 Fund resources are recognized as revenue of the respective Fund. Other investment income is recognized as revenue of the General Fund when earned.

## **2. Significant accounting policies (continued)**

### *Financial Instruments*

Financial Instruments are recorded at fair value and amortized cost. (See Note 13)

### *Contributed services*

Volunteers contribute a significant amount of time and expertise to assist WVUC in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

### *Use of estimates*

The preparation of financial statements in accordance with Canadian Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at December 31<sup>st</sup> and the reported amount of receipts and disbursements during the year. These estimates are reviewed periodically and adjusted in the year in which they become known. Actual results could differ from the estimates.

## **3. Loan Receivable**

The Church has funds designated by the Board for housing assistance for our ministers. In 2015, the Church advanced \$200,000 for the purchase of the Minister's home. This loan receivable is secured against the Minister's residence, without interest. A taxable benefit is assessed for tax purposes.

## **4. Property and equipment**

The building and contents are insured for \$8,293,326 (2019 - \$8,293,326). The land and buildings are assessed at \$7,500,000 (2019 - \$7,482,000) for municipal tax purposes. The Church is exempt from municipal taxes.

|                              | <b>Cost</b>      | <b>Accumulated<br/>amortization</b> | <b>2020<br/>Net book<br/>value</b> |
|------------------------------|------------------|-------------------------------------|------------------------------------|
|                              | <b>\$</b>        | <b>\$</b>                           | <b>\$</b>                          |
| Land                         | <b>1,000</b>     | <b>—</b>                            | <b>1,000</b>                       |
| Bronwen's garden             | <b>135,138</b>   | <b>57,290</b>                       | <b>77,848</b>                      |
| Christian education building | <b>633,467</b>   | <b>389,317</b>                      | <b>244,150</b>                     |
| Computer equipment           | <b>37,580</b>    | <b>36,304</b>                       | <b>1,276</b>                       |
| Furniture and equipment      | <b>412,206</b>   | <b>392,948</b>                      | <b>19,258</b>                      |
| Organ                        | <b>523,885</b>   | <b>229,538</b>                      | <b>294,347</b>                     |
| Parking lot                  | <b>28,131</b>    | <b>28,131</b>                       | <b>—</b>                           |
| Pianos                       | <b>86,952</b>    | <b>77,929</b>                       | <b>9,023</b>                       |
| Sanctuary                    | <b>1,005,470</b> | <b>654,064</b>                      | <b>351,406</b>                     |
| Stained glass windows        | <b>6,400</b>     | <b>6,400</b>                        | <b>—</b>                           |
| Audio visual equipment       | <b>225,416</b>   | <b>119,816</b>                      | <b>105,600</b>                     |
|                              | <b>3,095,645</b> | <b>1,991,737</b>                    | <b>1,103,908</b>                   |

#### 4. Property and equipment (continued)

|                              | Cost             | Accumulated<br>amortization | 2019<br>Net book<br>value |
|------------------------------|------------------|-----------------------------|---------------------------|
|                              | \$               | \$                          | \$                        |
| Land                         | 1,000            | —                           | 1,000                     |
| Bronwen's garden             | 135,138          | 51,883                      | 83,255                    |
| Christian education building | 633,467          | 373,479                     | 259,988                   |
| Computer equipment           | 36,270           | 34,604                      | 1,666                     |
| Furniture and equipment      | 412,206          | 372,337                     | 39,869                    |
| Organ                        | 523,885          | 219,058                     | 304,827                   |
| Parking lot                  | 28,131           | 28,131                      | —                         |
| Pianos                       | 86,952           | 73,582                      | 13,370                    |
| Sanctuary                    | 1,005,470        | 628,929                     | 376,541                   |
| Stained glass windows        | 6,400            | 6,400                       | —                         |
| Audio visual equipment       | 223,982          | 97,368                      | 126,614                   |
|                              | <b>3,092,901</b> | <b>1,885,771</b>            | <b>1,207,130</b>          |

#### 5. Bank loan

WVUC received a \$40,000 Canada Emergency Bank Account ("CEBA") loan from Coast Capital Credit Union guaranteed by the Federal Government on April 21, 2020. WVUC received an expansion CEBA loan of \$20,000 on December 30, 2020. These loans bear interest at a rate of 0% until December 31, 2022. The interest rate increases to 5% if the loan is not fully repaid by December 31, 2022. If the loan is repaid prior to December 31, 2022, the Federal Government will forgive \$20,000 of the \$60,000 received. WVUC intends to repay this loan prior to December 31, 2022 and has recorded \$10,000 of the Federal Government grant in 2020.

#### 6. Legacy Funds

The assets of the Permanent Trust Fund are restricted in their use by the Permanent Trust Fund Declaration of Trust dated April 4, 1996. The assets of the Endowment Fund are subject to restrictions contained in the By-laws of WVUC. The assets of the Next 100 Fund are available for use as determined by the Official Board.

#### 7. Capital Asset Fund

The Capital Asset Fund contains funds reserved for specific capital projects as follows:

|                                  | 2020           | 2019    |
|----------------------------------|----------------|---------|
|                                  | \$             | \$      |
| Capital improvements and repairs | <b>154,738</b> | 137,481 |
| Worship Project                  | <b>10,000</b>  | 10,000  |
|                                  | <b>164,738</b> | 147,481 |

**8. Other receipts - General**

Other receipts includes rentals of \$32,238 (2019 - \$95,688), Pacific Spirit Children's Choir contribution of \$6,814 (2019 - \$26,169) and Choir contribution of \$1,500 (2019 \$4,000).

**9. Interfund transfers and internally restricted net assets**

All transfers between funds were approved by the appropriate administrative bodies. Included in accounts payable is \$29,774 (2019 - \$39,000) reserved for sabbaticals for the Ministers.

**10. Reconciliation of shortfall of receipts over expenditures - General Fund**

The Finance and Administration Committee of the Official Board reports the General Fund results to the Official Board including certain transfers received from, or made to, other funds. The presentation method adopted in these financial statements treats these items differently. A reconciliation of the shortfall of receipts over expenditures follows:

|   | <b>2020</b>     | 2019     |
|---|-----------------|----------|
|   | <b>\$</b>       | \$       |
| Shortfall of receipts over expenditures per Finance and Administration Committee Report | <b>(55,734)</b> | (58,856) |
| Add:  |                 |          |
| Capital replacement   | <b>20,000</b>   | 20,000   |
| United Church Women contribution to the COVID-19 Fund                                   | <b>(5,000)</b>  | —        |
| Shortfall of receipts over expenditures - General Fund                                  | <b>(40,734)</b> | (38,856) |

**11. Commitments**

An operating lease requires payment of \$264 per month plus taxes and expenses.

|      | <b>\$</b>    | \$    |
|------|--------------|-------|
| 2020 | <b>3,168</b> | 3,168 |
| 2021 | <b>2,640</b> | 2,640 |
| 2022 | —            | —     |
| 2023 | —            | —     |
| 2024 | —            | —     |

## 12. Deferred Contributions – General Fund

|                            | <b>2020</b>     | 2019      |
|----------------------------|-----------------|-----------|
|                            | <b>\$</b>       | <b>\$</b> |
| Balance, beginning of year | <b>50,000</b>   | 45,833    |
| Allocation to General fund | <b>(50,000)</b> | (45,833)  |
| Deferred contributions     | <b>50,000</b>   | 50,000    |
| Balance, end of year       | <b>50,000</b>   | 50,000    |

## 13. Financial instruments

The Church's financial assets and liabilities are as follows: Cash and investments are considered available for sale and are reported at fair value. Receivables, prepaids, payables, deferred contributions and loans payable are initially recorded at fair value and measured annually at amortized cost.

The Church's investments in publicly-traded securities exposes the Church to price risks as equity investments are subject to price changes in an open market.

All investments at December 31, 2020 in the Permanent Trust and Endowment Funds are lodged with the West Vancouver Community Foundation. Other investments were invested under the direction of the Permanent Trust Committee (refer to Permanent Trust Fund report). Professionally managed funds under administration are reported at fair market value including investment income, net of fees and expenses. During the year, the Permanent Trust reported a fair value increase of \$99,418 (2019 – \$157,962) and the Endowment Fund reported a fair value increase of \$44,465 (2019 – \$70,375).

The Church's management monitors, evaluates and manages the principal risks assumed with financial instrument as follows:

### *Interest Rate Risk*

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Church is exposed to interest rate risk to the extent that the interest rates are fixed on certain deposits.

### *Credit Risk*

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. Concentration of credit risk exists with respect to the Church's cash and term deposits which are held with a Provincial Credit Union and is 100% guaranteed by the Provincial Government. The Church's financial instruments are managed by various parties.

### *Liquidity Risk*

Liquidity risk is the risk that the Church will encounter difficulty in satisfying financial obligations as they become due. The Church manages its liquidity risk by forecasting cash flows from operations and anticipated investing and financing activities. The Church's objective in managing liquidity risk is to maintain sufficient readily available reserves in order to meet its liquidity requirements.

### **13. Financial instruments (continued)**

#### *Market Risk*

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate due to changes in market prices. Market risk comprises three types of risk; interest rate risk, foreign currency risk and other price risk. Risk management policies and systems are reviewed regularly to reflect changes in market conditions and the Church's activities.