

## **2022 Year-End Announcements**

Please note the following important instructions and requirements to help your parish and the diocese plan for the financial yearend and the new 2023 operating fiscal year.

### **2022 Year-End Remittances**

**PLEASE NOTE** The final remittance date to the diocese **for payroll remittance, insurance and apportionment for 2022** is **January 30, 2023.**

### **2022 Annual Financial Return** (In Excel and manual version)

We are again requesting each congregation to ***report in a google document on our website under Admin/Finances Resources - 2022 Year-End Forms the 4 key operating costs*** for apportionment purposes. This reporting process will improve time and efficiency in compiling all important financial cost returns. The complete annual financial return document for 2022 is still required for submission for our files and questions. Please submit this return by **February 28, 2023.** It can be uploaded to the secure diocesan portal with your other year-end documents – <https://portal.diohuron.org/year-end-documents/> or mailed to Huron Church House. This return is very important for determining the allocation of our future year 2024 apportionment budget based on the 2022 apportionable, operating expenses of your congregation.

### **Promotion of Pre-Authorized Withdrawals/Credit Card Givings**

Please be reminded that the Diocese can facilitate regular, automatic parishioner givings to support your church financially through monthly, preauthorized bank withdrawals and credit card transactions. This can help to facilitate regularized cashflow for your church, especially if attendance is limited or sporadic.

Please be reminded that the cost of credit card transactions, due to the larger processing costs in our diocesan budget, will be charged back to churches. Please contact Accounting Services to initiate these services @ [accounting@huron.anglican.ca](mailto:accounting@huron.anglican.ca)

### **Insurance Renewal for 2023**

The diocese is in the midst of approving a renewal for our churches and diocese for 2023 for protection coverage. There will be a significant increase in the insurance premium for 2023. Each parish will be receiving an invoice from the insurance broker. This invoice must be paid to the broker by **February 28, 2023.** If you are unable to pay by this date, it is very important that you contact Church

House by February 17, 2023. We are offering to arrange a loan to the parish at the rate of 4.5% to be paid by the end of 2023 in monthly installments which will be automatically debited from the parish bank account. As the challenge of having to go to the only remaining carrier that would insure our Church, we continue to review and explore insurance options. The Insurance sub-committee's main priority in 2023 is to find possible insurance solutions for our churches.

### **Parish Apportionment Budget for 2023**

The apportionment to churches for 2023 has been approved at Diocesan Council on December 9, 2022. There is an overall budget decrease of 3.6% or \$112,000 from the 2022 budget. Please review the apportionment for your parish as it has changed since the draft was posted. Each individual parish might not see a decrease in the apportionment amount due to some increases of expenditures for the parish and a reduction of parishes overall.

The page can be found using the link below:

<https://diohuron.org/resources/admin-finance-resources/pages/2023-budget-and-apportionment>

### **Investment Income Payout Return for 2023**

The investment income payout for 2023 for parish trust funds is to increase to 4.5%, as was approved by Diocesan Council on December 9, 2022. The income distribution is a function of this rate of 4.5% of the product of the units invested at the blended, quarterly revised market value unit rate for the year.

### **Non-Diocesan Trust Fund Report for 2023**

Please complete the Non-Diocesan Trust Fund Google Form for your parish as of December 31, 2022. This will give an accurate picture of the financial returns for the Canadian Church Statistics. This form should be completed even if the parish does not have investments that are not with the Diocese. The link to the form can be found on the website under Resources in the Finance/Admin link, under 2022 Year End Forms & Documents.

The form can be found using the link below:

<https://forms.gle/9Z72vnYe8MbM8tNFA>

### **Synod Delegate Fee**

The fee for Synod for 2023 is set at \$150/delegate as planning is underway for an in-person Synod gathering again.

### **2023 Certificate of Elections**

The 2023 Certificate of Election form has been changed to a generic form that is a fillable PDF. If you have any questions about how to use this form or have any difficulties, please contact Kyle Gascho at [kgascho@huron.anglican.ca](mailto:kgascho@huron.anglican.ca). If you have any questions regarding the positions listed or filling in this form, please contact Sarah Chase at [schase@huron.anglican.ca](mailto:schase@huron.anglican.ca).

On the form, please only fill in the information that has changed since last year. If there have been no changes to a position, click the checkbox beside the position, and leave the section blank.

The Certificate of Election form can be found at the link below:

<https://tithely-media-prod.s3.us-west-1.wasabisys.com/209582/COE---Fillable-PDF.pdf>

### **2022 Year-End Documents**

The following Year-End documents are to be completed and submitted to the Diocese by no later than **February 28, 2023**.

- 2023 Certificate of Election
- Annual Vestry Report
- 2022 Annual Financial Return
- 2022 Parish Statistical Form (online)
- 2022 Trust Fund Form (online)
- Safe Church Annual Compliance Report

These forms are to be uploaded to the secure diocesan portal at <https://portal.diohuron.org/year-end-documents/> or mailed to Huron Church House. We will **NOT** be accepting the aforementioned documents by email this year.