



(see [www.diohuron.org](http://www.diohuron.org) under Resources/ Admin/Finances Resources)

Please note the following important information to help your parish and the diocese plan for the financial year-end and the new 2025 operating fiscal year.

### Summary of Financial Related Deadlines

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| <input type="checkbox"/> January 24 <sup>th</sup> , 2025 | Last day for 2024 apportionment payments.                  |
| <input type="checkbox"/> March 31, 2025                  | Submission of Annual Financial Return                      |
| <input type="checkbox"/> June 30 <sup>th</sup> , 2025    | Charity Information Return due to CRA                      |
| <input type="checkbox"/> 15 <sup>th</sup> of each month  | Cut off for payroll changes to be processed on monthly pay |
| <input type="checkbox"/> 5 <sup>th</sup> of each month   | Cut off for PAG changes for the 10 <sup>th</sup>           |
| <input type="checkbox"/> 20 <sup>th</sup> of each month  | Cut off for PAG changes for the 20 <sup>th</sup>           |
| <input type="checkbox"/> 10 <sup>th</sup> of each month  | Cut off for PAG changes for the 15 <sup>th</sup>           |

## **1. 2025 Compensation Sheets for Clergy & Lay Staff**

**A new compensation form is needed for all lay staff and clergy. Forms can be found under 2025 Documents and Forms [here](#).** Completed forms are to be emailed to [payroll@huron.anglican.ca](mailto:payroll@huron.anglican.ca) prior to the 15<sup>th</sup> of the month.

Please note that the minimum wage is \$17.20/hour. We encourage all parishes to pay a living wage. Information on a living wage for your area can be found at <https://www.ontariolivingwage.ca/rates>

Please see the Clergy Compensation Information, and the 2025 Minimum Stipend Schedule available [here](#) for further assistance with determining your cleric's compensation.

Diocesan Council recommends that clergy above minimum stipend and lay staff be given a 3.6% cost-of-living increase.

### **Calculating EI and CPP Costs**

A worksheet to assist with the calculation of statutory payroll costs can be found on the website.

## **2. 2024 Annual Financial Return**

The annual financial return can be found on the website [Annual-Financial-Return-2024.xlsx](#)

Please submit this return through the web portal by **March 31, 2025**. This return is very important for determining the allocation of our future year 2026 apportionment budget, which is based on the 2024 apportionable operating expenses of your congregation.

### **3. Parish Apportionment for 2025**

The apportionment to churches for 2025 was approved by the Diocesan Council on November 22, 2024. Information regarding the budget and individual apportionments can be found on the website at <https://diohuron.org/resources/admin-finance-resources/pages/2025-budget-apportionment> Please note that there have been changes to the apportionment figures since the draft figures were released.

### **4. Insurance Renewal for 2025**

Parishes will receive their invoices early in 2025. For more information, please contact Archdeacon Stephen McClatchie [smcclatchie@huron.anglican.ca](mailto:smcclatchie@huron.anglican.ca) or Helen Booth [hbooth@huron.anglican.ca](mailto:hbooth@huron.anglican.ca)

### **5. Investment Income Payout Return for 2025**

The investment income payout for 2025 for parish trust funds is 5%, as approved by Diocesan Council on November 22, 2024. The income distribution is a function of this rate of 5% of the product of the units invested at the blended, quarterly revised market value unit rate for the year. The [Final-2024-Investment-Report.pdf](#) outlines the 2024 investment returns and can be found on the website.

### **6. Synod Delegate Fee Change –** The fee for Synod for 2025 remains at \$150.

### **7. Pre-Authorized Withdrawals/Credit Card Givings**

The Diocese facilitates regular, automatic financial giving to support your church through monthly, preauthorized bank withdrawals or credit card transactions. This can help to facilitate a more regular cash flow for your church. Please find information regarding these options under [New PAG form Master - Bank.pdf](#) and [New PAG form Master - CC.pdf](#). please note that use of the standard form is encouraged to reduce errors.

**Please contact**

[Payroll@huron.anglican.ca](mailto:Payroll@huron.anglican.ca)  
[Finance@huron.anglican.ca](mailto:Finance@huron.anglican.ca)  
[Accounting@huron.anglican.ca](mailto:Accounting@huron.anglican.ca)

For inquiries regarding payroll and compensation  
For inquiries regarding Trust funds and donation  
For inquiries regarding billing, pre-authorized giving.

[Jdavison@huron.anglican.ca](mailto:Jdavison@huron.anglican.ca)

Director of Finance