

KNOX PRESBYTERIAN CHURCH

2024

Annual Report

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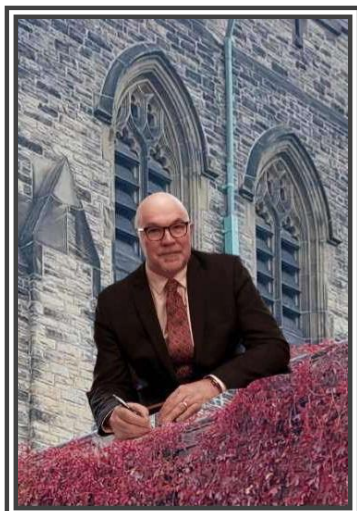
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*We are a Christian community seeking to grow in knowledge of Jesus Christ
and to live our lives as he teaches us.*

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Minister's Reflections

2024 was a year of faith and hope for our congregation. Before elaborating on some areas of faith and hope, perhaps it's good first to define those words. In a biblical sense, hope is more than wishful thinking or optimism. It's a confident expectation and trust in God's promises, rooted in faith. And faith, defined in Hebrews 11:1, is the 'assurance of things hoped for, the conviction of things unseen.' Here's how I saw glimpses of such faith and hope in 2024 within Knox Church.

Sunday Worship: For the first time since the pandemic, Sunday attendance began to draw closer to pre-COVID metrics, with the average number of in-person worshipers at Knox each Sunday consistently higher than the previous year. Thankfully, we still also offer online worship for people unable to attend in person, and we have a fairly consistent audience for both live attendance and archived services. Thank you to all who help make our worship services meaningful, including those offering gifts in music, reading, Sunday School, ushering, and greeting! If you ever feel like you'd like to review something from a Sunday worship service, check out our YouTube Channel: KnoxOttawa.

Next Generation: A growing number of university and college students and other young adults are becoming part of our community through Sunday attendance, volunteering in missional outreach, and contributing to the life of Knox. This is always a hopeful sign for any church, and it's a joy to participate in a faith community where a new generation of people are growing in faith, being given opportunity to flourish, and even taking up leadership roles. This is also a sign of God's faithfulness for the church, and my hope is that those of us who have been part of this church, perhaps for decades already, will continue to cheer on, equip, and empower the next generation.

Stewardship: A campaign to demonstrate increased transparency and accountability of funds required to meet all our expenses was held in 2024. Results so far demonstrate a modest increase of financial commitment and, with continuing efforts in this area of stewardship, I'm hopeful we'll see continued growth so we can expand our missional footprint. Stewardship can also include how we take care of and foster the resources we're blessed with, including the beautiful sanctuary and facility, plus strategic location of Knox Church. In 2024, stewardship of our facility and resources were undertaken through a summer clean-up, prioritizing restoration projects, and a growing group of volunteers working on maintenance projects both within and outside the church.

Both the narrative and financial sections of this Annual Report, while also portraying continuing signs of concern for Knox, include many additional glimpses of such hope and faith within our church. As you read, have faith and hope.

In the Spirit of Christ,
Pastor Jim

"May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit." Romans 15:13

Minutes of the Annual Meeting (ACM) held Sunday, April 21, 2024

1. Call to Order, Confirmation of Quorum and Opening Prayer

Pastor Jim Pot called the Annual Congregational Meeting (ACM) to order at 12:15pm. The ACM took the form of a hybrid meeting with approximately 35 people attending in-person, Office Administrator Marianne Rasmus on-line and two people present on-line.

Pastor Pot thanked all those who helped with the digital set-up for the meeting.

Clerk of Session Joan Coulter confirmed that quorum had been achieved.

Pastor Pot opened the meeting with prayer and welcomed everyone in attendance. He noted that there were a number of people who were attending their first ACM.

Pastor Pot explained the items on the agenda and the motion sheets that were distributed and the way in which the ACM would proceed.

2. Election of Meeting Secretary

Motion: Moved by Rob Notman seconded by Gord Richardson that Annie Coulter be elected Secretary of the ACM. Approved.

3. Approval of Agenda

Motion: Moved by Rob Notman and seconded by John H. Young that the agenda, as circulated, be approved. Approved.

4. In Memoriam – 2023

David Edwards: Born on June 8, 1943 and died at the age of 79 on April 21, 2023.

Memorial service was held on Monday May 1, 2023.

Jean Brimmell: Born on December 24, 1923 and died at the age of 99 on May 30, 2023.

Memorial service was held at Knox on Monday, June 12, 2023.

Marilyn Thomson: Died at the age of 93 on July 21, 2023.

Marilyn had moved to British Columbia where a private ceremony was held.

Elina Whilby: Born on April 1, 1976 and died on November 18, 2023 at the age of 46.

Memorial service was held at Jubilee Apostolic Church in Ottawa.

Jessie Pretty: Born on April 7, 1927 and died on December 2, 2023 at the age of 96.

Memorial service was held at Knox on Thursday, December 7, 2023.

Jim Neelin: Born on December 4, 1930 and died on December 7, 2023 at the age of 93.

Memorial service was held at Knox on Saturday, January 6, 2024.

5. Amendment of Minutes of the 2023 ACM

Motion: Moved by Susan Winkelaar Kingsbury and seconded by Rob Notman that the minutes of the annual meeting held on Sunday, April 23, 2023 be amended to correct the requested capital fund transfer from \$206,000 to \$218,000, in alignment with the 2023 budget presented at the meeting of the same date. Approved.

6. *Approval of the Minutes of the 2023 ACM*

Motion: Moved by Susan Winkelaar Kingsbury and seconded by Rob Notman that the minutes of the annual meeting held on Sunday, April 23, 2023 be approved. Approved.

7. *Report of the Clerk of Session*

Clerk of Session Joan Coulter noted the excitement within the congregation that has been growing with the addition of new people. Knox Ottawa is a welcoming, inclusive congregation. Joan expressed appreciation for Bill Rasmus (leading post-pandemic discussions), Greg Fyffe (coordinating stewardship review), Debbie Campbell and Jean Hage (retired chairs of the Guild), Grace Pot (overseeing maintenance of the Knox garden), Simon Pinsonneault (directing excellent music ministry at Knox), Aidan Elliot (performing digital magic with his team: Lauren Shupe, Mark Kandalaft and Susan Winkelaar Kingsbury), members of the Temporal Board (maintaining the building and overseeing the financial health of Knox), and Marianne Rasmus (administering office, rental and sundry other duties at Knox).

In addition, Pastor Jim was thanked for his guidance of the congregation. 2023 was a difficult year for Pastor Jim and family and the congregation of and the community around Knox stood with him. Through caring and compassion, Pastor Jim builds and maintains connections within the community of Ottawa, especially the Centretown area, as well as sharing his ministry with the congregation of Knox Church, Ottawa.

Joan also expressed the gratitude of the Session for the new volunteers who are filling voids in committees and teams.

Joan concluded her report by observing a renewed hope for the future of Knox.

Pat Wong thanked Joan for all that she does within the congregation. This sentiment was echoed by Pastor Pot.

8. *Acceptance of Reports*

Temporal Board Highlights

During 2023, the Temporal Board undertook the following capital projects: new Garden Courtyard door installation; high-security Wifi installed in the building; security containers for audio-visual equipment built in the Balcony; Nursery and Church Office renovations; remote-controlled blinds affixed to the upper windows in Geneva Hall; upgraded fire alarm control panel; and repair of roof leaks in Geneva Hall. A great deal of good work was completed in 2023. The Temporal Board continues to look after the building and the financial concerns of the congregation.

Motion: Moved by John H. Young and seconded by Gord Richardson that reports from Temporal Board, Kirk Session and all Committees be accepted. Approved.

9. *Treasurer's Report and Consideration of Financial Statements*

Pastor Jim thanked Susan Winkelaar Kingsbury for taking on the responsibilities of Interim Treasurer after the previous Treasurer resigned for personal reasons.

In a thorough review of the financial statements, Susan explained the various statements and reports.

Susan reiterated that 4% is taken from the Capital Fund and transferred to the General Fund for operating expenses each year.

Knox Ottawa has recognized an increase in rental income in 2023.

It was noted that the congregation is not meeting its operating budget through a decrease in weekly donations. This decrease has resulted from the deaths or relocation of significant donors.

Motion: Moved by Susan Winkelaar Kingsbury and seconded by Gord Richardson that the Knox 2023 Financial Statement be received as presented. Approved.

10. *Approval of 2024 Budget*

Treasurer Susan Winkelaar Kingsbury explained the items contained within the budget and the financial processes entailed in formulating the budget.

Temporal Board is looking into grants for capital funding for updating and upgrades to the building. \$10,000 has been budgeted for small capital expenses, including stained glass window repair and purchasing additional chairs for Geneva Hall.

There were concerns about capital projects not being undertaken due to funding issues and the aspect that the building should be maintained.

The review and amendment of the by-laws was addressed by Tom Burnie. Pastor Pot explained that it has been deferred due to other concerns within the responsibilities of the Temporal Board.

With the increase in rental groups within the building, liability insurance concerns were raised as the budgeted insurance expense has not increased considerably. Office Administrator Marianne Rasmus explained that all outside groups are required to show proof of insurance or to acquire insurance from a recommended insurer before the date of their events.

The upgrading of the organ will be addressed in a ten-year plan with consultation with the Director of Music.

Motion: Moved by Susan Winkelaar Kingsbury and seconded by Rob Notman that the budget for the 2024 financial year be approved and affirm that the balance of the Capital transfer

approved in 2023 (\$48,000) continues to be available to cover the operating deficit and capital expenses projected for 2024, as needed. Approved.

Many in attendance expressed a great deal of appreciation to Susan for her in-depth analysis and explanation of the budget as well as accepting the interim position of Treasurer.

11. Motion of Temporal Board Indemnity

Motion: Moved by Gord Richardson and seconded by Rob Notman that all actions, contracts, agreements, proceedings, and payments of money by the Temporal Board of Knox Presbyterian Church, Ottawa, during the 2024 financial year be approved. Approved.

12. Approval of Line of Credit

Office Administrator was asked about the cost of maintaining this line of credit and replied that there is a cost of \$100.00 per year.

Motion: Moved by Susan Winkelaar Kingsbury and seconded by Rob Notman that the Line of Credit be maintained at \$30,000 for the 2024 financial year to allow for extraordinary circumstances and expenses as needed. Approved.

13. Approval of Auditor

Motion: Moved by Susan Winkelaar Kingsbury and seconded by John H. Young that the accounting firm of Henry-Warren LLP be appointed to perform a Review Engagement of the 2024 financial year. Approved.

14. Election of Members to the Temporal Board

Susan Winkelaar Kingsbury requested those in attendance to consider joining the Board or nominating those for membership on the Board.

Motion: Moved by Rob Notman and seconded by Gord Richardson that Annie Coulter be elected as a member of the Temporal Board for a period of three years. Approved.

Motion: Moved by Phil Winkelaar and seconded by Joan Coulter that Kristopher Houston be elected as member of the Temporal Board for a period of three years. Approved.

15. Membership Status of Temporal Board

Knox By-Laws state the Temporal Board should have at least eight (8) members of which at least two (2) members should be members of Kirk Session; Board members can be elected to additional terms. Pending approval of the above motion, the list below demonstrates current membership of the Temporal Board, including their roles, year in which they each began service and number of years remaining of their current term.

Jim Pot (Acting Chair, Ex Officio)

Susan Winkelaar Kingsbury (Interim Treasurer, Session Representative, 2022, 1 year remaining)

Annie Coulter (Secretary, 2024, 3 years remaining)

Gordon Richardson (Maintenance, 2022, 1 year remaining)

Rob Notman (Human Resources, 1 year remaining)
John Young (Session Representative, 2020, 2 years remaining on 2nd term)
Kristopher Houston (2024, 3 years remaining)
Marianne Rasmus (Staff Resource, Ex Officio)

16. Adjournment

Motion: Moved by Annie Coulter and seconded by Rob Notman that the 2024 annual meeting adjourn at the hour of 1:55pm. Approved.

17. Benediction

In his benediction to close the ACM, Pastor Pot expressed his love of being the minister of the Knox Ottawa congregation. It is heartwarming to see new faces in the congregation and how these new people are stepping into roles in the congregation. In addition, Pastor Jim appreciates the ways that people volunteer in order to have Knox flourish.

Pastor Pot closed the meeting with prayer.



Special Congregational Meeting Sunday, December 8, 2024

Purpose of Meeting: Seeking Congregational Support for a Capital Fund Transfer for Church Tower Restoration

Once it was decided that there were sufficient quorum numbers, both in the Sanctuary and on-line to conduct the meeting, Rev. Jim Pot opened the meeting in prayer.

Motion: Moved by Pat Wong and seconded by Greg Fyffe that Annie Coulter be appointed Secretary of the Special Meeting. Approved.

Temporal Board Chair Kristopher Houston introduced the reason for the meeting: to restore the tower on the corner of Elgin and Lisgar Streets. Several years ago, during an envelope study of the building, it was determined that the tower was deteriorating and required restoration. The consulting engineering firm of John G. Cooke and Associates Consulting Engineers (JCAL) was contracted for said purpose. A follow-up visit by personnel of JCAL in 2024 noted that restoration should commence as soon as possible. JCAL prepared the necessary documents to solicit bidders for the project. After these documents were made available to prospective bidders, five bidders submitted estimates. With the recommendation of JCAL, a successful bidder was approved in the amount of approximately \$120,000.00 (including contingency considerations).

To complete this project, a transfer from the Capital Fund may be necessary. JCAL, on behalf of Knox Church, has applied for a Heritage Ottawa Grant and is in process of review. The decision-making should be completed by a committee of Ottawa Council and Ottawa Council. If Knox Church is successful in receiving a grant from Heritage Ottawa, the amount of funding from the Capital Fund may be greatly reduced.

This is the first of many capital projects that will require completion in the future, but this project is of immediate and utmost importance.

There were some questions from those in attendance regarding the Heritage Ottawa Grant that were answered by Temporal Board Chair Kristopher Houston, Treasurer Susan Winkelaar-Kingsbury and Rev. Jim Pot. Other positive comments supporting the decision of the Temporal Board to commence with this project were forthcoming during the meeting.

Motion: Moved by Susan Winkelaar-Kingsbury and seconded by Kris Houston that Temporal Board be approved to withdraw an amount of up to \$120,000.00 from the Capital Fund, to pay for the Tower Restoration project, this amount to be reduced by the amount of grant funding received from the City of Ottawa Heritage Property Grant Program. Approved.

Before adjourning the meeting, the appreciation of the congregation and Temporal Board was expressed to Cy Aiken for his ongoing stewardship of this and many other capital projects of Knox Church.

Motion to adjourn: Moved by Peter Campbell and seconded by Kris Houston that the meeting be adjourned. Approved.

The Kirk Session

As a church in the downtown of Canada's capital, we have a special privilege and responsibility as we seek to live out our Christian faith. As I reflect on the year at Knox, I start with thankfulness for the leadership of Pastor Jim Pot. We are blessed to be led by our compassionate and caring minister, who is deeply committed to the ministry and mission of our church.

Welcoming all to Knox – Throughout 2024, we continued to work to ensure we are a welcoming and inclusive congregation for all. We are thrilled that many new people have begun to attend Knox in recent years and want to ensure that all who connect with our congregation feel the warmth and acceptance of our Christian community of faith. As the banner on our website proclaims: “We strive to lead with love... offering acceptance, affirmation, respect and a welcome to all, understanding that diversity is God's creation.” We encourage everyone to help others feel at home and supported at Knox, whether in an “official” volunteer role such as greeting or serving at coffee hour, or talking with others in the pews or at coffee hour. Wearing a name tag can also help us get to know one another better. New mailboxes beautifully constructed by Ben Spilak were mounted in Geneva Hall this year to hold name tags and notes.

Events and outreach – Over the year Knox welcomed the congregation and wider community to many special events and continued to care for others through outreach activities. On January 26, more than 120 people enjoyed a Robbie Burns dinner in Iona Hall with traditional foods and presentations plus live music. Funds were raised for Out of the Cold through an appeal at the dinner. In February, the Sunday School hosted a chili lunch, with help from many volunteers who provided pots of chili and other foods. On March 6, Knox hosted *Prayers and Songs for Peace in Gaza*, described by the people from multiple Christian denominations who led it as “an ecumenical gathering of Christian songs and prayers expressing concern, lament and hope for everyone affected by the war in Gaza.” Approximately 150 people attended in person and many more have viewed the recording on the Knox website. On June 1 and 2, Knox participated once again in Ottawa's *Doors Open* event, inviting the community to visit the sanctuary and learn about the architecture, stained glass windows and history of Knox. During PRIDE celebrations in August, Knox and other Presbyterian congregations set up a display and interacted with participants to show that all are welcome at our churches. We began the fall season with a *Welcome Back* lunch, attended by more than 90 people, at which everyone was encouraged to mix and mingle and get to know one another better. On December 1, a special afternoon service titled *The Gifts of Advent* was held, with the themes of hope, peace, joy and love shared through word, choir, organ and carols. In mid-December, elders and other volunteers visited twenty people of our congregation who are unable to attend services on a regular basis due to distance or health, and delivered a box of Christmas cookies, a card and an ornament made by the Sunday School. After Christmas Eve services, many people enjoyed being able to stay to chat in Geneva Hall at a special coffee time. Our Out of the Cold program, now in its 30th year, continued to be supported by volunteers and donors from Knox and the wider community, providing a hot dinner and fellowship to people in need each Saturday from November to April.

Looking at priorities and capacity – This year was also a time for Knox Session to reflect on some long-time activities that were becoming increasingly difficult to sustain and consider how our activities relate to our church mission. In December 2023, Knox Guild co-convenors Debbie Campbell and Jean Hage stepped down after many years of dedicated service providing leadership for a wide variety of initiatives. With their assistance, Session asked the congregation to complete a survey about their interest in and suggestions for community-building and fundraising events organized by the Guild in the past, such as the fall bazaar and evenings with a speaker. Input from the survey is helping us focus on priority activities, and people of Knox are encouraged to share ideas and let us know if they are interested in

leading or helping with events. Session also considered the challenge, faced by many churches, to find volunteers to host receptions following funerals. After consideration of many options, the difficult decision was made that funeral receptions may continue to take place at Knox, but a caterer, family members or friends must take responsibility for the reception, other than setting out chairs and tables.

Pastoral Internship – Knox was blessed to have William Burr, a student at the Vancouver School of Theology and former member of Knox, spend a ten-week pastoral internship with us this spring. Will shared his skills, compassion and enthusiasm as he explored various aspects of ministry. He began by shadowing Pastor Jim and gradually took on a variety of leadership roles including preaching, prayers, Children’s Time, Jazz Vespers, Bible study and pastoral care visits. We pray for Will as he completes his studies and considers options for the future.

Staffing – Student interns who began in Fall 2023 continued for the winter and fall terms in 2024. Nelani Colletti assisted with Sunday School and music for worship and retirement home services, and Mark Kandalaft with digital ministry and Children’s Time. New intern Adrian Colletti joined in the Fall of 2024, assisting with Sunday School and communications. Adrian and Mark also worked together to organize activities for young adults. Aidan Elliot continued to coordinate Knox’s audio-visual and live-stream capabilities and services as Digital Ministry Assistant until June 2024, when Mark Kandalaft took over on a contract basis for the summer. Aidan continued as a volunteer member of the team in the fall, with Mark as intern and Susan Winkelaar Kingsbury who volunteered throughout the year.

Music -- Simon Pinsonneault continued as our organist and choir director, sharing his musical gifts and his deep commitment to worshipping and praising God through music. Caroline Johnston continued to lead choir practices and conduct anthems throughout the year, but we sadly accepted her request to take a leave of absence at the end of 2024. Section leads are Sharon Keenan (soprano), Kristin Ranshaw (alto), Richard Hardy (tenor) and Zhenglin Liu (bass). Last but definitely not least are the many volunteer singers who fill out each of the sections of the choir. Many thanks to Simon and every member of the choir for their commitment to practising at home, arriving early each Sunday morning for rehearsal, and bringing the joy and meaning of their music to our services.

Temporal Board – Kris Houston, who became a member of Knox in 2024, accepted the major role of chair of our Temporal Board, a group of volunteers who oversee the finances, property and human resources of Knox. He has brought energy and vision to the role, and we thank him for his commitment. Susan Winkelaar Kingsbury accepted to serve a three-year term as Treasurer after stepping in on an interim basis.

Elders of Knox – Session is composed of seventeen active elders, listed below. Knox mourned the death in May of retired elder Gladys Cameron, a caring and committed woman who was actively involved in all aspects of our mission and ministry throughout her many years at Knox. Bruce Lauer retired elder and former Clerk of Session, and his wife Vivian have transferred to St. Andrew’s Stittsville where many of their children and grandchildren attend. They continue to volunteer with Out of the Cold at Knox.

Looking to the future – Over the past year, we have seen growth and engagement at Knox, as new people of all ages come to worship and serve God with us. We have continued to consider our gifts and goals and adapt as needed to meet the changes in our church and the world around us. The many aspects of our Knox ministry and mission named above, and the countless other ways in which the people of Knox support and care for those in our congregation and beyond, are a testament to our commitment to living out our Christian faith. I look ahead with hope, and faith, to our future together.

Submitted by Joan Coulter, Clerk of Session and Roll Clerk

Session Membership and Congregational Statistics

Active Elders (Year elected)

Jen Buie (2018)	Robert Hage (1991)	Carol Spendlove (2018)
Kristine Burr (2015)	Susan Kingsbury (2021)	Susan Williams (2018)
Debra Campbell (2018)	Donald MacLean (2007)	Phil Winkelaar (1998)
Joan Coulter (2015)	Hélène Marchand (2018)	Patricia Wong (2003)
Gregory Fyffe (1985)	Elsbeth Paulin (2007)	John Young (2015)
Jean Hage (2015)	Donald Ross (1970)	

Elders on Leave (L) or Retired (and continuing to be connected to the Knox community)

Heather Anderson (1998) (L)	Catherine Bonnell (1991)	<u>Died in 2024</u>
Margot Ashfield (1992) (L) Helen Beck (2003)	Barb Grisdale (2021)	Gladys Cameron (1976)
Jo Bollman (1976)	Michael Lambert (2021) (L)	<u>Transferred membership</u>
	Scott Munro (1991)	Bruce Lauer (1998)

Deaths during 2024 (E = Elder; M = Member; A = Adherent)

Cliff Brimmell (A)
 Gladys Cameron (E)
 David Martin (A)
 Queenie MacRae (A)
 Margo Jarvis (M)

Session Statistics

	2024	2023
Members added to the roll		
By profession of faith	4	2
By confirmation		
By transfer	1	12
Total Added	5	14
Members removed from the roll		
By revision of the roll		6
By transfer/move	5	6
By death	2	4
Total Removed	7	16
Members on the roll as of December 31	142	144
Adherents	92	89
Children (age 3 - 15)	9	8
Total Congregation	244	241

Temporal Board

2024 saw a number of changes to the board, with a number of larger projects set in motion for completion and planning in 2025.

Board Personnel:

The Temporal Board underwent several transitions in 2024. The year began with Pastor Jim Pot continuing as Acting Chair, but in June, Kristopher Houston joined the board and was officially appointed Chair, with a succession plan that ensured continuity. Susan Winkelaar Kingsbury was confirmed as Treasurer, and Aidan Elliot joined the board. Continuing from 2023 were Annie Coulter (Secretary), Rob Notman, Gordon Richardson, and John Young. Cy Aiken, while no longer part of the board, continues to provide support for large projects like the Tower Restoration project.

While our numbers have recovered from 2023, we will be unable to cycle out board members as is customary without more willing volunteers.

Infrastructure and Facility Management:

The Board focused on significant maintenance and restoration efforts, including:

- **Tower Restoration Project:** Planning and approval processes progressed, with JCAL Consulting Engineers and Solid Masonry engaged. Work is set to begin in May 2025.
- **Boiler Issues:** Persistent leaks and water loss required investigation, leading to discussions about long-term solutions and maintenance contracts.
- **Chancel Railing Installation:** Proposals were sought from contractors, with continued evaluation into 2025.
- **Security Enhancements:** Following a break-in, security measures were reviewed, including the installation of a fiberglass grate and updated door locks.
- **Geneva Hall and Premises Repairs:** Painting, minor repairs, and improved maintenance tracking were implemented to enhance facility conditions.
- **New Kitchen Countertops:** New stainless steel countertops were procured and installed in the Iona Hall kitchen with funding from a city grant applied for by the Out of the Cold program.
- **Organ Repairs:** Emergency repairs were conducted, and long-term restoration funding is under discussion.
- **General Maintenance:** Thanks to tireless work from various volunteers, this year saw the shrinking of our maintenance task list and the formation of a more stable “Maintenance Group”.

Finances and Stewardship:

The Financial Report contains the details for 2024 operations and the proposed 2025 budget. The board is grateful for all who donate of their financial resources to the church.

- **Operational Budget:** Sustentation levels fluctuated, but rental income continued to improve overall financial stability.
- **Investment Oversight:** The Investment Committee actively monitored funds, ensuring stable returns despite market uncertainties. The committee was pleased to welcome Greg Fyffe to their ranks.
- **Estate Gifts & Bequests:** Several significant donations were received, including from various estates and stock donations.
- **Out of the Cold Program (OOTC):** Despite rising food costs, funds remained sufficient, though future fundraising may be required.
- **Grant Applications:** The Board explored grants for tower restoration, security, and accessibility projects, including from Heritage Ottawa and Public Safety Canada, resulting in the awarding of \$60,000 towards the tower restoration project.

Operations and Premises Use:

- **Increased Rentals:** The building saw high demand for rentals, including weddings and community events, providing a steady income stream.
- **Maintenance Team Contributions:** Volunteers played a critical role in ongoing facility upkeep, including a Spring Clean-Up initiative.
- **Waste Management Compliance:** Adjustments were made to align with City of Ottawa waste disposal regulations.

Staffing and Volunteer Leadership:

Marianne Rasmus, our Church Administrator, continued in her role providing regular updates on finances, premise use, and many other administrative matters. Marianne's knowledge and experience with so much that happens at Knox is invaluable to the board's ability to function well.

Bruce Hastings, as Church Officer, is charged with ensuring that our building is properly maintained and tidy for Sunday worship gatherings and other Knox functions and the many community organizations or individuals who use space in our building from week to week. He continues to work with the board chair, the HR sub-committee, renters, and the Maintenance Group to help improve delivery of maintenance and cleaning services.

Grace Pot continues to oversee the Garden Courtyard which is a welcome space of peace and beauty for all in the busyness of Elgin Street.

Peter Campbell is our Envelope Secretary, ensuring all donations to the church are properly documented in order to complete annual tax receipts with additional help from *Annie Coulter and Greg Fyffe*. *Annie and Greg* both provided further assistance with the counting of collections from services and other church-related events.

Annie Coulter provided additional assistance to Marianne, assisting with various different office administration tasks.

Peter Campbell, Bob Hage and Denise Losier were joined by *Greg Fyffe* on our Investment Committee, overseeing the Capital Fund and other Knox investments (Students for the Ministry, Lillian Forsyth Music Scholarship) in conjunction with CIBC Wood Gundy. The year-end status for each of these funds can be reviewed within the financial pages of this Annual Report. 2024 was a good year for the portfolio, but 2025 promises unprecedented volatility which the committee intends to monitor closely.

Cy Aiken continues to oversee various infrastructure projects, for which the board is very grateful. His skills, wisdom and thorough analysis of both impacts and costs of projects is much appreciated.

Gord Richardson, Bob Hawkins, Jack Hanna, Kris Houston, Devin Van Slooten, and Nelani Colletti, along with our Church Officer, work regularly on maintenance concerns within the building. New members are always welcome!

Ken Johnston, Aidan Elliot, Ofeibea Asare, Mark Kandalaft, Adrian Colletti and Bruce Hastings as needed, assist with staffing events (security, opening/closing) on occasions where premise users require oversight from the church.

Human Resources:

- **Staffing Updates:** Temporal Board continues to regularly review staff members through the extension of last years 'employee work accords'. A small HR task force was formed to support personnel oversight and ensure that Knox, as an employer, remains compliant under the Ontario Employment Act.
- **Technology and Equipment Upgrades:** A new office computer was purchased and digital tracking software was approved for assisting building management.
- **Volunteer Engagement:** A concerted effort was made to recruit and retain volunteers, particularly for maintenance and digital ministry efforts.

Looking Ahead to 2025:

A number of projects are underway or in the planning stage for 2025 including:

- **Completion of the Tower Restoration Project**
- **Further Organ Restoration Planning**

- **Expansion of Security Measures**
- **Review and Update of Knox Church Bylaws**
- **Refresh of the A/V equipment as required**
- **Further emphasis on building out volunteer capacity**

Conclusion:

The Temporal Board remains committed to its mission of maintaining and enhancing the property, finances, and operations of Knox Presbyterian Church Ottawa. We extend our appreciation to all who contribute their time, resources, and expertise to ensure the continued success and stability of our church. As a small church in a large building, building volunteer capacity helps ensure that we and the community at large can continue to enjoy this beautiful space for generations to come.

Respectfully Submitted,
Kristopher Houston,
Chair Knox Church Ottawa Temporal Board



Committee Reports

Sunday School

During 2024, we had seven children and youth aged 5 to 17 regularly attending Sunday School, and we kept in touch with the MacInnis family who are away on postings. The teaching team included student intern Nelani Colletti and volunteers Sarah Linn and Joan Coulter, with student intern Adrian Colletti joining the team in September. “Supply teachers” Grace Pot and Pat Wong graciously assisted when needed, and Jo Bollman sent birthday cards to children and youth connected with Knox.



The Sunday School meets in Geneva Hall, leaving worship after Children’s Time. Our time together focuses on a Bible story selected from the liturgy for that week, using a variety of activities to explore God’s messages in the story and consider how we can put them into action in our lives. You may find us acting out a story, deep in a theological discussion, making crafts or playing games, all based on better understanding God’s word and Jesus’ teachings. We used the *Dwell* curriculum in 2023-24, then in fall 2024 chose not to order one curriculum, but to use a variety of resources instead.

In February, we held the first Sunday School sleepover in many years! The event was led by Nelani and Joan, and youth joined in when they were able. From Saturday evening to Sunday morning a total of five youth participated in activities including a walk to Winterlude festivities, movie, games, cookie decorating, mehendi, sleeping in the Parlour and preparing breakfast. In March, Nelani and Grace led a Saturday art workshop, which was advertised on the Knox website and social media and open to all. Twelve children and youth connected to Knox and from the wider community enjoyed a morning of painting, snacks and conversation.

A key interest of the children and youth is reaching out to others, helping and building connections. During 2024 we hosted a variety of events at Knox:

- chili lunch in February, with many thanks to the people who donated chili and other foods,
- congregational picnic in June, with thanks to people who brought finger foods to share,
- gathering for families from Knox and other Elgin Street churches in December, for lunch and activities prior to neighbourhood carolling led by First Baptist.

On October 27, we joined an Elgin Street Hallowe’en event for several hours after morning worship, offering games, crafts and giveaways with information about Knox to over 60 adults and children in our courtyard. In December we invited the congregation to join us in presenting the Christmas story during our annual pageant. The Sunday School looks after putting out chairs for coffee hour each week for those who need to sit and collecting cups after communion services; several youth also volunteer with Out of the Cold.

Nelani and Joan joined Pastor Jim in discussions with representatives of the four Elgin Street churches (Knox, St. John’s, St. Theresa, First Baptist) on ways to work together. The children’s ministry reps organized the Christmas carolling event mentioned above and are planning for the Sunday Schools to visit one another’s churches.

Joan continues to represent Knox on the Presbytery Youth Working Group, now led by the new Presbytery Animator, Sunjay Henry, and participated in leading an event for youth in November. From July 3 to 7 she participated as a coach at the *uplift 2024 Audacious Hope* event for youth, young adults and leaders from Presbyterian and United congregations across Canada, held at Brock University. It was an amazing experience to meet others and share ideas and challenges. We encourage youth and others from Knox to attend events of the Presbytery and the Presbyterian Church in Canada.

Respectfully submitted by Joan Coulter, Sunday School Coordinator, and the Sunday School team

Communications Committee

The committee consists of Phil Winkelaar, Jim Spendlove, Debbie Campbell and Don MacLean. Its composition has not changed for many years.

With the adoption of more digital social media approaches, the functions of the committee have been largely subsumed by individuals conversant with the Knox website as well as Facebook, Instagram and other services, particularly Marianne Rasmus, Aidan Elliott, Mark Kandalaft and Grace Pot. If there are other approaches to communication that might be undertaken by new people they would be welcome.

Our most significant activity this year was undertaken at the direction of Session, consisting of a review of the section on the Knox website regarding Diversity and Justice. We worked with Pastor Jim and Susan Winkelaar Kingsbury to ensure that it clearly expressed our principles. We then reviewed all related sections to ensure consistency.

Our only expense this year was the purchase of updated posters promoting the Welcome Back lunch.

The committee has no specific projects for the coming year but will assist with communications activities as needed.

Respectfully submitted, Philip Winkelaar, Chairperson

Knox Urban Community Garden (KUCG)



Knox's Gardens continue to be a work in progress. Our location is frequented by many, which is an opportunity and a challenge in fulfilling Knox's mission.

We are not committee-run, but volunteers are called on at different times to help with garden care, alongside our Church Officer. Major changes and purchases are processed through the Temporal Board.

Some highlights of 2024 included the donation of a Japanese Red Maple by the Tan Family and a rock inscription to honour their parents with this tree.

Flowers were seasonally purchased and placed in the outdoor urns.

A spring and fall garden clean-up took place. Thanks to those who helped!

The city pruned the trees on Lisgar, after several requests.

Knox came alongside the Elgin Street Gardeners via Barb Griddale. to care for the garden box near us.

Objectives for 2025:

The Temporal Board gave permission to hire a landscape designer to help revamp the garden by the accessibility doors. This area is a ‘front-line’ garden, where many Knox folk, guests and renters plus wedding parties enter/exit and is a lovely place for bee/butterfly/bird activity.

Welwyn Wong Landscape Design was consulted in October and an initial discussion suggested that the colourful creeping Virginia be cut down fall of 2024 and dug up spring of 2025. The moisture that the Virginia Creeper vines trap affects the windows and mortar, and it has the capability of entering cracks, especially up on the roof. Hardy plants that complement some of the foliage in the Elgin front garden will replace some of the present plants.

The sprinkler system was not functioning in 2024 and will hopefully be fixed for 2025 once it can be better protected. A number of the water wands have been broken and the electrical box tampered with.

An estate donation of \$15,000 was made for the Knox Garden for which we are extremely grateful, bringing the fund to \$19,590.99.

Total expenditures for 2024 were \$2535.36. This included courtyard lighting for safety and visibility, garden design consultation, spring set up and winterization of the watering system, and the purchase of some plants, leaf bags, pebbles and spray paint.

Garden volunteers are always very welcome and encouraged to help on an ad hoc basis or to take the lead with projects!

Submitted by: Grace Pot



Groups Liaising Directly with Session

Bible Study

The Knox weekly Bible Study meets Wednesday mornings from 10 am to 11 am, offering both in-person attendance in the Church Parlour and online participation using our hybrid OWL technology.

In 2024, there were a total of 26 different participants, with usually anywhere between 8 to 15 people in attendance any given week. Our studies are an hour in length, including time for reading of the chapter(s) under discussion plus review of a study outline prepared in advance. OWL technology allows for engaged interactive discussion between all participants, both in person and online. In 2024, we began with a study of the New Testament book of Hebrews, followed by a study of the book of Joshua in the Spring. Before our summer break, we enjoyed William Burr's insights and leadership as part of his pastoral internship at Knox. Will guided us through a series of studies on selected Psalms.



In the Fall of 2024, we decided to begin a series of studies based on the “Minor Prophets” of the Old Testament, including the books of Jonah, Nahum, Obadiah, Habakkuk, Zephaniah, and Micah. Anyone wanting to join the study for the first time can send an email to pastor.jim.pot@rogers.com.

Submitted by Pastor Jim Pot

Book Club

In 2024, before the summer break, three books were read – one non-fiction, and two were fiction. The non-fiction book was *Cracking the Nazi Code: The Untold Story of Canada's Greatest Spy* by Canadian, Jason Bell. *Sarah's Key* by Tatiana de Rosnay was about ten-year-old Sarah Stanzhsi, a Polish French girl who was brutally beaten and arrested with her family in the Vel' d'Hiv' roundup by the Nazis in 1942. *Denisen Avenue*, by Christina Wong, was a book in the Canada Reads contest. It was about a woman living in Toronto's Chinatown Kensington Market.

The Knox Book Club enjoyed a successful year, and all are welcome to attend.

Submitted by John Young

Coffee Hour

Coffee Hour at Knox is a longstanding institution, a gathering place for the people of the church to catch up with friends and meet new acquaintances after the Sunday service.

In 2024, we did some reorganizing. Previously, Coffee Hour teams were based on the committees and organizations of the church. As the number of those committees diminished, so did the Coffee Hour teams and the number of people on them.

In April, we started a new system, with Teams One to Four each responsible for coffee hour on the corresponding week of the month. No one is on more than one team, and at time of writing, 15 new volunteers have joined the 21 existing members. There's also an extra team for the occasional month where there are five Sundays. Things have been going pretty well.

Another noticeable change is how much more everything for Coffee Hour costs now. The price of coffee alone is twice what it cost before the pandemic, not to mention our other supplies, and even though we watch for sales, we spent \$591.37 in 2024. This in spite of the fact that our budget for the year was \$300.00.

Not all expenditures have been for Coffee Hour itself; sometimes our supplies are used for other events.

I want to thank our Church Officer, Bruce Hastings, for faithfully doing most of the setup each Sunday, and all our Coffee Hour volunteers who make this small but important part of the life of the church work.

Sincerely, Carol Spendlove, Coffee Hour Coordinator

History and Archives

The committee is composed of Donald Ross and Philip Winkelaar. One of our objectives is to increase awareness of the history of Knox and to ensure important aspects are not lost or forgotten.

Several decades past, The Book of Praise, 1972 edition, was replaced in the Knox pews by the 1998 edition. With the approval of Session, one hundred copies were donated to Parkwood Church, Ottawa in February, and were received with thanks. Representative copies that were donated In Memoriam have been retained.

A note was included in the Knox newsletter and bulletin for several weeks, noting the request by the PCC's Committee on History to write a short recollection for inclusion in an Anniversary book commemorating the union in 1875 of Canadian Presbyterians as The Presbyterian Church in Canada.

Following the service on Nov 3, 2024, commemorating the 180th anniversary of the creation of the Knox congregation, the committee displayed a number of items from our archives. As usual, a birthday cake was provided for those in attendance at Coffee Hour.

In the coming year the committee will attempt to confirm that all our essential documents are duplicated digitally or by microfilm in accordance with the direction of the General Assembly, with at least one copy stored securely with the Knox fonds at Ottawa City Archives.

The work to be done includes cataloguing the collection of photographs in our possession. The committee continues to receive items and articles related to the history of Knox Church and welcomes as members all who are interested in church history.

Submitted by: D. B. Ross, P. Winkelaar

Jazz Vespers

Jazz Vespers services are held in our sanctuary, on the 3rd Wednesday of each month from September through May, for a total of nine events each year. Beginning in 2013, Jazz Vespers grew out of a desire to host mid-week musical events in our sanctuary as a way to reach out into our community and make good use of our beautiful sanctuary. Inspired by the Anglican tradition of ‘evening vespers’ services of prayer, our monthly hour of music, poetry, sacred readings and prayers have become a special event for both regular attendees at Knox and a growing number of people in our Centretown community.

In-person attendance at Jazz Vespers in 2024 ranged from 20 persons to just over 80 and all events are also livestreamed and archived on our KnoxOttawa YouTube channel. Online viewership (including both live and archived) in 2024 ranged from high 40’s to over 125 views per event. Jazz Vespers events require a variety of essential volunteers and thanks are offered to the following who served in 2024: Aidan Elliot & Lauren Shupe (Tech Support); Alex Anderson, Laurence Bureau, Annie Coulter, Joan Coulter, Devin Van Slooten, and John Young (Greeters); and Nelani Colletti, Adrian Colletti, Christa Haverhals, and Devin Van Slooten (Readers).

Donations are welcomed from in-person and online guests, making the program self-funded. Donations are deposited into the “Concert Series Fund” from which musicians are paid modest honorariums. At the beginning of 2024 the balance of this fund was \$3912.00 and at year’s end the amount was \$3324.54

In 2024, the following Jazz Vespers events were held:

Date	Musicians
January 17	Doug Martin (sax); Ian Card (piano)
February 21	Mike Mullin (sax); Tom McMahon (baliset); Peter Beaudoin (percussion)
March 20	Christine Fagan (vocals); Yves Laroche (piano & accordion); Norman Glaude (bass)
April 17	Aswin Aristama (piano); Owen Stanton-Kennedy (drums); JP Lafleur (trumpet)
May 15	London Trio Plus, vocalist group
September 18	Doug Martin (sax); Ian Card (piano)
October 19	James McGowan (piano); Sarah Ramsay (sax)
November 20	Peter Woods (sax); Ernie Cox (piano & vocals)
December 18	Mark Ferguson (piano); John Geggie (bass); Mike Tremblay (sax); Evan Dalling (trumpet)

Thanks to all who support these monthly events which are also increasingly attended by people within the Centretown community in downtown Ottawa.

Pastor Jim Pot

Lilian Forsyth Scholarship

A brief history of The Lilian Forsyth Scholarship for Church Music:

- established in 1981 by Knox Church, Ottawa, on the retirement of Lilian Forsyth, to honour her 35 years of service to Knox as Director of Music: (1936-1945; 1955-1981);
- established to assist an active church musician, or a student pursuing a career in church music, with further studies in organ playing and other subjects related to music in Christian worship;
- first awarded 1983 and offered annually since then;
- more than 50 church musicians have received a Scholarship, benefitting from both the financial assistance, and the support and encouragement, to improve and upgrade their church music skills.

In early 2025 the Lilian Forsyth Scholarship Fund received a generous bequest from the estate of Mr. William (“Bill”) Fairbairn. Mr. Fairbairn grew up in Ottawa. His father, Bruce, was a member of Knox while Bill and his mother attended St. Luke’s Anglican Church where Bill sang in the boys’ choir and studied piano and organ. Bill later moved to Toronto where he was Organist and Choir Director at Church of the Redeemer for many years.

We are grateful that Mr. Fairbairn, like Lilian Forsyth, was keen to encourage young musicians to develop their musical talents, especially in organ playing and church music.

His generous gift will allow the Scholarship Committee to increase the annual amount available to the winning candidate each year and to continue to offer the Lilian Forsyth Scholarship for Church Music until well past the 50th Anniversary in 2033.

Respectfully submitted, Denise Hawkins

Students for the Ministry Fund

The Students for the Ministry Fund has its origins in a legacy gift to support students for the ministry from Knox. Over the years the fund has grown through investments. Disbursements are made at a rate which will allow the fund to be available for the support of ministry into the future.

The fund stood at \$273,672.35 on January 1, 2024, and was \$293,127.23 after disbursements, as of December 31, 2024. All allocations are approved by Session.

Priorities approved by Session for disbursements are: 1) support for a person who is a member of Knox or connected to Knox who intends to study for the ministry; 2) the Knox student internship program; 3) the Presbytery Centennial Fund which supports students for the ministry; 4) contributions to support the three Presbyterian Colleges (Knox College, U of T; Presbyterian College, McGill; St. Andrew’s Hall, UBC); 5) other allocations approved by a specific motion of Session. Unless otherwise approved, there is an annual expenditure cap of 5% of the current value of the fund.

New internships are approved in the fall for the fall and winter periods. Allocations approved for 2024-25 were:

Recipient	Amount	Purpose
Mark Kandalaft	1500	Internship (Tech Support and Children's Time)
Nelani Colletti	1500	Internship (Support including music, Sunday School, worship, retirement homes)
Adrian Colletti	1500	Internship (Young adults, digital ministry)
William Burr	4000	Ministry Student Bursary for final year at St. Andrews Hall

Note for 2025. Keegan Wilson was approved for a bursary of \$750 for the winter period in January 2025. A contribution to the Presbytery Centennial Fund for the support of ministerial candidates will be considered by the committee in 2025. Other decisions on expenditures will depend on the amount available when the 5% cap is calculated.

Total withdrawals approved from the Students for the Ministry Fund in 2024 included the internship payment for Mark Kandalaft and Nelani Colletti for winter 2024, \$800 for expenses toward William Burr's Pastoral Internship from April to July, an \$800 payment to Mark Kandalaft for tech support during the summer, and the portions of the payments above that apply to 2024. Withdrawals for 2024 totalled \$9,350.

Members of the Students for the Ministry Committee are Pastor Pot, Phil Winkelaar, Barb Grisdale and Greg Fyffe.

Submitted by Greg Fyffe

Out of the Cold (Centre 120)

Mission: In 2024, Out of the Cold at Knox completed its 30th year of serving nutritious hot meals to people in need every Saturday during the cold months of the year within the downtown of Ottawa, offering hope and building community.

Format: 2024 was the first full year since the pandemic where the OOTC program was implemented indoors for its entirety. While we still offer take-out meals at the end of most suppers, all guests are seated and served at tables. During the pandemic, the program was often extended beyond the regular five coldest months of the year (November through March) and in 2024 a decision was made, for the foreseeable future at least, to serve meals through to the end of April. A decision was also made to continue with the meal time change which began during the pandemic, serving meals from 4-5 PM, with doors opening at 3:30PM.



Volunteers and Leadership: In the Fall of 2024, the baton of OOTC Coordinator was passed from Ken Johnston to Nic VanBeek. Since 2022, we had been functioning without Team 5 leadership, cobbling together volunteers from various teams during months with a 5th Saturday. In 2024 we gratefully welcomed Anisha Eipe and Saralyn Lichty as Team Leaders for week 5! Anisha and

Saralyn are from the Lutheran Church community in Ottawa and they have assembled a vibrant group of volunteers from St. Peter's, St. John's and Resurrection Lutheran congregations in our city. Along with their Minister, Rev. Joel Crouse, the Team 5 Lutherans added energy and vibrancy to the OOTC program in 2024! We're also very grateful for the steady hand from each of the following Team Leaders who continued in their roles: Helen Beck & Michael MacNeil (Week 1); Christina Hamilton & Ben Spilak (Week 2); Rob & Kristine Burr (Week 3); and Brittany Moorcroft & Nic Baird (Week 4). Each team has a good supply of regular volunteers and this year we have also seen an increase in new people offering to help, some who assist when there is a specific need, and others incorporated into regular rotation on a weekly team.

Guests: Our guests come from a diversity of backgrounds. Many are single, though we increasingly also see couples and families, and a growing number are also recent immigrants. The atmosphere during dinner in Iona Hall is often very congenial and even jovial at times, with infrequent occasions of stress or anxiety between guests. That said, it's clear many do arrive with personal challenges, and it's heartening to see guests consoling and supporting one another, as well as accepting a listening ear from volunteers. To help create ambiance in the room for the Christmas season, we accepted an offer from a volunteer named Brian Loyer to play some Christmas music, and this was well received. Since then, one of our student interns, Keegan Wilson, also began offering background guitar music on Saturdays, when he is available.

People Served: From January through April of 2024, the OOTC program ran for 26 weeks with an average of 115 guests for a total of 2990 guests served. Teams also often serve seconds after everyone has been served, plus offer take-out meals in containers as available upon request. Occasionally, deliveries of extra meals are made to one of the nearby Daybreak homes, Centre 507, or the Ottawa Mission.

Outerwear: Gloves, mitts, hats, scarves, socks and even some personal hygiene products are made available from week-to-week thanks to the generosity of donations from Knox members and OOTC volunteers, local retailers, and occasionally from people who call the church looking for places to donate such items. One woman from Vanier has called each December for the last 4 years, requesting pick-up of a large quantity of socks, hats, mittens and gloves. Bins are used to store these supplies, and each team finds a manageable way to make these items available for people who are in need. On Saturday, December 21st, Team 3 also distributed special gift packages to all our guests, with each person receiving a number of outerwear clothing items and Christmas treats.



Finances: The OOTC fund began with a very healthy balance of \$22,232 on January 1, 2024, and the closing balance of December 31, 2024 was \$23,320, indicating an operational surplus of \$1090 for the calendar year. Total expenses for the year were \$20,154.83. Total donation income was \$21,242.98.

Grant Application: In the Spring of 2024, with thanks to Helen Beck and volunteers from Team 1, a grant was successfully applied for from the Board of Directors of the Society of St. Vincent de Paul in the amount of \$7,359 with funds going towards the purchase and installation of new stainless-steel

countertops around the dishwashing station. Grant funds were received in July and the counters were manufactured and installed in October at a cost of just slightly more than the grant.

Fundraising: While there were no special fundraisers for OOTC in 2024, financial donations to the program in 2024 exceeded expenses for the year. We are seeing an increasing number of people signing up for regular monthly contributions toward OOTC, mostly through our Canada Helps online giving portal. Donations like this offer great financial stability for the program. We also continue to be grateful for donations from a variety of people who connected with the program during COVID when our program became more visible, mostly due to the take-out line-ups on the Lisgar St. sidewalk. Finally, local retailers continued generosity toward the program in 2024, including Johnny Farina Restaurant, Massine’s Independent Grocer and the Boogie & Birdie Gift Shop. All donations marked for OOTC at Knox go directly toward expenses related to the OOTC Fund. Thanks to everyone in our church community and beyond for every financial contribution toward OOTC!

Promotion: Though many guests attending OOTC hear about the program by word of mouth, efforts continue toward greater publicity of the program using our sandwich board signs, our Elgin Street outdoor sign, the Knox website and social media.

May God continue to bless the efforts and hospitality of our OOTC program to offer hope and hospitality in the name of Jesus for people in need within our community.

Submitted by Nic Van Beek and Pastor Jim Pot

Centretown Churches Social Action Committee

The Centretown Churches Social Action Committee (CCSAC) is comprised of 22 central Ottawa churches that collaborate to improve the quality of life for the most vulnerable in our community. It also ensures the voice of central Ottawa churches is heard on various social justice and poverty-related issues.

CCSAC is a registered charity under the Income Tax Act. Since 1978, its main project has been the Centretown Community Food Centre, the food bank for those living in a large central Ottawa catchment area.

Centretown Community Food Centre in 2024



The Food Centre is operating well in its new location at the Catherine Street Community Service Hub. In 2024 demand grew enormously due to the impact of inflation. By year end, it was providing food for more than 1500 people per month. A total of 18,146 individuals were served in 2024, an increase of 46% over 2023, including many families.

The Food Centre increased its hours of operation to address the growth in clients, and now opens four days a week: Monday, Tuesday, Thursday afternoons and Friday mornings. It is still providing clients with nutritious food supplies once per month for up to five days, depending on family size.

As of January 2025, the Ottawa Food Bank reduced the amount of food it provides local food banks, so the challenge of meeting demand will not lessen in the coming year.

The Food Centre no longer receives an operating grant from the city of Ottawa and faces higher rental costs for its improved and accessible space on Catherine Street than it paid in its previous location. The Food Centre intends to apply for support if new municipal grant opportunities occur. CCSAC and the Food Centre worked hard in 2024 to raise additional resources and continue to search for multi-year funding to stabilize the Food Centre's budget.

The Food Centre's manager for the past four years, Diana Mahaffy, retired in late 2024 and was replaced by Dennis Hansen, who brings long experience in the food services sector to the position. CCSAC and the Food Centre Management Committee hosted a reception in November to say goodbye and thank you to Diana, and at the same time it was possible to express our appreciation to our many dedicated volunteers.

CCSAC in 2024

In response to the growing challenges, member churches contributed a total of \$99,450 to CCSAC-related activities, comprised of \$20,156 donated to CCSAC, and a further \$79,294 donated directly to the Food Centre by individual churches and their congregational members.

CCSAC undertook its special fundraiser for the Food Centre, the Walk for the Centre, in October. We were delighted to raise \$53,500 in much-needed resources, and remain grateful for the continuing generosity of our member churches and friends within the community. A lively team of Knox Walkers participated in the walkathon and the congregation as a whole raised \$2000 for the walk this year.

CCSAC also undertook small Summer Health and Hygiene and Winter Warmth projects in the central Ottawa catchment area in 2024. In addition, using funds provided by a foundation grant, CCSAC worked with one of our member churches and the YMCA to support two weeks of summer camp for 11 children from Centretown. The funds enabled a camp experience for children who otherwise would not have attended a camp last summer. Two of the older children attended the Y's Counsellor in Training program which prepares youth to become staff at Y Camps. Over half of the participants who attended camp thanks to this donation identified as newcomers to Canada.

Community Partnerships and Advocacy

Increasing CCSAC's reach with other organizations engaged in poverty mitigation remains a priority. CCSAC participates in a Centretown planning table which brings together agencies providing services to the vulnerable population of the downtown core. It also served on the Ottawa Poverty Reduction Strategy Community Roundtable, providing advice to the City of Ottawa on a new poverty reduction strategy released in late 2024.

Individual CCSAC churches remained active as well in 2024. Centretown's community fridge, Public Foods, developed by Glebe-St. James United Church, re-opened in late 2024 after a fire forced its closure for several months. Three member churches (Glebe St. James, First Baptist and St. Andrew's) continued to offer community kitchens that provided space for families living in temporary shelters without access to cooking facilities. St. Peter and St. Paul's Anglican Church served two sit-down dinners for over 300 guests on Christmas Day, 2024.

Communication

CCSAC continued its efforts to reach member congregations and stakeholders in 2024. Five issues of its newsletter highlighting the outreach activities of CCSAC and member churches were distributed electronically to more than 80 recipients. In addition, the CCSAC Facebook page, now with more than 270 followers, promoted CCSAC and member church activities.

The Year Ahead

The financial challenges facing the Food Centre will continue to be a preoccupation in 2025, as we look for ways to address the funding pressures arising from inflation and high demand. CCSAC will hold its major fundraiser, its tenth annual Walk for the Centre, in 2025. It is hoped that all CCSAC churches and members of the community will again join us on October 5, 2025.

Respectfully submitted

Kristine Burr, Knox representative on CCSAC





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Financial Statements of
**KNOX PRESBYTERIAN CHURCH
OTTAWA**

December 31, 2024

Unaudited



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March 10, 2025

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of
Knox Presbyterian Church Ottawa:

We have reviewed the accompanying financial statements of Knox Presbyterian Church Ottawa that comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, operations 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 engagements 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 auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



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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 Knox Presbyterian Church Ottawa as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Hendry Warren ^{LLP}

HENDRY WARREN LLP
Chartered Professional Accountants
Licensed Public Accountants
Ottawa, Ontario

KNOX PRESBYTERIAN CHURCH OTTAWA
 Unaudited Statement of Financial Position

December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023				
	Congregational Fund	Capital Fund	Funds Held for Special Purposes	Total	Total	Congregational Fund	Capital Fund	Funds Held for Special Purposes
ASSETS								
Current Assets								
Cash	\$ 116,735	\$ 29,610	\$ 40,000	\$ 186,345	\$ 224,187	\$ 196,659	\$ 26,528	\$ 1,000
Investments (Note 3)	-	1,038,541	273,311	1,311,852	1,098,194	-	807,623	290,571
Accounts receivable	14,464	1,513	1,030	17,007	8,109	5,751	1,339	1,019
Due from government	12,737	-	-	12,737	19,234	19,234	-	-
Prepaid expenses	21,980	-	-	21,980	19,302	19,302	-	-
Inter-fund balances (Note 4)	(65,215)	(46,904)	112,119	-	-	(72,881)	(8,000)	80,881
	100,701	1,022,760	426,460	1,549,921	1,369,026	168,065	827,490	373,471
	102,264	-	-	102,264	95,475	95,475	-	-
CAPITAL ASSETS (Note 6)								
	\$ 202,965	\$ 1,022,760	\$ 426,460	\$ 1,652,185	\$ 1,464,501	\$ 263,540	\$ 827,490	\$ 373,471
TOTAL ASSETS								
	\$ 16,697	\$ -	\$ -	\$ 16,697	\$ 46,616	\$ 46,613	\$ -	\$ -
LIABILITIES AND NET ASSETS								
Current Liabilities								
Accounts payable and accrued liabilities	-	-	-	-	60,000	60,000	-	-
Current portion of long-term debt (Note 7)	605	-	-	605	600	600	-	-
Study leave reserve	17,302	-	-	17,302	107,213	107,213	-	-
Long-term debt (Note 7)	-	-	-	-	-	-	-	-
Deferred revenues	17,810	-	-	17,810	15,070	15,070	-	-
Total Liabilities	35,112	-	-	35,112	122,283	122,283	-	-
Commitments (Note 11)	167,853	1,022,760	426,460	1,617,073	1,342,218	141,257	827,490	373,471
Net Assets								
	\$ 202,965	\$ 1,022,760	\$ 426,460	\$ 1,652,185	\$ 1,464,501	\$ 263,540	\$ 827,490	\$ 373,471
TOTAL LIABILITIES AND NET ASSETS								

Approved on behalf of the Board:



Director



Director

See accompanying notes to the financial statements.

KNOX PRESBYTERIAN CHURCH OTTAWA

Unaudited Statement of Changes in Net Assets

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023				
	Congregati- onal Fund	Capital Fund	Funds Held for Special Purposes	Total	Total	Congregati- onal Fund	Capital Fund	Funds Held for Special Purposes
Net assets, beginning of year	\$ 141,257	\$ 827,490	\$ 373,471	\$ 1,342,218	\$ 1,105,272	\$ (39,917)	\$ 817,376	\$ 327,813
Excess (deficiency) of revenues over expenditures	(10,371)	232,237	52,989	274,855	236,946	(72,746)	264,034	45,658
Inter-fund transfers (Note 5)	36,967	(36,967)	-	-	-	253,920	(253,920)	-
Net assets, end of year	\$ 167,853	\$ 1,022,760	\$ 426,460	\$ 1,617,073	\$ 1,342,218	\$ 141,257	\$ 827,490	\$ 373,471

See accompanying notes to the financial statements.

KNOX PRESBYTERIAN CHURCH OTTAWA

Unaudited Statement of Operations

December 31, 2024, with comparative figures for 2023, unaudited

	2024				2023			
	Congregati- onal Fund	Capital Fund	Funds Held for Special Purposes	Total	Congregati- onal Fund	Capital Fund	Funds Held for Special Purposes	Total
	(Schedule 4)		(Schedule 2)		(Schedule 4)		(Schedule 2)	
REVENUES								
Sustentation	\$ 202,133	-	-	\$ 202,133	\$ 194,905	-	-	\$ -
Plate	3,317	-	-	3,317	8,724	-	-	-
General Donations								
	205,450	-	-	205,450	203,629	-	-	-
Christmas offering	3,998	-	-	3,998	17,200	-	-	-
Church school	10	-	-	10	50	-	-	-
Easter offering	3,020	-	-	3,020	1,334	-	-	-
Thanksgiving offering	260	-	-	260	825	-	-	-
Sundry	70,163	-	-	70,163	55,570	-	-	-
Special Donations								
	77,451	-	-	77,451	74,979	-	-	-
Other Donations								
	-	119,421	93,476	212,897	195,544	-	120,000	75,544
Investment income	-	125,404	31,102	156,506	182,056	-	156,089	25,967
Weddings, premises usage, other	147,588	-	-	147,588	107,621	-	-	-
Other Revenues								
	147,588	125,404	31,102	304,094	289,677	107,621	156,089	25,967
Total Revenues	\$ 430,489	\$ 244,825	\$ 124,578	\$ 799,892	\$ 763,829	\$ 386,229	\$ 276,089	\$ 101,511
EXPENDITURES								
Ministry	\$ 101,331	-	-	\$ 101,331	\$ 100,713	-	-	-
Ministry of music	49,089	-	-	49,089	47,705	-	-	-
Church building	82,386	-	-	82,386	116,277	-	-	-
Committees of session	7,542	-	-	7,542	4,167	-	-	-
Salaries	76,476	-	-	76,476	80,901	-	-	-
Employee benefits	23,461	-	-	23,461	22,329	-	-	-
Church office	16,246	-	-	16,246	16,693	-	-	-
Other	84,329	12,588	71,589	168,506	138,098	12,055	-	55,853
Total Expenditures	440,860	12,588	71,589	525,037	526,883	458,975	12,055	55,853
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES	\$ (10,371)	\$ 232,237	\$ 52,989	\$ 274,855	\$ 236,946	\$ (72,746)	\$ 264,034	\$ 45,658

See accompanying notes to the financial statements.

KNOX PRESBYTERIAN CHURCH OTTAWA
 Unaudited Cash Flow Statement

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023				
	Congregati- onal Fund	Capital Fund	Funds Held for Special Purposes	Total	Total	Congregati- onal Fund	Capital Fund	Funds Held for Special Purposes
Cash from Operating activities								
(Deficiency) excess of revenues over expenditures	\$ (10,371)	\$ 232,237	\$ 52,989	\$ 274,855	\$ 236,946	\$ (72,746)	\$ 264,034	\$ 45,658
Non-cash item								
Unrealized loss (gain) on investments	-	(66,372)	(2,174)	(68,546)	(52,538)	-	(54,271)	1,733
Realized gain on investments	-	(37,431)	(15,308)	(52,739)	(78,562)	-	(78,562)	-
Amortization	5,722	-	-	5,722	4,822	4,822	-	-
CEBA loan forgiveness	(20,000)	-	-	(20,000)	-	-	-	-
Changes in non-cash working capital								
Accounts receivable, including due from government	(2,216)	(174)	(11)	(2,401)	(16,472)	(16,532)	53	7
Prepaid expenses	(2,678)	-	-	(2,678)	(636)	(636)	-	-
Inter-fund balances	(7,666)	38,904	(31,238)	-	-	19,191	8,000	(27,191)
Accounts payable and accrued liabilities	(29,916)	-	-	(29,916)	14,086	14,086	-	-
Study leave reserve	5	-	-	5	(484)	(484)	-	-
Deferred revenues	2,740	-	-	2,740	7,225	7,225	-	-
Net cash generated through operating activities	(64,380)	167,164	4,258	107,042	114,387	(45,074)	139,254	20,207
Financing and Investing activities								
Repayment of long-term debt	(40,000)	-	-	(40,000)	-	-	-	-
Purchase of capital assets	(12,511)	-	-	(12,511)	(53,907)	(53,907)	-	-
Change in investments	-	(127,115)	34,742	(92,373)	98,499	-	117,704	(19,205)
Inter-fund transfers of cash	36,967	(36,967)	-	-	-	253,920	(253,920)	-
(Decrease) increase in cash	(79,924)	3,082	39,000	(37,842)	158,974	154,939	3,038	997
CASH BALANCES								
at beginning of year	196,659	26,528	1,000	224,187	65,213	41,720	23,490	3
at end of year	\$ 116,735	\$ 29,610	\$ 40,000	\$ 186,345	\$ 224,187	\$ 196,659	\$ 26,528	\$ 1,000

See accompanying notes to the financial statements.

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

1. Description of the church

Knox Presbyterian Church, Ottawa "the Church" was incorporated under the laws of Ontario on June 10, 1980 under an Act entitled "An Act to Incorporate Knox Presbyterian Church, Ottawa". The purpose of the Church is to provide moral and spiritual leadership to its members, to promote the practice of the Christian religion and to promote the teaching of the gospel, primarily in the Ottawa area. The Church is a registered charity and exempt from income taxes under Section 149(1)(f) of the Income Tax Act.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue recognition

Sustentation, plate and donation revenues are recognized in the year in which they are received.

Investment income consists of interest and dividends received, and realized and unrealized capital gains and losses, with capital gains and losses recognized through the recording and reporting of investments in marketable securities at fair value at the end of each fiscal year.

Income from weddings and premise usage fees are derived from the short-term use of the Church facility by third parties, and the provision of certain services by the Church, and is recognized at the time when the period of each use is completed, persuasive evidence of an arrangement exists, and collection is reasonably assured.

Capital assets

Capital assets are accounted for at cost. Once the asset is put in use, amortization is based on the assets estimated useful lives using the following methods and rates and durations:

Asset	Method	Rate and duration
Building improvements	Declining balance	4%
Computer hardware	Declining balance	30%
Machinery and equipment	Straight line	10 years

One-half of the annual amount is claimed in the year of acquisition.

Additionally, the Church's capital assets include land at the corner of Elgin Street and Lisgar Street in the City of Ottawa, Ontario, acquired in 1931 for approximately \$40,000, the church building thereon which was appraised in 1994 for insurance purposes at a replacement cost of \$6,141,625, including stained glass windows and travertine fixtures, and various furniture and equipment contents appraised in 1994 for insurance purposes at a replacement cost of \$968,200. The Church also owns rights to six burial plots in Beechwood Cemetery, in Ottawa, Canada.

Foreign currency transactions

Monetary assets and liabilities of the Church which are denominated in foreign currencies are translated at year-end exchange rates.

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

Cash

The Church's policy is to present bank balances and investment cash under cash.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenditures during the period. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known. Significant estimates include the completeness of donation revenue, collectability of accounts receivable, useful life of capital assets, and the valuation of accounts payable and accrued liabilities.

Donated materials and services

Donated materials are recognized at fair value where this can be reasonably determined and where, had the materials not been donated, it would have been necessary to purchase them.

The work of the Church is partly dependent on the voluntary service of individuals. The value of donated services is not determinable and therefore not recognized in these financial statements.

Fund accounting

The Church follows the restricted fund method of accounting for its funds. Unless otherwise noted, each fund receives contributions which are intended for the specific purpose of the fund, and makes expenditures on that purpose from the monies available within the fund.

Benevolent Fund: to provide emergency monies for those in need.

Capital Fund: this fund represents the unrestricted investment portfolio of the Church. All bequests are received in this fund, while income earned is used in the daily operations of the Church. Effective from the 2008 fiscal year, the Temporal Board transfers four percent (4%) of the average market value of the Capital Fund, over the preceding three years, to the Congregational Fund annually.

Centre 120 Fund: to support the operation of the Saturday evening "Out of the Cold" program which provides warm meals and fellowship to the disadvantaged members of our community each Saturday night from November to April.

Church School Fund: to support the Sunday School.

Concert Series Fund: to supplement concert receipts in supporting the concert program.

Congregational Fund: this fund is the main operating fund of the Church and reports all revenues and expenditures, assets and liabilities not recorded in other funds.

Daybreak Fund: to support Daybreak Non-Profit Housing initiative, providing safe community-based homes for single adults in need.

Designated Donations Fund: to support various initiatives including: Aboriginal Outreach Sunday, Accessibility, Baptism Books, Christian Action and Outreach, Communications, Garden, History and Archives, Immigration Expenses, Junior Choir, Knox Guild, Music Books, and Organ and Piano Repair.

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

Emergency Food Centre Fund: to support the Centretown Emergency Food Centre, a local foodbank.

Gracefield Camp Fund: to support the Presbytery-operated Church Camp at Gracefield, Quebec.

Lilian Forsyth Fund: to sponsor student music scholarships, in memory of the late Lilian Forsyth.

Memorial Fund: honouring the memory of people who have been associated with the Church, to support the beautification of the sanctuary and enhancement of the act of public worship.

Presbyterian Sharing Fund: to support the Presbyterian Church of Canada.

Presbyterian World Service Fund: to support the overseas missionary work of the Presbyterian Church of Canada and its international partners.

Refugee Sponsorship Fund: to sponsor a family arriving in the Ottawa region. Funds are disbursed to the family as directed by the Mission and Social Justice Committee.

Restoration Fund: to support the ongoing restoration work on the Church building.

Students for Ministry Fund: to assist students working towards entering the ministry.

Investments

Investments in marketable securities are recorded at fair value. See also Note 3.

3. Investments

	2024	2023
At fair value:		
Capital Fund (Schedule 1A)	\$1,038,541	\$ 807,623
Funds held for special purposes:		
Lilian Forsyth Fund (Schedule 1B)	20,177	19,359
Students for Ministry Fund (Schedule 1C)	253,134	271,212
Total - Funds held for special purposes	273,311	290,571
Total investments at fair value	\$1,311,852	\$1,098,194

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

4. Inter-fund balances

Balances due from one Fund to another are repayable at the discretion of the Temporal Board and are thus treated as being current in nature. These balances are not subject to interest and have no fixed terms of repayment. See also Note 5. The amounts due from the Congregational Fund to other funds were as follows:

	2024	2023
Due from Capital Fund	\$ (46,904)	\$ (8,000)
Due to (from) Lilian Forsyth Fund	(3,388)	(3,388)
Due to Students for Ministry Fund	5,382	5,166
Due to other Designated Funds	110,125	79,103
	\$ 65,215	\$ 72,881

5. Inter-fund transfers

The transfer of \$36,967 (2023: \$35,920) represents approved transfers from the Capital Fund to the Congregational Fund of four percent (4%) of the average market value of the Capital Fund over the preceding three years. In addition, \$Nil (2023: \$218,000) was approved for transfer from the Capital Fund to the Congregational Fund to supplement cash flow.

Donations received for Funds Held for Special Purposes are routinely deposited into the main operating bank account, which is mainly used to service the Congregational Fund and is thus regarded as an asset of the Congregational Fund. Disbursements of Funds Held for Special Purposes are likewise withdrawn from this bank account. The cash held in the Congregational Fund bank account on behalf of Funds Held for Special Purposes is disclosed in the statement of financial position as a current asset "Inter-fund balances".

6. Capital assets

	2024		2023	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Building improvements	\$ 95,441	\$ 5,593	\$ 89,848	\$ 82,239
Computer hardware	5,903	2,746	3,157	2,553
Machinery and equipment	14,244	4,985	9,259	10,683
	\$ 115,588	\$ 13,324	\$ 102,264	\$ 95,475

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

7. Long-term debt

	2024	2023
Canada Emergency Business Account, 0% interest, \$20,000 forgivable if repaid before January 18, 2024. Balance repaid in the year	\$ -	\$ 60,000
	-	60,000
Current portion of long-term debt	-	60,000
	\$ -	\$ -

8. Financial instruments

Measurement of financial instruments

The Church initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Church subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in index pooled funds that are quoted in an active market, which are measured at fair value.

Changes in fair value are recognized in (deficiency) excess of revenues over expenditures in the period the changes occur.

Amortized cost is the amount at which a financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortization of any difference between that initial amount and the maturity amount, and minus any reduction for impairment.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The fair values of non-fixed income investments are determined by reference to the closing prices in the market as at December 31.

Impairment

At the end of each reporting period, the Church assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Objective evidence of impairment includes observable data that comes to the attention of the Church, including but not limited to the following events: significant financial difficulty of the issuer; a breach of contract, such as a default or delinquency in interest or principal payments; and bankruptcy or other financial reorganization proceedings.

When there is an indication of impairment, the Church determines whether a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset.

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

When the Church identifies a significant adverse change in the expected timing or amount of future cash flows from a financial asset, it reduces the carrying amount of the asset to the greater of the present value of the cash flows expected to be generated by holding the financial asset discounted using a current market rate of interest appropriate to the financial asset, and the amount that could be realized by selling the financial asset at the statement of financial position date.

Any impairment of the financial asset is charged to (deficiency) excess of revenues over expenses in the period in which the impairment is determined. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed to the extent of the improvement, but not in excess of the impairment loss. The amount of the reversal is recognized in (deficiency) excess of revenues over expenses in the period the reversal occurs.

Transaction costs

The Church recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

9. Financial risk management

The Church is exposed to various risks through its financial instruments. The following analysis provides a measure of the risk exposure and risk concentrations.

The financial instruments of the Church and the nature of the risks to which they may be subject are as follows:

Financial instruments	Risks				
	Credit	Liquidity	Market Risk		
			Currency	Interest rate	Other price
Cash	X		X		
Accounts receivable	X				
Non-fixed income investments	X		X		X
Fixed income investments	X		X	X	
Due from government	X				
Accounts payable and accrued liabilities		X			

The Church manages its exposure to the risks associated with the financial instruments that have the potential to affect its operating and financial performance in accordance with the Investment Policy which encompasses risk management. The Temporal Board monitors compliance with the Investment Policy and reviews risk management in conjunction with the investment policies and procedures on an annual basis.

The Church also has a specific Investment Policy that details the asset quality and proportion of fixed income and non-fixed income securities in which investments are made.

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

The Church does not use derivative financial instruments to manage its risks.

Credit risk

The Church is exposed to credit risk resulting from the possibility that parties may default on their financial obligations, if there is a concentration of transactions carried out with the same party, or if there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the Church could incur a financial loss. The Church does not hold directly any collateral as security for financial obligations of counterparties.

The maximum exposures of the Church to credit risk at December 31 were as follows:

	2024	2023
Cash	\$ 186,345	\$ 224,187
Non-fixed income investments	943,653	928,464
Fixed income investments	368,199	169,730
Accounts receivable	17,007	8,109
Due from government	12,737	19,234
	<hr/>	<hr/>
	\$ 1,527,941	\$ 1,349,724

Cash, non fixed-income investments and fixed income investments: credit risk associated with cash, non-fixed income investments and fixed income investments is minimized substantially by ensuring that these assets are invested in financial obligations of: governments; major financial institutions that have been accorded investment grade ratings by a primary rating agency; and/or other credit-worthy parties. An ongoing review is performed to evaluate changes in the status of the issuers of securities authorized for investment under the investment policy of the Church.

Accounts receivable: credit risk associated with accounts receivable is minimized by the Church's policies and procedures respecting the extension of credit and the process of collection of outstanding amounts (accounts receivable include accrued interest on fixed income investments, donations received during the year but not yet deposited, and other amounts due from various parties and not material in total).

Due from government: credit risk associated with amounts receivable from government is minimal due to the credit quality of the party.

Management believes concentrations of credit risk with respect to amounts receivable is limited due to the credit quality of the parties extended credit, as well as the large number of smaller customers.

Liquidity risk

Liquidity risk is the risk that the Church will not be able to meet a demand for cash or fund its obligations as they come due.

The Church meets its liquidity requirements by preparing and monitoring detailed forecasts of cash flows from operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

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KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

Currency risk

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates.

The functional currency of the Church is the Canadian dollar. The Church occasionally transacts in U.S. dollars due to certain revenues and operating costs being denominated in U.S. dollars, as well as sourcing certain purchases and capital asset acquisitions internationally. At December 31, 2024 the Church had cash and investments of \$10,043 and \$226,341 respectively, denominated in U.S. dollars and converted to Canadian dollars (2023: \$4,677 and \$146,592).

The Church does not use foreign exchange forward contracts to manage foreign exchange transaction exposures.

Interest rate risk

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates.

The exposure of the Church to interest rate risk arises from its interest bearing assets.

The Church's interest bearing assets include cash and investments with financial institutions that earn interest at market rates.

The Church manages its exposure to the interest rate risk of its cash and cash equivalents and short-term investments by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest on cash and cash equivalents and short-term investments do not have a significant impact on the Church's results of operations.

The objective of the Church with respect to its fixed income investments is to ensure the security of principal amounts invested, provide for a high degree of liquidity, and achieve a satisfactory investment return.

The Church manages the interest rate risk exposure of its fixed income investments by using a laddered portfolio with varying terms to maturity. The laddered structure of maturities helps to enhance the average portfolio yield while reducing the sensitivity of the portfolio to the impact of interest rate fluctuations.

Other price risk

Other price risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market.

The Church is exposed to other price risk through its investment in non-fixed income securities.

The investment policy of the Church sets the range of investments in non-fixed securities at 30%-60%.

KNOX PRESBYTERIAN CHURCH OTTAWA

Notes to Unaudited Financial Statements

December 31, 2024, with comparative figures for 2023, unaudited

Changes in risk

There are no significant changes in the risk profile of the financial instruments of the Church from that of the prior year. The Church manages its exposure to the risks associated with financial instruments that have the potential to affect its operating and financial performance with the objective of minimizing volatility in cash flow and operating results. The Church does not use derivative financial instruments to manage its risks.

10. Budget information

The budget figures presented for comparison purposes in Schedule 4 are unaudited and are those approved by the Members.

11. Commitments

Future minimum rental payments required under operating leases for equipment that have initial or remaining lease terms in excess of one year at December 31, 2024 are as follows:

	Total
2025	\$ 1,618
2026	1,618
2027	1,618
2028	1,213
	<hr/>
	\$ 6,067

12. Related party transactions

The Church is related to Knox Church Guild ("the Guild") through common members. During the year, the Guild had transactions with the Church as follows:

- A donation to the Church of \$Nil (2023: \$9,000).

During the 2023 year, the Guild funds were transferred to the Church by way of donation, and are now managed through the Knox Guild Project within the Designated Donations Fund.

The related party transactions are in the normal course of operations and are recorded at the exchange amount.

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Investments

Schedule 1

Year ended December 31, 2024, with comparative figures for 2023, unaudited

SCHEDULE 1 - INVESTMENTS

The Church's investments are managed by the Investment Committee of the Temporal Board. The Investment Committee authorizes the execution of investment transactions, and oversees their proper recording. Investments are held in various accounts with CIBC Wood Gundy.

All investments are shown at market value as at December 31. Both the Lilian Forsyth Fund (Schedule 1B) and the Students for Ministry Fund (Schedule 1C) are categorized as "Funds Held for Special Purposes".

SCHEDULE 1A - CAPITAL FUND	2024	2023
Canadian fixed income	\$ 368,199	\$ 169,730
Canadian mutual funds and segregated funds	-	103,985
Canadian equities	394,105	304,926
Foreign equities	276,237	228,982
	\$ 1,038,541	\$ 807,623

FUNDS HELD FOR SPECIAL PURPOSES

SCHEDULE 1B - LILIAN FORSYTH FUND

Canadian fixed income	\$ 20,177	\$ 19,359
Canadian mutual funds and segregated funds	-	-
	20,177	19,359

SCHEDULE 1C - STUDENTS FOR MINISTRY FUND

Canadian fixed income	43,654	-
Canadian mutual funds and segregated funds	21,507	83,256
Canadian equities	63,389	187,956
Foreign equities	124,584	-
	253,134	271,212
Total - Funds Held for Special Purposes	\$ 273,311	\$ 290,571

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Revenues and Expenditures of Funds Held for Special Purposes

Schedule 2

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024				2023					
	Donation Revenue	Investment Income	Total Revenue	Expenditures	Net Revenue (Expenditures)	Donation Revenue	Investment Income	Total Revenue	Expenditures	
Benevolent Fund	\$ 5,291	\$ -	\$ 5,291	\$ 1,000	\$ 4,291	\$ (501)	\$ 499	\$ -	\$ 499	\$ 1,000
Bryce Scholarship Fund	5,655	-	5,655	5,555	100	-	2,200	-	2,200	2,200
Centre 120 Fund	28,602	-	28,602	27,514	1,088	7,857	26,108	-	26,108	18,251
Church School Fund	283	-	283	110	173	-	-	-	-	-
Concert Series Fund	2,980	-	2,980	3,568	(588)	(183)	3,035	-	3,035	3,218
Daybreak Fund	-	-	-	-	-	-	-	-	-	-
Designated Donations Fund	38,682	-	38,682	6,993	31,689	14,403	30,443	-	30,443	16,040
Emergency Food Centre Fund	2,212	-	2,212	2,188	24	(50)	1,293	-	1,293	1,343
Open Table Fund	-	-	-	-	-	-	-	-	-	-
Gracefield Camp Fund	618	-	618	618	-	-	1,850	-	1,850	1,850
Lilian Forsyth Fund	-	818	818	-	818	(2,555)	-	945	945	3,500
Memorial Fund	390	-	390	2,209	(1,819)	1,515	1,515	-	1,515	-
Presbyterian Sharing Fund	100	-	100	-	100	-	775	-	775	775
Presbyterian World Service Fund	6,100	-	6,100	11,100	(5,000)	4,900	7,826	-	7,826	2,926
Refugee Sponsorship Fund	-	-	-	-	-	-	-	-	-	-
Restoration Fund	963	-	963	-	963	-	-	-	-	-
Students for Ministry Fund	1,600	30,284	31,884	10,734	21,150	20,272	-	25,022	25,022	4,750
	\$ 93,476	\$ 31,102	\$ 124,578	\$ 71,589	\$ 52,989	\$ 45,658	\$ 75,544	\$ 25,967	\$ 101,511	\$ 55,853

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Funds Held for Special Purposes

Schedule 3

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024				2023			
	Balance Beginning of Year	Net Revenue (Expenditures)	Net Transfer (to) from Other Funds	Balance End of Year	Balance Beginning of Year	Net Revenue (Expenditures)	Net Transfer (to) from Other Funds	Balance End of Year
Benevolent Fund	\$ 3,308	\$ 4,291	\$ -	\$ 7,599	\$ 3,809	\$ (501)	\$ -	\$ 3,308
Bryce Scholarship Fund	-	100	-	100	-	-	-	-
Centre 120 Fund	22,232	1,088	-	23,320	14,375	7,857	-	22,232
Church School Fund	-	173	-	173	-	-	-	-
Concert Series Fund	3,912	(588)	-	3,324	4,095	(183)	-	3,912
Daybreak Fund	5	-	-	5	5	-	-	5
Designated Donations Fund	30,536	31,689	-	62,225	16,133	14,403	-	30,536
Emergency Food Centre Fund	-	24	-	24	50	(50)	-	-
Open Table Fund	15	-	-	15	15	-	-	15
Gracefield Camp Fund	-	-	-	-	-	-	-	-
Lillian Forsyth Fund	19,471	818	-	20,289	22,026	(2,555)	-	19,471
Memorial Fund	8,858	(1,819)	-	7,039	7,343	1,515	-	8,858
Presbyterian Sharing Fund	-	100	-	100	-	-	-	-
Presbyterian World Service Fund	5,000	(5,000)	-	-	100	4,900	-	5,000
Refugee Sponsorship Fund	-	-	-	-	-	-	-	-
Restoration Fund	1	963	-	964	1	-	-	1
Students for Ministry Fund	280,133	21,150	-	301,283	259,861	20,272	-	280,133
	\$ 373,471	\$ 52,989	\$ -	\$ 426,460	\$ 327,813	\$ 45,658	\$ -	\$ 373,471

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Congregational Fund Revenues and Expenditure

Schedule 4

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023
	Budget (Note 10)	Actual	Variance	Actual
REVENUES				
Sustentation	\$ 195,000	\$ 202,133	\$ 7,133	\$ 194,905
Plate	9,360	3,317	(6,043)	8,724
	204,360	205,450	1,090	203,629
Special donations				
Christmas offering	14,000	3,998	(10,002)	17,200
Church school	50	10	(40)	50
Easter offering	1,400	3,020	1,620	1,334
Thanksgiving offering	900	260	(640)	825
Sundry	25,000	70,163	45,163	55,570
	41,350	77,451	36,101	74,979
Other				
Weddings, premises usage, other	125,400	147,588	22,188	107,621
	125,400	147,588	22,188	107,621
Total Revenues	\$ 371,110	\$ 430,489	\$ 59,379	\$ 386,229

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Congregational Fund Revenues and Expenditure

Schedule 4 (continued)

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023
	Budget (Note 10)	Actual	Variance	Actual
EXPENDITURES				
MINISTRY				
Minister				
- stipend	\$ 66,476	\$ 66,476	\$ -	\$ 64,540
- housing allowance	32,125	32,125	-	31,189
Books	400	242	158	47
Other allowances	1,400	1,108	292	1,147
Pulpit supply honoraria	2,000	780	1,220	2,590
Study leave	600	600	-	1,200
Minister's assistant	-	-	-	-
	<u>103,001</u>	<u>101,331</u>	<u>1,670</u>	<u>100,713</u>
MINISTRY OF MUSIC				
Director of music	30,142	30,141	1	29,263
Choir music	50	-	50	-
Organ and piano tuning	750	1,289	(539)	603
Organ repair	1,500	1,146	354	709
Organ supply honoraria	1,050	1,225	(175)	1,400
Outside musicians	2,000	850	1,150	1,175
Section lead honoraria	14,000	13,948	52	13,855
Summer supply honoraria	700	490	210	700
	<u>50,192</u>	<u>49,089</u>	<u>1,103</u>	<u>47,705</u>
CHURCH BUILDING				
Gas	35,000	25,906	9,094	31,597
Hydro	3,900	3,889	11	3,815
Insurance	20,500	20,258	242	19,635
Repairs and maintenance	15,000	16,205	(1,205)	11,631
Capital repairs & maintenance	10,000	2,521	7,479	37,365
Security	528	486	42	486
Taxes	1,000	940	60	908
Telephone	2,700	2,523	177	2,624
Water	3,600	3,936	(336)	3,394
Amortization	-	5,722	(5,722)	4,822
	<u>\$ 92,228</u>	<u>\$ 82,386</u>	<u>\$ 9,842</u>	<u>\$ 116,277</u>

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Congregational Fund Revenues and Expenditure

Schedule 4 (continued)

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023
	Budget (Note 10)	Actual	Variance	Actual
EXPENDITURES (continued)				
COMMITTEES OF SESSION				
Advertising and communication	\$ 250	\$ -	\$ 250	\$ -
CCSAC	1,400	1,400	-	1,400
Christian Action and Outreach	100	100	-	100
Coffee hour	350	591	(241)	318
History and archives	250	5	245	40
Session Discretionary Fund	200	-	200	-
Committee funds (Children & Youth, Stewardship)	600	110	490	396
Worship	600	540	60	513
Gracefield	1,400	1,400	-	1,400
Burns dinner expenses	-	3,396	(3,396)	-
	<u>5,150</u>	<u>7,542</u>	<u>(2,392)</u>	<u>4,167</u>
SALARIES				
Church administrator	26,910	26,887	23	25,839
Church administrator relief	1,500	1,770	(270)	1,480
Church officer	38,130	38,130	-	37,020
Church officer apartment	5,400	5,400	-	5,141
Church officer overtime	2,000	1,326	674	1,822
Church officer relief	450	563	(113)	279
Digital ministry assistant	10,000	2,400	7,600	9,320
	<u>84,390</u>	<u>76,476</u>	<u>7,914</u>	<u>80,901</u>
EMPLOYEE BENEFITS				
CPP and EI	11,500	11,473	27	10,896
Medical and dental insurance	11,154	11,154	-	10,623
WSIB	810	834	(24)	810
	<u>\$ 23,464</u>	<u>\$ 23,461</u>	<u>\$ 3</u>	<u>\$ 22,329</u>

KNOX PRESBYTERIAN CHURCH OTTAWA

Schedule of Congregational Fund Revenues and Expenditure

Schedule 4 (continued)

Year ended December 31, 2024, with comparative figures for 2023, unaudited

	2024			2023
	Budget (Note 10)	Actual	Variance	Actual
EXPENDITURES (continued)				
CHURCH OFFICE				
Accounting and legal	\$ 6,000	\$ 6,863	\$ (863)	\$ 6,801
Amendments to the Act	-	-	-	-
Bank service charges	2,300	1,865	435	2,109
General	1,750	903	847	1,299
Office equipment	2,300	2,417	(117)	1,946
Offering envelopes	155	292	(137)	283
Parking	2,400	1,921	479	1,892
Postage and delivery	325	243	82	201
Supplies and stationery	1,800	1,231	569	1,652
Website	550	511	39	510
	<u>17,580</u>	<u>16,246</u>	<u>1,334</u>	<u>16,693</u>
OTHER				
Provision for bad debts	-	-	-	497
Expenses related to weddings and premises usage	19,530	20,042	(512)	16,092
Presbyterian Sharing	37,479	37,479	-	31,201
Presbytery of Ottawa	11,816	11,816	-	9,933
Congregational contribution to the Presbyterian Church in Canada Pension Plan	14,992	14,992	-	12,467
	<u>83,817</u>	<u>84,329</u>	<u>(512)</u>	<u>70,190</u>
Total Expenditures	<u>\$ 459,822</u>	<u>\$ 440,860</u>	<u>\$ 18,962</u>	<u>\$ 458,975</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	<u>\$ (88,712)</u>	<u>\$ (10,371)</u>	<u>\$ (78,341)</u>	<u>\$ (72,746)</u>

2025 Operating Budget

		Budget 2025	Preliminary2024	Budget 2024
Ordinary Income/Expense				
Income				
	REVENUE			
	401 - Sustentation	\$208,200.00	\$202,132.16	\$195,000.00
	402 - Plate Contributions	\$3,400.00	\$3,316.58	\$9,360.00
	TOTAL REVENUE	\$211,600.00	\$205,448.74	\$204,360.00
	SPECIAL DONATIONS			
	420 - Church School Revenues	\$0.00		\$5.00
	421 - Envelope Support	\$0.00	\$10.00	\$45.00
	441 - Christmas Offering	\$4,000.00	\$3,998.10	\$14,000.00
	442 - Easter Offering	\$3,000.00	\$3,020.00	\$1,400.00
	443 - Thanksgiving Offering	\$2,000.00	\$260.00	\$900.00
	TOTAL SPECIAL DONATIONS	\$9,000.00	\$7,288.10	\$16,350.00
	OTHER INCOME			
	410A - Premises User Fees	\$105,000.00	\$105,091.25	\$88,000.00
	410B - Weddings	\$21,600.00	\$12,550.00	\$12,000.00
	415 - Church Officer Apartment	\$5,535.00	\$5,400.00	\$5,400.00
	430 - Burns Dinner		\$4,320.00	
	450 - Other Revenue	\$40,000.00	\$69,987.92	\$25,000.00
	455 - Interest Income	\$500.00	\$227.46	
	CEBA Loan Forgiveness	\$0.00	\$20,000.00	\$20,000.00
	TOTAL OTHER INCOME	\$172,635.00	\$217,576.63	\$150,400.00
	Total Income	\$393,235.00	\$430,313.47	\$371,110.00
	Expenses			
	WEDDING EXPENSES			
	677 - Custodian Fee	\$2,250.00	\$1,440.00	\$1,500.00
	676 - Organist Fee	\$2,805.00	\$1,870.00	\$2,500.00
	675 - Minister's Honorarium	\$3,200.00	\$2,125.00	\$2,500.00
	678 - Sound/Video Technician	\$1,545.00	\$930.00	\$1,380.00
	Total WEDDING EXPENSES	\$9,800.00	\$6,365.00	\$7,880.00
	PREMISE USER EXPENSES			
	651 - Security & Custodian Fees	\$7,500.00	\$8,101.23	\$6,000.00
	653 - Equipment Maintenance	\$350.00	\$311.82	\$350.00
	654 - Tech Support	\$100.00	\$80.00	\$0.00
	655 - Church Officer Overtime	\$5,500.00	\$5,183.49	\$5,300.00
	TOTAL PREMISE USER EXPENSES	\$13,450.00	\$13,676.54	\$11,650.00
	BUILDING			
	701 - Water	\$4,200.00	\$3,936.20	\$3,600.00
	702 - Gas	\$30,000.00	\$25,905.76	\$35,000.00
	703 - Hydro	\$3,800.00	\$3,814.80	\$3,900.00
	704 - Telephone	\$2,300.00	\$2,203.20	\$2,400.00
	705 - Repairs/Maintenance	\$18,000.00	\$16,005.30	\$15,000.00
	706 - Security	\$500.00	\$485.32	\$528.00
	707 - Insurance	\$23,100.00	\$22,935.96	\$20,500.00
	708 - Cell Phone Church Officer	\$625.00	\$319.95	\$300.00
	712 - Taxes	\$1,100.00		\$1,000.00
	TOTAL BUILDING	\$83,625.00	\$75,606.49	\$82,228.00

EMPLOYEE BENEFITS				
	775 · CPP/EI Expense	\$12,467.00	\$11,427.63	\$11,500.00
	777 · Workers Compensation	\$860.00	\$833.80	\$810.00
	779 · Medical & Dental	\$12,268.80	\$11,154.24	\$11,154.24
Total EMPLOYEE BENEFITS		\$25,595.80	\$23,415.67	\$23,464.24
MINISTRY				
	528 · Cell Phone Allowance	\$900.00	\$900.00	\$900.00
	526 · Outreach (hospitality, entertainment)	\$400.00	\$208.03	\$500.00
	500 · Minister Stipend	\$68,536.76	\$66,476.03	\$66,476.00
	502 · Minister Housing	\$33,120.87	\$32,124.97	\$32,125.00
	530 – Assistant to Minister	\$0.00	\$0.00	
	509 · Pulpit Supply Honoraria	\$2,000.00	\$780.00	\$2,000.00
	510 · Study Leave Allocation	\$600.00	\$600.00	\$600.00
	520 · Book Expense	\$400.00	\$241.94	\$400.00
Total MINISTRY		\$105,957.63	\$101,330.97	\$103,001.00
MUSIC				
	561 · Organ Repair	\$0.00	\$1,145.94	\$1,500.00
	562 · Organist & Choir Director Contract	\$31,075.51	\$30,141.13	\$30,142.00
	564 · Organ Supply Honoraria	\$1,050.00	\$1,225.00	\$1,050.00
	565 · Piano/Organ Tuning	\$1,500.00	\$1,288.86	\$750.00
	566 · Choir Music	\$50.00	\$0.00	\$50.00
	568 · Section Lead Honoraria	\$15,400.00	\$13,947.50	\$14,000.00
	569 · Outside Musicians	\$600.00	\$850.00	\$2,000.00
	570 · Summer Supply	\$700.00	\$490.00	\$700.00
Total MUSIC		\$50,375.51	\$49,088.43	\$50,192.00
OFFICE				
	801 · Equipment	\$2,400.00	\$2,419.45	\$2,300.00
	802 · Supplies & Stationery	\$1,400.00	\$1,231.02	\$1,800.00
	803 · Postage and Delivery	\$175.00	\$242.69	\$325.00
	804 · Offering Envelopes	\$290.00	\$291.68	\$155.00
	809 · General	\$2,000.00	\$2,513.81	\$1,750.00
	812 · Parking	\$2,000.00	\$1,921.46	\$2,400.00
	813 · Audit & Legal	\$10,000.00	\$6,300.00	\$6,000.00
	815 · Amendments to the Act			
	818 · Bank service charges	\$1,900.00	\$1,864.76	\$2,300.00
	821 – Website	\$525.00	\$510.72	\$550.00
Total OFFICE		\$20,690.00	\$17,295.59	\$17,580.00
OTHER				
	851 · Presbyterians Sharing	\$38,641.00	\$37,479.00	\$37,479.00
	852 · PCC Pension Assessment	\$21,196.36	\$14,991.68	\$14,991.68
	853 · Presbytery of Ottawa	\$14,937.00	\$11,816.00	\$11,816.00
Total OTHER		\$74,774.36	\$64,286.68	\$64,286.68

SALARIES				
	750 · Church Administrator	\$32,467.50	\$26,887.00	\$26,910.00
	751 · Church Officer	\$39,312.03	\$38,130.00	\$38,130.00
	752 · Officer Relief	\$600.00	\$562.70	\$450.00
	753- Admin Relief	\$500.00	\$1,770.00	\$1,500.00
	755 · Officer Overtime	\$1,325.00	\$1,325.66	\$2,000.00
	Digital Ministry Assistant	\$0.00	\$2,400.00	\$10,000.00
	756 · Church Officer Apartment	\$5,535.00	\$5,400.00	\$5,400.00
Total SALARIES		\$79,739.53	\$76,475.36	\$84,390.00
SESSION				
	601 · Worship and Mission	\$600.00	\$540.00	\$600.00
	602 · Christian Action & Outreach	\$100.00	\$100.00	\$100.00
	604 · History & Archives	\$700.00	\$5.14	\$250.00
	605 · Communication	\$75.00		\$250.00
	607b - Stewardship	\$500.00		
	607c · Children & Youth	\$500.00	\$110.43	\$600.00
	608 · Coffee Hour (fellowship)	\$600.00	\$591.37	\$350.00
	610 · Session Discretionary	\$100.00	\$0.00	\$200.00
	621 · CCSAC	\$1,450.00	\$1,400.00	\$1,400.00
	625 – Gracefield	\$1,450.00	\$1,400.00	\$1,400.00
	857 - Burns Dinner expenses		\$3,396.47	
Total SESSION		\$6,075.00	\$7,543.41	\$5,150.00
Total Operating Expense		\$470,082.83	\$435,084.14	\$449,821.92
Operating Deficit		-\$76,847.83	-\$4,770.67	-\$78,711.92
Approved 4% Annual Transfer from Investment Fun		\$37,179.00	\$36,967.00	\$36,967.00
Net Operating Deficit		-\$39,668.83	\$32,196.33	-\$41,744.92

Knox Capital Budget 2025

	Capital Projects	Budget 2025	Preliminary 2024		Budget 2024	Comments
			Capital Fund	Other funding source		
Expenses						
	Tower Restoration	120,000.00				120K with contingency, bid price \$105K
	Geneva Hall roof		2,520.55		0.00	
	Geneva Hall chairs		4,791.62		5,000.00	
	West tower		6,106.48		5,000.00	
	Emergency organ repair				0.00	\$2715 from Music Fund; \$1145 from Operating
	Stained glass window repair			3,860.00	0.00	Stained glass window (break-in) - Memorial Fund
	Locks consolidation	3,000.00				
	Waste systems to reduce City costs	2,000.00				
	Choir Room Floor	3,000.00				\$15K total anticipated, will try to stay within that total, do as much as we can
	Chancel railing	7,000.00				
	Total Planned Capital Expenses	135,000.00	13,418.65		10,000.00	
	Income					
	City of Ottawa Heritage Grant for Tower restoration	60,000.00				Grant received after invoices paid
	Deficiency of funds for capital projects (to be transferred from capital fund)	-75,000.00				Total amount needed from capital fund; will be less if tower cost is under \$120K
	Investment fees (estimated)					
		12,500.00			11,200.00	
	Capital fund balance at Dec. 31, 2024	1,022,760.00				