

*God , You have made our world, and seen that it is Good  
Grant to us, created to complete your work, the bright beautiful Vision  
That makes us care for what we do.*

# *St. Martin's Cathedral*

*Catching The Vision ....*

*Sharing the Joy of making it a Reality!*



**Our Narrative Budget  
For 2007**

## **Introduction**

**Once again it is time to tell the stories behind the numbers.**

**This narrative budget tells you where your money goes and how it is used. It is a story to make you proud of every dollar you contribute. We know the budget will speak meaningfully to you about the deeper value of your tithes and gifts.**

**Much has been said** about the challenges facing our Church and the trials and tribulations of raising money to meet our budget and face future challenges; indeed fundraising has made a huge difference for us this past year.

**However,** we have seen in 2007, a remarkable development in the sense of our Church moving from just being a congregation to a community.

In our planning and visioning, there is a need for us to make time along the way to rejoice in all that God has done for us, and for the growth in Christian maturity we see evident in our people.

**From each offering received** from you and your fellow parishioners, St. Martin's builds on a vision established over 50 years ago when Anglican people gathered in this community to build a Church.

That vision began with a sense of Christian duty to reach out to the poor, lonely and oppressed. St. Martin's grew into a Church that helps people succeed with a positive approach to life, and is still growing by presenting an unchanged Gospel in a radically changed world!

**Your offerings** are not just numbers to be totaled up. They are a real and important reflection of a relationship you have with God and His Church in this town and our diocese. Your offerings are a gift which empowers St. Martin's to make a difference. We hope, that as you read through the pages of this budget, you will see the bright beautiful vision of God's Church known in this place as St. Martin's, and know there is much to celebrate.

*Revd. John+*



## Staff Clergy

**The Rector:** Every parish in our Diocese has a Rector. This is the priest who has been chosen by the people and licensed by the Bishop to be the spiritual and administrative overseer of a parish. There has been a traditional expectation within the Anglican Community that our leaders be well educated, professional and prepared for the many complex tasks and demands of Ministry today.

**Our Associate Clergy:** In our parish The Revd. Brian Candow is the Associate Priest. He works side by side with the rector as an advisor, friend and pastor. Large parishes like ours have a workload that is far too great for one priest. For that reason the ministry is expanded through the hiring of other ordained ministers to be assistants in the ministry of the person chosen and inducted as the Rector.

**Part Time Associate:** The Revd. Harvey Bullen has a long time affiliation with St. Martins. At the present time he is a part time associate, primarily responsible for St. Martin's duties as Diocesan Chaplain to James Paton Memorial Hospital. He is also involved worship, visiting, and helping in the ministry training of Lay Persons.

**The Parish of Gander** has responsibility of providing chaplaincy to all Anglicans who become patients at James Paton Memorial Hospital, or any of the Senior's homes in our community. The diocese supports this ministry with a **Chaplaincy Grant** that we receive monthly.

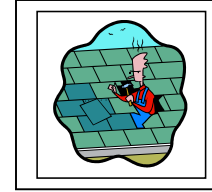
<b>Basic Stipend: (Salary)</b>	<b>Rector</b>	<b>\$37,073.00</b>
	<b>Associate</b>	<b>\$37,073.00</b>
<b>Clergy Benefits and Revenue Canada</b>	<b>Rector</b>	<b>\$12,300.00</b>
	<b>Associate</b>	<b>\$12,300.00</b>
<b>Travel</b>	<b>Rector</b>	<b>\$ 3,500.00</b>
	<b>Associate</b>	<b>\$ 3,500.00</b>
<b>Honorarium</b>	<b>Part Time Associate</b>	<b>\$ 7,000.00</b>
<b>The Cost or Clergy Salaries for 2007:</b>		<b>\$ 112,746.00</b>

An overall increase of \$5,802.00 this year mainly because of Revenue Canada, and Clergy Benefits

## Other Staff Members

Not all of our Staff are Clergy. The ministry of a Church requires a tremendous amount of support! From worship to administration, many people offer themselves. Because of the size of our parish, additional people are required for specific tasks.

### Custodian



Mr. Derek Dyke is our full time Custodian. This position was created to take care of the regular daily demands of a busy parish. From the basements to the roofs of all our buildings he works away keeping our buildings safe, fresh and clean. He cares for our property, cutting grass in the summer, cleaning pathways in the winter. His regular custodial work and maintenance includes St. Martin's bowling lanes and Synod office, Derek works with our Church groups: setting up and taking down tables, chairs and equipment for meetings, fellowships and fundraisers . Additionally, we have been blessed with Derek's carpenter skills and his abilities as a plasterer and painter. Derek does countless "small jobs" and repairs around our parish that otherwise would cost a substantial amount through the run of a year.

### That's Not All!

In the past two years Derek's pretty full job description has been connected to our Mission Statement to include a special ministry. Derek sets aside a portion of time each week to be available to our shut-ins, seniors and others who have special needs. As a representative of St. Martins he will do small jobs, absolutely free of labour charge in home and garden to bring a blessing to others. Often, when asked why we do this, Derek responds: "I am here from your Church to show we care"

<b>The Custodian's Salary</b>	<b>\$25,480.00</b>
<b>Benefits and Revenue Canada Remittances:</b>	<b>\$ 6,220.00</b>

**The Cost for 2007: \$31,700.00**

An overall increase of \$700.00 this year mainly because of Revenue Canada.

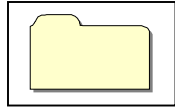
### Organist



Church organists with training in traditional music are hard to find, and young people who study music are not learning sacred hymns anymore. The result is empty organ benches all across the country. In recognition of the demands placed on an organist, and the difficulty in finding them, St. Martin's budgets an amount to compensate our organist .We are thankful for this ministry of music which is well supported by our choir and director.

**The Cost for 2007: \$6000.00 (Same as Last Year)**

## Envelope Secretary and Parish Treasurer



The envelope secretary is a person who has the task of ensuring your offerings are recorded every week. In addition to that, the envelope secretary co-ordinates counting schedules, answers parishioner's questions, prepares your quarterly and annual statements, helps with the publication of the annual report. Our Parish treasurer works closely with the Rector, Envelope Secretary and the Vestry to ensure that funding is in place and that all of our operating expenses are paid. This includes payroll, dealing with Revenue Canada deductions, year end reports and accurate reporting.

In short, these persons (who are not staff!), spend a lot of hours each month in a position that carries great responsibility, working for the Church. We budget honorariums to compensate these hours and to say "Thank You!"

**Envelope Secretary \$1,000.00                      Treasurer: \$500.00**

**The Cost for 2007: \$1,500.00 (Same as Last Year)**

## Discretionary Fund



The people of St. Martin's have shown themselves to be extremely generous and outreaching. There is a wonderful network of care expressed through the daily lives of our people. Discretionary funds are used help to people with special or immediate needs.

**The Cost for 2007: \$1,000.00 (An increase of \$500.00 this year, to meet the increased need of helping people as reflected by actual expense in 2007)**

## Insurance

Insurance protects our investments, and in today's world liability insurance provides peace of mind and allows ministry to take place. In St. Martin's case we must maintain a required amount of insurance because of our loans (Mortgages)

Parish Center	<b>\$ 4613.00</b>	Church Building	<b>\$ 7590.00</b>
Rectory	<b>\$ 541.00</b>	Clergy House	<b>\$ 656.00</b>

**The Cost for 2007: \$13,400.00 (Same as Last Year)**

## Other Administrative Costs

Bank and fluctuating Interest Charges throughout the year:	\$2,000.00
Worker's Compensation remittance	\$1,475.00

**The Cost for 2007:                      \$3475.00**

**An Increase of \$1,000.00 this year due to Last year's actual expenditure and rising costs**

## Utilities

### Town Assessment

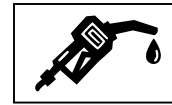


Under the *Municipalities Act*, Church property in Newfoundland are no longer legally exempt from property taxes. Towns can, at their own discretion grant exemptions. This Year the Town of Gander has levied a \$ 500.00 charge on each of our buildings.

**The Cost for 2007: \$2000.00**

**This is an increase of \$1,020.00 (104% OVER LAST YEAR)**

### Fuel for Church

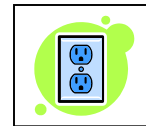


This is a major expense every year! Like every householder, we are subject to the rise and fall of fuel prices. The heat is monitored every day and after each service to conserve as much fuel as possible. The heating system itself has a high maintenance cost. We know our heating system is getting to a point where some major decisions have to be made about future replacement. The vestry is working on a short and long term plans for the future, and you can expect to hear about it during the year ahead.

**The Cost for 2007: \$21,000.00**

**This is an increase of \$2,000.00 based on last years actual expense.**

### Electrical



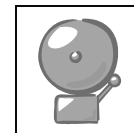
Our residential coast varies. The Rectory on Airport Boulevard is a newer home. Built with fairly modern specifications, is slightly the most energy efficient of the two. The Clergy house on Lindberg Avenue is in good shape, but lacks the insulation needed to make it as efficient as we would like. With the exception of the Church, all of our buildings have electric heat.

**Rectory: \$3,200.00                      Clergy House \$3,800.00**

**Parish Center : \$15,000.00                      Church \$5,000.00**

**The Cost for 2007: \$27,000.00 (Same as Last Year)**

### Alarm Systems



Our rental agreement with the Diocese includes the provision of an alarm system in the parish center. We also are required to have a fire alarm monitoring system in the Church Building.

**The Cost for 2007: \$1,000.00(Same as Last Year)**

## Maintenance

### Supplies



Every home requires the purchase of items to keep things in good shape. The list seems endless! Floor Wax to Light bulbs, emergency repairs, dish detergent to toilet paper, batteries for the microphones, salt to put by the doors to keep our visitors and Church family safe.

**Supplies For the Parish Center: \$1,200.00**

**Supplies for The Cathedral : \$ 800.00**

**The Cost for 2007: \$2,000.00 (Same as Last Year)**

### Miscellaneous and Contingency Expenses



Experience is our guide in planning for these types of expenses every year. BUT....You never know what is going to happen next – But something **always does!** Things wear out, get broken, special events take place.

**The Cost for 2007: \$2,500.00 (Same as Last Year)**

### Garbage Removal



Proper removal of waste is important for a large parish such as ours! Beside the Parish Center is a large metal bin. Waste from Synod Office, bowling lanes, parish functions in the hall and church, and offices goes here, and is regularly emptied by a contractor. This saves endless trips to the dump and keeps our environment neat and clean.

**The Cost for 2007: \$1,100.00 (Same as Last Year)**

### Building Repairs

We would be “Penny Wise and Dollar Foolish” not to budget for repairs! Every year we look at our buildings and plan ahead for repairs and maintenance that we know needs to be done. Good planning will keep parish property in shape, and avoid a situation where we must undergo several heavy projects at once. Based on planning and evaluation, we are able to lower the cost for our residences, keep the same level for the parish center but must increase the Cathedral budget.

**Repairs to Houses \$3,000.00      Repairs to Church \$8,000.00**

**Repairs for Parish Center \$2,500.00**

**The Cost for 2007: \$ 13,500.00**

**This is an increase of \$2500.00 for this year**

## Youth Ministry



### Our Youth Ministry is Growing by leaps and bounds!

Throughout the year our Sunday School teachers need supplies and tools to work with. Our teachers are very good at supplementing the material with crafts, stories and song.

**Snacks and Treats** are also important in letting the children know we love them! The weekly offering from Sunday School goes into the general offering, and we budget to cover the cost of Sunday School Operations. This year we have experienced the wonderful and new ministry of the Kid’s club, and we know we need resources for the Servers, Youth Band, Choirs etc.

**The Cost for 2007: \$2,500.00**

**An increase of 700.00 for this year**

### Jr. and Youth Choirs



One of the strengths of our youth ministry has been in the offering of a music program. This has proven to be successful, as evidenced in the involvement of our young people at our contemporary worship and other special services. In order to keep this ministry alive, a number of years ago the vestry decided to enlist the services of a professional musician. This is done through Mr. Shawn Wiseman. Shawn meets with our Jr. and Youth choirs every week from October to May.

**His fee for this work is \$575.00 per month**

**The Cost for 2007: \$4600.00 (Same as Last Year)**

### Mint Brook Camp



**What a Great Camp Last Summer!** We have booked Mint Brook Camp for late August for a parish Camp. The cost of Camp includes transportation, registration and supplies. We budget an amount for camp to supplement camp costs so that as many children as possible can attend this summer.

**The Cost for 2007: \$1000.00 (Same as Last Year)**

### Girl Guides

St. Martins is the sponsoring body for our own group of Beavers Cubs and Scouts. Just across the road there is a group of Girl Guides who also need help. Traditionally St. Martin’s makes a donation to help them with their yearly program.

**The Cost for 2007: \$500.00 (Same as Last Year)**

## Communications



**Telephones** are still the most important way of getting in touch. Each of our buildings has a telephone. With the exception of the Clergy homes, each line is routed through the Church so that we can provide a weekly telephone ministry.

St. Martin's is like other community businesses in that we are **unable** to have a family calling plan. We regularly evaluate the costs and negotiate for the best possible commercial telephone plan. The Cost Breakdown for our telephones:

**Rectory \$1,500.00**

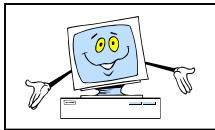
**Associate's Residence \$1,500.00**

**Church \$1,200.00**

**Parish Center \$750.00 Parish Center \$750.00**

**The Cost for 2007: \$5,700.00 (Same as Last Year)**

### Internet Access, Website , Office and Church Supplies Photocopies and Bulletins



Today, the internet, email and the use of Websites is a primary tool for communication. Through the internet we communicate with the whole world. Our website is set up to provide a secure way for people to donate on line through **Canadahelps.org**. We use email

regularly for our administration and communication with our parishioners.

**Music License:** In today's world resources for music are readily available. We often photocopy music for use in the choirs, and public worship. It is illegal and unfair to use other people's music without paying a royalty. For that reason we must purchase a license every year.

**In The Office and around our Parish :** Supplies are needed for various fundraisers and special occasions .The Trumpet and the Bridge are our weekly bulletins. In addition to these publications, we produce Bible Studies, Sunday School Materials, Confirmation resources, Choir Selections, Palms for Palm Sunday Advent Folders, Church Envelopes, special bulletins and letters, quarterly reports, statements, letters Oil Candles and so on.

**Included here** is the cost for Communion Wine, Breads, Baptism candles, specially printed certificates and posters for Baptism ,Confirmation and such.

At the present time, we have a photocopier cost sharing agreement with the diocese. We purchase our own paper, accounting software, Computer repairs, ink cartridges stamps and other office supplies. The Rector, Associate, Treasurer , Envelope Secretary, Sunday School and Choirs all have need of office supplies to carry out ministry.

**The Cost for 2007: \$8,300.00 (Same as Last Year)**

## Snow Clearing



### **Nobody avoids snow clearing!**

At St. Martin's we have two major areas to keep clear in order for the daily work of the Church to continue. Part of our rental agreement with the Diocese and Peyton's Pins is that we keep the parking lot clear. It is an expense that can climb very high.

Obviously, we must keep the Church parking lot open so that our weekly services , programs and Sunday Worship may continue on schedule. The cost of snow clearing really is unpredictable because it is affected by the amount of snow we have. Experience of past years helps us determine the budget amount. We regularly evaluate the costs and negotiate for the best possible commercial plan.

**Houses and Church : \$2,500.00 Parish Center: \$4,500.00**

**The Cost for 2007: \$7,000.00 (Same as Last Year)**

## Commitments and Responsibilities

### **Diocesan Assessment**

We all know the Anglican Church is much bigger than what goes on a the parish level. Obviously our priorities are focused on what goes on at St. Martin's because for many of us, our local church is a reflection of what it means to be an Anglican Christian. Our diocese through the Bishop and committees, represents us on a provincial, national and international level. We have to be concerned with what is going on in the world around us.

Each parish is responsible for paying its fair share of the costs of providing diocesan programs, services, and other expenses associated with "doing business" as a diocese. In our diocese, the assessment is based on a fair evaluation of each parish's income.

**The Cost for 2007 \$41,920.00**

**This is an increase of \$ 820.00 from last year**

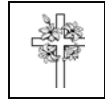
### **Anglican Foundation Membership**

The Anglican Foundation is an extension of our National Church. The foundation provides low interest loans and grants to supplement projects and material need by local Churches. St. Martin's received a grant from the Anglican foundation during the time of the Cathedral renovations. We pay an annual fee to support the Foundation.

**The Cost for 2007 \$50.00**

**This is a decrease of \$150.00 from last year**

## All Saints Cemetery



All Saints Cemetery is a place we share with other denominations. The cemetery charges each Church a fee based on the number of members. This covers the cost of maintenance, services and expansion to the cemetery grounds. At the present, denominational sections of the cemetery are almost full. To reduce the enormous cost of expansion, churches have agreed that the new area of the cemetery will not be denominational. Double plots will still be available, but people will be buried side by side, regardless of religious affiliation.

**The Cost for 2007: \$3,668.00** (Same as Last Year)

## Debt



**Our Parish has a substantial debt.** As of January 1, 2007, we owe \$310,086.00. Much work has been done on our buildings over the years, resulting in the necessity of mortgaging and borrowing. In 2007, St. Martin's is a church **without** any savings or investments. Your regular weekly offerings are absolutely essential for our survival!

We need to reduce our debt as quickly as possible. A certain amount of debt in life is inevitable. As far as Parishes are concerned, debt can be a motivator, causing people to work together to achieve a goal. However, large debts can strangle vision, dampen enthusiasm and prevent new things from happening. The mortgage on the Cathedral renovation loan continues to be the greatest burden. We are paying \$3,374.00 per month. **\$1,430.00** of that amount is interest. The mortgage is not a fixed rate loan, so interest payments did increase in 2006.

<b>Rectory Mortgage Balance:</b>	<b>\$ 8,161.00</b>	<b>Monthly Payment:</b>	<b>\$ 566.00</b>
<b>Church Mortgage Balance :</b>	<b>\$287,778.00</b>	<b>Monthly Payment</b>	<b>\$3,374.00</b>
<b>Anglican Foundation Loan Balance:</b>	<b>\$14,997.00</b>	<b>Monthly Payment</b>	<b>\$ 242.00</b>

**Cost of Debt for 2007: \$50,184.00** (\$4,182.00 per month)

Last Year we needed to receive \$49,968.00 for Debt Payments (\$961.00 Per Sunday)

This year we need to receive **\$50,184.00 for Debt Payments**  
**\$965.00 per Sunday**

## Flower Fund



For administrative and Revenue Canada recording purposes all money received for flowers now go directly into the parish current account. The invoices for flowers are paid by the Parish Treasurer and not from the A.C.W., although our ladies still order and care for our flower arrangements.

Live or cut flowers are used in Church because they remind us of the wonder of God's creative hand, as well as the beauty, shortness and frailty of human life.

**Cost for 2007: \$2500.00** (this is an "In and Out" Expense for our budget)

## Photocopier



For several years now, St. Martin's has shared the Diocesan Photocopier. Late in 2006, the old machine had to be replaced. Your vestry entered a cost sharing agreement with the diocese which covers the purchase price and usage fees.

**Cost for 2007: \$3200.00**

*This is a New Item for our Annual Budget*

***The work and health of St. Martin's is made possible through the giving hearts of its parishioners. In response to changing life-styles and increased demands on time and energy, We seek to assist you. Pre-Authorized Giving may be a good choice for you.....***

### ***Why Not Consider Automatic Debit in 2007?***

Automatic Debit was introduced as a convenient way for members and to provide consistent, year-round financial support for St. Martin's. Increasing numbers of people find that monthly or weekly direct debiting allows them to more intentionally plan and honour their financial commitments to their church.

It is a safe, convenient and generous way of making sure that your offering is present at the Lord's Table every week.

**What do I do at the Sunday Offertory?** Your parish will still supply you with your envelopes to place in the offering each week. Simply Write **Auto Debit** on the envelope. These envelopes are a reminder of your commitment through pre-authorized giving. Further donations can be placed in your envelopes at any time.

**For Your convenience,** on The Last page of this budget you will find a Pre-Authorized Debit form. If you wish to use this for your offering, simply fill it out, include a cheque marked void, and send it to the parish office.

## Let's Talk about Funding

*There are certain amounts of Money we know we will receive this year.*

### The Diocese

Chaplaincy Grant	(\$1103.47 Mth)	\$13,241.00
Rent for Synod Office	(\$1750.00 Mth.)	\$21,000.00
Archive Room and Joint Committee Office	( \$ 528.00 mth)	\$ 6,336.00
Peyton's Pins	(\$1300.00 mth for 9 mths.)	\$11,700.00
		<b>Subtotal : \$52,277.00</b>

*We anticipate income from these sources but can only estimate amounts  
(based on previous years experience)*

Advent Cards	<b>\$6,000.00</b>	Sunday School	<b>\$1,500.00</b>
Parish Center Rentals	<b>\$ 4,500.00</b>	Fund Raising	<b>\$4,500.00</b>
Flower Donations	<b>\$ 2,500.00</b>	A.C.W.	<b>\$6,000.00</b>
(Lenten Card Money goes directly to Diocesan Ministries )			
			<b>Subtotal \$25,000.00</b>

**We anticipate in 2007 total extra income of \$77,277.00**

## What is the Bottom Line?

<b>Our Operating Budget for 2007 is</b>	<b>\$ 320,104.00</b>
Less the amount we know we will receive (as shown above)	<b>\$ 77,277.00</b>
<b>Gives us the amount needed for our budget</b>	<b>\$ 243,582.00</b>
<b>We add our Debt Payments of</b>	<b>\$ 50,184.00</b>
<b>Total Funding required in 2007</b>	<b>\$ 293,766.00</b>

### MEETING THE BUDGET:

WHAT WE NEED IN THE ENVELOPE OFFERING EACH WEEK IN 2007

The weekly amount for the budget	<b>\$ 4,684.27</b>
The weekly amount for Debt	<b>\$ 965.00</b>
<b>Total weekly amount</b>	<b>\$ 5,649.27</b>

## Challenges and Vision

**When we consider our finances the challenges are Still Threefold!**

1. To pay the debts we owe and maintain the ministry at present levels. A word of thanks to all who have settled their hearts in relation to the renovations and debt load of St. Martin's, and are doing their best to help eliminate this debt. We need a generous "Parish Heart" and weekly offerings to take care of this.
2. To deal with the problem of our Furnace. As you know, the time has come to address the failing heating system. It is time to convert the furnace or provide another way of the heating the Church that is a blessing and not a curse to the next generation of Christians who will receive this Cathedral from our hands. We are presently working on research and costing to let you know what this will mean for us in the future.
3. Developing and implementing a vision for the future. A Vision that understands that present levels of ministry need to grow stronger, and that St. Martin's needs to be more (and more!) of an outreaching community to our town and world.

Our Prayer is that our income will not only meet the budget but exceed expenses yearly in such a way that we can optimistically, joyfully and confidently move forward.

**We CAN Do This! We Did it in 2006! Thank You for your support and commitment to the Lord, and His Church!**

**The Purpose of St. Martin's is:** To be a family of worshipping Christians; where the faith is taught –where people of all ages can grow in love and commitment to Christ in an atmosphere of caring, sharing, loving and respect for all persons; - where opportunity is provided for witness and service in the wider community.

## MY PAYMENT INFORMATION

Please use this checklist to indicate your desired contributions. We will use this information to record your offerings.

**Regular Offering** \$ \_\_\_\_\_

I Direct this debit to be made Monthly  Weekly

**Building Fund** \$ \_\_\_\_\_

I Direct this debit to be made Monthly  Weekly

**Bishop's Debt Fund** \$ \_\_\_\_\_

I Direct this debit to be made Monthly  Weekly

*If you have a specific date or preferred time of the week or month for the debit, please indicate below:*

\_\_\_\_\_  
**Signatures of Account Holder(s)**

\_\_\_\_\_  
**Date**

## My Personal Pre Authorized Debit Payment Plan agreement with St. Martin's Cathedral

### Instructions:

1. Please complete all sections in order to instruct your financial institution to make payments directly from your account.
2. Please sign the Terms and Conditions on the reverse of this document.
3. Return the completed form with a blank cheque marked "VOID" to St. Martin's Cathedral 132 Airport Blvd, Gander NL , A1V 2E7 or pass it to one of the Clergy or Parish Treasurer.
4. **Important:** If you have a joint account and if more than one signature is needed on your cheques, both must sign this form.
5. If you have any questions, please call the office at 256 3838

### Please Print Clearly

Names of Account Holder (s) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email \_\_\_\_\_

**Branch Number**

**Institution Number**

**Account Number**

**Name of My Financial Institution**

**Branch Location**

\_\_\_\_\_  
**Branch Address**

\_\_\_\_\_  
**City/Province**

\_\_\_\_\_  
**Postal Code**

**I agree to participate** in this Pre Authorized Debit Plan and authorize the Payee (St. Martin's Cathedral) and any successor or assign of St. Martin's Cathedral to draw a Debit in paper, electronic or other form for the purpose of transferring funds to St. Martin's Cathedral as an offering on my account indicated above at the Financial Institution indicated above and I authorize the Financial Institution to honour and pay such debits.

**I Understand that this agreement** shall be binding on me as if signed by me, and, in the case of paper debits, as if they were cheques signed by me.

**I may revoke or cancel** this Agreement at any time upon notice being provided by me either in writing or orally. I acknowledge that in order to revoke or cancel the authorization provided in the Agreement, I must provide notice of revocation or cancellation to the Payee.

**Payment Information and Authorization on the Back of this Form**