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1.0. INTRODUCTION

- 1.1. The Canons of this Church give no direction as to how the financial affairs of a Ministry Unit should be ordered; the Diocesan Statutes are a little more enlightening. Where the Church's rules are silent it is obvious that the secular rules for volunteer organisations should be used.
- 1.2. The following information is provided for those persons involved in managing the finances of a Ministry Unit - the Vicar, Wardens, Recorder, Treasurer and Auditor. If there remains any uncertainty over any aspect of a Ministry Unit's finances, please do not hesitate to call the Diocesan Accountant.

2.0. RESPONSIBILITIES

2.1. The Vicar, Priest-In-Charge

- 2.1.1. The Vicar or Priest-In-Charge has little responsibility for the ordering of the finances of the Ministry Unit, except to ensure that he or she is careful and responsible in expending any funds allocated to him or her for Ministry Unit activities. The Churchwardens have the main responsibility for the finances of the Ministry Unit, therefore it is up to the Vicar to ensure that the Wardens, as persons under his or her care, realise their responsibilities and to support them in their duties. Clause 43 of the Parish Statute states that the "officiating minister" will "attest" to the amount of offerings collected. Clause 44 notes the Vicar and Churchwardens will pay in to the Ministry Unit's bank account all monies collected, however this task can be delegated (see following paragraphs).

2.2. The Churchwardens

- 2.2.1. The Churchwardens are responsible for the finances of the Ministry Unit and this is very clearly detailed in the Parish Statute. Obviously, the Wardens cannot personally undertake all of the duties involved and they may delegate various tasks, however, they then remain responsible for the oversight of the persons doing the actual work.
- 2.2.2. Tasks that can be delegated but which remain the responsibility of the Wardens include: counting the offertory, banking, preparation of Accounts. The Wardens must personally arrange for the annual audit of Accounts as well as the presentation of the audited Accounts to the Annual General Meeting and the forwarding of the audited Accounts, reports and financial statistics form to the Diocesan Secretariat.

2.3. The Treasurer

- 2.3.1. The Treasurer is appointed by Vestry annually and need not be a member of Vestry.
- 2.3.2. The Treasurer is responsible for the preparation of all ministry unit Accounts, including special trust Accounts, ladies' guilds, opportunity shops, etc. Accounts must be provided to the Vestry at least quarterly and are to show all income from offerings and other sources as well as all sums disbursed.

2.3.3. The Treasurer will close the Accounts on 31 December and forward the finalised Annual Accounts, via the Wardens, to the Auditor. The Auditor must receive the Accounts in plenty of time so that the audited Accounts can be presented to the Annual General Meeting of the Ministry Unit, prior to 31 March. Therefore, the Treasurer must work diligently to ensure the Annual Accounts are finalised quickly and therefore allow time for auditing. The Treasurer should produce the financial reporting forms for the Diocese from the audited Accounts. A typical job description for the Treasurer is at Appendix One.

2.4. The Auditor (Clause 52b, Parish Statute)

2.4.1. The Auditor must be "a member of the Institute of Chartered Accountants of New Zealand or possess equivalent qualifications". The Auditor shall be appointed by the Annual General Meeting of the Ministry Unit.

2.4.2. The Auditor could well be a person not connected with the Ministry Unit, therefore it is difficult to ensure the Auditor completes their work in time for the Annual General Meeting, however every encouragement should be given to the Auditor to endeavour to have the Accounts ready in time.

2.5. Other Persons

2.5.1. The Wardens will, from time to time, appoint other persons to assist in the financial work of the Ministry Unit, including a Recorder to look after envelope giving, counters to check and count the offertory after each service and a hall manager who will receive donations/fees from hall users.

3.0. ANNUAL BUDGETS

3.1. The Diocese and Ministry Units have adopted the calendar year as the financial year. Budgets should be set by Vestry before the end of the preceding year. Planning should start by about July/August and a final budget should be adopted by the Vestry in November at the latest for the next year. If budgets can be approved earlier so much the better as it allows better forward planning.

3.2. Ensure all interested parties in the Ministry Unit are consulted as to their plans, hopes and financial needs for the coming year.

3.3. Ensure income and expenditure projections in the budget are realistic. If in doubt, be conservative. Remember inflation - it may be at low levels at present but costs do creep up. Always over estimate the costs for maintenance. It is prudent to have a safety margin. Try to have a little set aside for unknown contingencies; some things can't be planned for (one off giving for natural disasters, etc., are examples).

3.4. Ministry Units should not plan to balance existing income and expenditure. The Ministry Unit will stagnate if the budget only addresses the "status quo". Set some goals for the Ministry Unit and then work out the costs involved, together with the ongoing day to day operational costs. This gives a financial target to aim for. Parishioners should be challenged to give more and raise more each year, but keep increases to realistic and attainable levels! Parishioners will give more if they are involved and informed and can see where their giving is going.

- 3.5. Once adopted, the budget may show a need to give more or raise more funds than the year before; that is healthy as long as the gap between income and expenditure is of modest proportions. Vestry should know from past history what increases in income are attainable.
- 3.6. Appendix Two is a sample budget that is clearly set out and relatively simple to explain. From this can be produced "pie charts" or other pictorial explanations of the budget for those who have difficulty in understanding columns of figures.
- 3.7. Most budgets which include goals for growth will show a shortfall in income. The increased income will, in the main, need to come from the offertory/envelopes. It is important to "track" this giving closely, use graphs, compare giving with the same time last year, produce an offertories plan (see Appendix Three). If giving is falling behind the Vicar and Vestry need to know immediately so that they can approach the congregation with a request for improved giving or plan a stewardship campaign.

4.0. PROJECTING CASH FLOWS

- 4.1. It is all very well having a budget that shows a balance at year's end, however, during the year income fluctuates and expenditure comes in fits and starts. The result is that at various times during the year you could be faced with a deficit situation which will need a temporary overdraft or, if you are lucky, a surplus which can be invested for a short period.
- 4.2. To plot possible problem areas, draft up a spread sheet with 13 columns - one for each month plus one for the year's totals. Spread each income and expenditure component across the page to reflect anticipated payments (monthly, quarterly) and income (based on offertory history, trust income, etc.). From this you can calculate probable deficits and surpluses on a monthly basis. This is a budgeted cash flow.
- 4.3. Having a fair idea of your problem periods allows some planning to be done, such as arranging for a temporary bank overdraft, bringing forward a stewardship campaign, initiating a fair or other fundraisers. If you have a surplus you can arrange short term investments with your bank.

5.0. TREASURER'S REPORTS TO VESTRY

- 5.1. Depending on the directions given by Vestry there will be a requirement to provide monthly, bi-monthly or quarterly financial reports. This can be done by presenting a comparison between where the budget says you should be and the actual situation. An example of a suggested presentation is at Appendix Four. At a glance, Vestry can see where there are over-spends and under-spends.
- 5.2. It is important to draw all cheques for payment due, even if a shortage of funds means they cannot immediately be forwarded. If cheques are not drawn they will not show in the Accounts and the monthly statement will look better than it really is.
- 5.3. Another form of reporting to Vestry is shown at Appendix Five. Such a report can be tabled at Vestry to show income, expenditure and the bottom line (overdraft or surplus).

- 5.4. The example at Appendix Five also shows Vestry the status of the various special funds. Although some on Vestry are disinterested in finances, it is important that the information is provided and discussed. Finance is an important part of the responsibility of Vestry.

6.0. ANNUAL ACCOUNTS

- 6.1. The Treasurer is responsible for the preparation of all Ministry Unit Accounts.
- 6.2. Annual financial Accounts/statements should be prepared in accordance with generally accepted accounting practice. Various measurement bases can be used. Some Treasurers note that the forms required to be submitted to the Diocese differ from the format used to produce the Ministry Unit's audited Accounts. The important thing to remember is that the forms submitted to the Diocese (see examples at Appendices Six, Seven, Eight and Nine) are to provide financial statistical information only. The necessary information should be extracted from the Ministry Unit's audited Accounts and inserted into the Diocesan returns (see paragraph 7.1. for more on this subject).
- 6.3. Annual Accounts are tabled at the Annual General Meeting, which must be held prior to 31 March each year. Some Ministry Units hold their "main" Annual General Meeting late the previous year to conduct most business, including the election of Parochial Officers, and then adjourn the meeting until the following March when the Accounts are inspected and adopted. The March meeting, in effect, becomes a finance meeting. Refer also paragraphs 3.2 of Chapter One.

7.0. ANNUAL RETURN TO THE DIOCESE

- 7.1. Once the Treasurer receives the audited Accounts from the Auditor the forms at Appendices Six, Seven, Eight and Nine should be completed by transposing the figures from the Annual Accounts. As noted above, these forms are to provide statistical information and do not necessarily represent the audited Accounts, especially if the Ministry Unit has chosen to use other accounting formats. Treasurers will be forwarded a "Guidelines" pamphlet to assist them in completing these forms. A copy is at Appendix Ten.
- 7.2. The annual returns are to be signed by both Churchwardens at the bottom of sheet "C". This is to confirm that the accounts were adopted at the Annual General Meeting.
- 7.3. The statistics forms are needed to provide information for the following:
- (a) Annual summary of all Ministry Unit accounts in the Diocesan Synod Yearbook;
 - (b) Annual summary of Diocesan finances to General Synod;
 - (c) Data for the setting of Diocesan Quota;
 - (d) Researchers looking at financial trends within Ministry Units.
- It is important that the forms are returned as quickly as possible to allow them to be inputted for the Yearbook, which goes to print in July.

8.0. FINANCIAL TIMETABLE

- 8.1. Below is a guide to when various financial tasks and returns should be completed:
- | | |
|-----------------|--|
| During January | Treasurer completes Annual Accounts for previous year |
| During February | Auditor completes audit of Annual Accounts for previous year |

During March	Ministry Unit Annual General Meeting adopts audited Accounts
By 31 March	Wardens forward audited Accounts to Diocesan Secretariat after being adopted at AGM (refer Appendices Six, Seven, Eight and Nine)
By 30 April	Recorder to forward Income Tax statement for all envelope contributors (refer Appendix Fourteen)
On 1 May	Diocesan Secretariat implements cost of living rises for clergy stipends, based on LCI figures
In July	Vestry commences budget setting for following year (refer Appendix Two)
On 1 October	Diocesan Secretariat sends out details of Quota, Stipend and associated Allowances requested for following year
During November	Vestry adopts budget for following year (refer Appendix Two)
By 30 November	Ministry Unit confirms levels of Quota and Stipend that will be paid to the Diocesan Secretariat (refer Appendix Sixteen)
On 31 December	Treasurer closes books for calendar year
Monthly or Quarterly	Treasurer provides budget comparisons and financial statements to Vestry (refer Appendices Four and Five)
Weekly	Recorder inputs data on envelope giving (refer Appendix Fifteen)

9.0. THE RECORDER

- 9.1. The Recorder has the task of administering the envelope giving programme, ensuring accurate records are kept and that total confidentiality is maintained. The Recorder is appointed by the Wardens, after consultation with the Treasurer and Vestry.
- 9.2. It is important that careful and accurate records are kept otherwise the confidence of parishioners is lost. The bookkeeping needs to be simple but follow sound accounting practices. To aid accuracy, recording must be done regularly.
- 9.3. Pledge Card
 - 9.3.1. As part of the annual Stewardship Campaign, pledge cards will be distributed to all parishioners with the hope that existing givers will review and increase their pledge and that new givers will emerge. A copy of a typical pledge card is at Appendix Eleven.

9.4. Acknowledging Pledges

9.4.1. Once a completed pledge card is received by the Recorder it is important to send a personal letter of appreciation to the contributor. This letter can also provide information on the Ministry Unit's finances and aspirations for the future. A possible letter is at Appendix Twelve.

9.5. Reporting

9.5.1. Each quarter a report should be sent by the Recorder to each contributor. The report should include details of progress of any projects being funded, a simple statement of the contributor's giving to date, as well as expressions of appreciation and encouragement. Examples of reports are at Appendix Thirteen.

9.6. Income Tax Statement

9.6.1. At the end of each financial tax year (1 April to 31 March) a receipted statement should be provided promptly to each contributor to support their claims for taxation exemption. They should be posted out by 31 April. A possible statement is at Appendix Fourteen.

9.7. Card or Entry System

9.7.1. To keep a record of every individual's responses there needs to either be a card system or a simple computer programme. The card or programme should be entered up every week. A sample card is shown at Appendix Fifteen. Obviously there are other recording formats that can be used, however it is emphasised that accuracy and simplicity are required.

9.8. Reporting Responsibilities

9.8.1. The Recorder should report regularly to the Treasurer and Wardens to keep them informed of the level of giving in the Ministry Unit.

10.0. CASH MANAGEMENT/SAFEGUARDS

10.1. Good Rules to Follow!

- (a) Issue receipts for all monies received - including the Vicar's discretionary account.
- (b) Cheques received should be crossed to the Ministry Unit's bank account. An example is below

**Not Negotiable
a/c St Stephen's Church
Kingsland only**

- (c) Bank all money regularly - at least weekly.
- (d) Discourage payment by cash.

- (e) Make all payments by cheque.
- (f) Write up cash book at least monthly.
- (g) Reconcile bank accounts as soon as they are received.
- (h) All Ministry Unit cheques are to be signed by two authorised persons.
- (i) Never sign blank cheques.
- (j) Ensure all cheque butts are filled in clearly.

11. GOODS AND SERVICES TAX (GST)

11.1. The following advice is accurate but even now, after all these years of GST, new rulings and advice are still emerging. If Treasurers receive differing or new advice from accountants or others please inform the Diocesan Accountant so that further investigations can be made.

11.2. Who Can Register

- (a) Any Ministry Unit that receives a regular source of income on which GST is payable.
- (b) If a Ministry Unit's income for all taxable activity exceeds \$40,000 it is automatically registered, whether it believes itself to be or not. Few, if any, Ministry Units would come under this category. Offerings, unconditional donations or grants and the sale of donated goods make up the greater part of Ministry Unit income and none of these are subject to GST. Taxable activities may include the following:
 - Hire of church or church hall
 - Goods or services supplied through the parish that are charged for - eg: the sale of Christmas cards, calendars, parish newsletters, etc.
 - Baptisms, funerals, weddings where the activity would not take place if a donation was not expected
 - Photocopier charges or reimbursements
 - Purchase of cattle for resale at a later date
 - Subscriptions
 - Organ hire

This list is not exhaustive.

11.3. What advantage is there in being registered?

The largest part of a Ministry Unit's income is from offerings, which are exempt from GST. It is possible to claim back all the GST paid on taxable supplies irrespective of the extent of the activity that allowed the Ministry Unit to register in the first place. For example, if a Ministry Unit carried on no activity apart from hiring its hall on a regular basis it would be able to claim GST for all payments in respect of the Unit as a whole - ie: electricity, telephone, repairs and maintenance of the church and grounds, printing and stationery, etc. If the cost of these expenses is greater than the amount received from hiring the hall then the nett result will be a regular refund of GST. If major repairs are undertaken or a new church or other amenity is built it is possible to make a full claim. To enable the claiming of all taxable activity, it is important that registration is done properly.

11.4. How Do You Register?

As noted in paragraph 11.2 if the taxable income is greater than \$40,000 you are already registered. In practical terms this requires formal application. In other words, the Goods & Services Tax Act implies automatic registration where the taxable activity is great enough. To formally register you will need to contact the Inland Revenue Department and ask for a registration form. The most important aspect of registration is the description of the taxable activity. It is suggested that this be for "the provision of religious services and care for the community". If the description is too narrow it will not be possible to claim all expenses. If, for example, the activity is described as "hire of the church hall" then claims can only relate to the hall. Register as a single entity, not for a specific activity.

11.5. What Additional Work Is There?

11.5.1. *GST Return*

Returns will need to be made on a regular basis. They will need to be done either monthly, two monthly or six monthly. The return requires a total figure for sales and income, including GST, for the period (box 5 of the GST return). If your taxable activity is hall hire and you are making a two monthly return then the total return from "hall hire" needs to be entered here. The total is then divided by 9 (box 8) which equals the GST received while hiring the hall. Zero rates supplies (box 6), which is the next amount asked for on the form, will probably be nil. An example of zero rated supplies is overseas air travel. The next amount to enter is total purchases and expenses (box 12). This will be all expenses other than salary, stipend, interest and giving. This amount is then divided by nine (box 13). This is the GST paid during the period. If this total is greater than the GST received a refund is due for the amount which is greater. If the total is smaller, GST needs to be paid in the amount which is smaller.

11.5.2. *Cash or Invoice*

Because the Church has traditionally operated on a cash basis it is preferable to make returns on a cash basis. This means that if you do issue invoices you do not credit the GST proportion until the invoice is paid. Conversely, you only claim GST on electricity, telephone, etc. after the account has been paid.

11.6. Is GST Income - Expense - Neither?

There are common misunderstandings about GST. Some think that it is a source of income that has to be budgeted for or that it is an expense. If a Ministry Unit registers for GST, the GST content of income and expenditure is neither a gain nor a loss.

Example 1:

I receive \$11,250 in income over a year and pay \$22,500 in expenses. All my income and expenditure has a GST content. I am required to send a return to Inland Revenue at the end of the year. The GST content of the above is:

Income = \$1,406 Expenditure = \$2,812 Difference = \$1,406.

This has been received or paid by me and my bank account at the end of the year before I make my return is \$1,406 less than if there had been no GST. When I make my return, however, I am eligible for a refund of \$1,406. When I receive this amount my bank account is just as it would be if I had neither paid nor received GST.

Example 2:

In a second case, the reverse may be true. My income is \$22,500 and my expenditure is \$11,250. At the end of the year I have \$1,406 in my bank account that I wouldn't have had if there was no GST. When I make my return I send a cheque for \$1,406. My bank account is exactly as it would be without GST.

Example 3:

If I am unregistered I do not have to make returns to the IRD nor do I claim or pay GST. I do not need to show GST in my books of account. In this case, if my cleaning costs for the year were \$112.50, which has GST of \$14.06, the \$14.06 becomes part of my cleaning expense. It is not shown separately. The same is true of income.

11.7. Where Is It In The Accounts?

When preparing your monthly income and expense records an extra column should be provided for GST. All GST paid should be entered in an expense column and all GST received entered in a separate income column. At the end of the period to fill in your return, multiply the total of each column by nine for the totals required for sales and income (box 5) and purchases and expenses (box 12). When these amounts are divided by nine where asked on the return they should agree with your column totals. The difference will be entered if it is a refund in the GST column of income when you receive it and thus balance income, and in the expense GST column if it is a payment when you have written your cheque. In both cases, the columns will then be balanced. At the end of the financial year, whether it is the end of the return period or not, the two columns should be added and the balance appear in the Balance Sheet as a sundry debtor if GST is due to be refunded or as a sundry creditor if GST is due to be paid. So although for practical purposes it is most easily shown in the working accounts with your income and expenditure, it is neither.

11.8. Things To Remember

11.8.1. *The Vicarage*

The Ministry Unit and the vicarage are two different entities and it is the Ministry Unit which will be registered. Expenses which may commonly be paid by the Ministry Unit on behalf of the vicarage, such as telephone, electricity, rates and insurance, repairs and maintenance, etc. are not Ministry Unit expenses and GST should not be claimed except as follows:

If a part of the vicarage is commonly used as a Ministry Unit office or for hospitality purposes a proportion of vicarage expenses may be claimed for GST. The proportion commonly used is 15% but should correspond with the area used for Ministry Unit matters. Once the proportion is established the percentage can be applied to all expenses as described above including, for example, the building of a new vicarage where Ministry Unit use is established beforehand.

11.8.2. *Clergy Costs*

The cost of your Vicar is different from costs relating to the vicarage, therefore reimbursement of the Vicar's expenses (such as book, hospitality and "other") may be claimed in full by the Ministry Unit. Travel is a little different. GST may not be claimed on travel reimbursement.

11.8.3. *Donations to the Ministry Unit*

Previous advice relating to specific donations, eg: for the purchase of new prayer books, which has a GST component, was not correct. A donation is considered free of GST where it is unconditional or untagged. For a donation to be considered tagged or conditional the giver would need to put a requirement on it. Even, for example, the purchase of new pew seats engraved with the name of the giver is able to be claimed. An example of a tagged donation would be if a community group wished to use Church premises and was allowed to do so only so long as they made a donation to the parish. It is tagged because they would not get to use the premises without making a donation.

11.8.4. *Cattle Schemes*

Cattle schemes, etc. are where beasts are purchased and fattened on parishioners' land then re-sold with the proceeds becoming Ministry Unit income. Quite commonly a separate account is kept and income received into the Ministry Unit accounts is only the amount required at that time. For the purpose of GST returns, receipts and payments have to be accounted for in the GST period in which they take place. Not to do so is likely to make the Ministry Unit liable for penalty.

11.8.5. *Opportunity Shops*

The same is true where a Ministry Unit runs an Opportunity Shop. There is nothing to stop the shop keeping separate records and only bringing surpluses into the general account when it is felt the Ministry Unit needs the funds. However, if the Ministry Unit is registered for GST then any GST component needs to be accounted for in the period in which the transaction takes place. There is, of course, no GST content on donated second-hand goods. Previous advice that the cost of electricity, rent, etc. are claimable is incorrect. GST cannot be claimed on an exempt activity. If a proportion of the income were derived from goods purchased for resale then expenses could be claimed for that proportion of income.

11.8.6. *Renting out of the Vicarage*

Residential houses are not liable for GST. Where parishes have empty vicarages or other houses there is no GST component, nor may claims be made for GST on house expenses. Where the house is let commercially (ie: to community or business groups for purposes other than accommodation), then the rental received and expenses associated with the dwelling are assessable for GST.

11.8.7. *Sale of Property*

Ministry Unit properties which are sold (other than vicarages) may be free of GST if the building on the site was donated to the Ministry Unit, otherwise GST will be liable on the sale price. It is not enough that donations were made that allowed a building to be erected. The building itself must be donated. Inland Revenue will allow eight years for a claim to be made in this category and where GST was allowed for in a sale it will be refunded in this eight year period if the donation is satisfactorily established.

11.8.8. *Koha/Donations/Ministry Unit Expenditure*

Donations to visiting speakers are considered by the Inland Revenue Department to be payment for services rendered and subject to Withholding Tax unless the donation is made out to a speaker's employing body, in which case it is accepted that it is a donation. These payments do not have a GST component. A petrol or book voucher may be given and is a way of avoiding the restriction but it should be relative to the distance travelled. In this case, the GST component of the cost of the vouchers could be claimed.

11.9. GST Audits

All Ministry Units that are registered should at some stage expect to be audited for GST purposes. Inland Revenue is generally very helpful but a number of Ministry Units have in the past had difficulties, some involving possible deregistration. If help is required, please contact the Diocesan Accountant who will be pleased to assist.

12.0. DIOCESAN STIPEND FUND

12.1. The Diocese operates a centralised Stipend Fund or "pool" from which it pays the stipends of Ministry Unit priests in the Diocese. Payments to individual priests are managed by the Diocesan Secretariat. The pool is financed by the contributions Ministry Units make.

12.2. The main reason for such a Fund is to ensure continuity of payments to clergy. If a Ministry Unit, for whatever reason, misses paying into the pool that Unit's priest is not penalised as the Secretariat ensures all priests receive their full stipend entitlements on time. By having a modest reserve in the Fund the Secretariat is able to pay out on time without going into overdraft.

12.3. Timetable For Credits/Debits

12.3.1. Ministry Units are requested to pay the amount required into the Fund on the 20th of each month. The Fund pays out on the 25th of each month.

12.4. Debiting/Crediting The Fund

12.4.1. Ministry Units are encouraged to use the direct debit system to deposit the required funds. If the finances of a Ministry Unit are marginal and there is a lack of confidence that a full direct debit will be honoured by the bank the alternative is to set up a partial direct debit and to pay the remainder by cheque when there is confidence that the funds are available. Pay outs to clergy are by direct credit to each person's bank account. Treasurers with concerns over stipend issues should contact the Diocesan Accountant immediately. It is important that the Diocesan Accountant is alerted quickly to problems so that there is time to consider alternative arrangements.

12.5. Breakdown of Stipends and Allowances

12.5.1. The amount paid in each month is not only for the clergy stipend but includes various other amounts, as listed below (refer also to Appendix Sixteen):

- (a) Stipend - which varies depending on the priest's seniority and whether there are dependent children. The amount paid in under this amount also includes:
 - (i) Payroll Life insurance = 1.7% of stipend
 - (ii) Stipend Continuance insurance = 0.75% of stipend
 - (iii) Accident insurance
 - (iv) 9% subsidy for the employer's contribution to the N Z Anglican Church Pension Board Pension Fund
 - (v) Professional Indemnity Insurance = \$25.00 (in 2000) per priest
 - (vi) Payroll administration cost = a flat fee of \$10.00 per annum per Ministry Unit
- (b) Housing Allowance - if the Vicar is not living in the vicarage
- (c) Parish Ministry Support - usually a set amount per priest (refer paragraph 13 for more details).

- (d) Retirement Seminar Levy - all clergy are encouraged to attend a seminar in the managing of assets and lifestyle as retirement approaches.
- (e) Various levies - there are various levies that Diocesan Synod authorises from time to time. These are added into the amount to be paid. For example, in 2000 Ministry Units are asked to provide an extra \$500 per annum to fund "Mission 2000". A Redundancy Fund is also being established at a cost of \$300 per annum per Ministry Unit.

12.5.2. The amounts set out above in paragraph 12.5.1. are listed in a form (example at Appendix Sixteen) which Ministry Units are asked to return to the Diocesan Secretariat by 30 November. The form is sent out by the Secretariat and is accompanied by a memorandum which explains the background of the amounts requested.

13.0. PARISH MINISTRY SUPPORT (PMS)

13.1. Parish Ministry Support (PMS) is a levy on every Ministry Unit to provide for extra stipend to those Units otherwise unable to provide stipended ministry.

13.2. The levy is expended in three areas:

- (a) *Deacon Support or First Ministry Placement*
Students finishing at St John's Theological College need to be placed in Ministry Units to obtain "on the job training". Usually this is for two years where the Deacon understudies the Vicar. Very few Ministry Units can support two stipended positions (ie: the Vicar and Deacon), therefore the Diocese, via the PMS levy, subsidises these Ministry Units. In this way, the Diocese is assured of a continuous supply of trained priests who can operate confidently in Ministry Units. The subsidy will vary depending on the finances of the Ministry Unit involved. In some cases, the PMS levy covers all costs, in other situations the Ministry Unit picks up all of the costs.
- (b) *Expanding Ministry Units*
Normally, Ministry Units in new developing areas are trying to cope with significant growth but can only fund one stipend, however if they had a second priest they could expand their congregation and thereby pay for the second person. The Diocese provides stipend support in areas of growth until the congregation has grown enough to provide its own funding; normally this is for three years on a reducing scale.
- (c) *Ministry Units in Financial Difficulties*
Some Ministry Units, for whatever reason, are shrinking and can no longer provide the funds to support a stipended priest. The Diocese provides funds from the PMS levy to support the Ministry Unit for a period of three years whilst the Vestry attempts to rejuvenate the Unit so as to reach self-sufficiency again. If after three years this has not happened, the Ministry Unit is asked to initiate other forms of ministry.

13.3. An example of recent PMS distribution is:

Deacon support	\$60,000	40%
Development Ministry Units	\$40,000	27%
Ministry Units in difficulty	\$50,000	33%
<i>Total</i>	<i>\$150,000</i>	<i>100%</i>

13.4. Diocesan Council has "capped" the PMS levy at \$150,000 per annum.

- 13.5. The levy has been deliberately kept separate from "Quota" to ensure transparency. Ministry Units contributing to the levy can see where their funds are going and who they are helping.

14.0. QUOTA

14.1. Introduction

The Quota system was recommended to Diocesan Council by the Resources Council and approved by the 1990 Diocesan Synod. Synod recommended that the proposed compulsory Quota system be modified to a voluntary system.

14.2. Background

- 14.2.1. Prior to introducing the existing system, detailed research was undertaken and information was evaluated from 22 dioceses throughout New Zealand, Australia, the USA and Canada. No two dioceses amongst those studied had identical systems for the collection of funds from Ministry Units for diocesan activities. As a general principle, most dioceses seemed to aim to produce a system that was fair to the Ministry Units concerned and that provided allowances or incentives for costs related to activities.

14.3. Adoption of the Present System

- 14.3.1. In 1990 Diocesan Synod adopted the present voluntary system which, in simple terms, includes the following:

- (a) Quota is based on the calculated income of a Ministry Unit with unearned income included at two times the actual rate.
- (b) From income, allowances are made for staff payments, building repairs and maintenance, rates and insurance, bank interest costs, mission and social services giving (limited to 5% each of offerings).
- (c) The above is calculated for three years, resulting in an average assessable income for each Ministry Unit.
- (d) Diocesan Council approved Quota being split between Ministry Units in ratio of assessable income to the total assessable income of all Units.

14.4. Rationale for the Accepted System

- 14.4.1. The system was designed to try and create "a level playing field between Ministry Units" - rich and poor, old and new. This was achieved by:

- (a) arriving at a nominal income equivalent to total income plus unearned income - ie: those Ministry Units benefiting from large rents, endowments, etc. contribute more from that "investment income";
- (b) Ministry Unit growth being seen to directly relate to the staff employed within it. A deduction is therefore made for total staff costs, thus encouraging Units to expand their activities through additional staff;
- (c) Old buildings are expensive to maintain by comparison with new plant. A deduction is therefore allowed for repairs and maintenance to give additional allowances to Ministry Units with old buildings.
- (d) The location and type of building within the Ministry Unit also affects available income - ie: St Matthew-in-the-City has extremely high rates and insurance in comparison with a small church in a rural area. An allowance is therefore made for these two costs;

- (e) While new Ministry Units do not have maintenance costs, in many cases they have high debt servicing costs until their buildings have been paid off. An allowance is therefore made for this cost;
- (f) Going back over many years, successive Synods have encouraged Ministry Units to meet a missions target of 5% of offerings, however some Units were paying up to 20% of offerings to mission activities and paying little or no contribution to diocesan costs. It was therefore agreed that, due to the emphasis placed upon them by Synod, mission payments should be an allowable deduction to a limit of 5% of total Ministry Unit income.
- (g) At the 1995 Diocesan Synod it was agreed to alter the calculation of Quota assessments to encourage Ministry Units to make donations to Social Service agencies in the same way as donations to the Anglican Board of Missions is made and to permit Ministry Units to donate up to 5% of their income from offerings to
 - (i) any other Ministry Unit or agency that has adopted the Anglican Care Code of Ethics,
 - (ii) any agency that is included on a list to be published from time to time by the Anglican Care Social Services Council,
 - (iii) any other person or agency deemed by the Vestry to come within the spirit of the resolution, such donations not being more than 2% of giving.

14.5. Subsequent Refinements

14.5.1. When working on quotas, the Quota Committee soon recognised that there was a problem in the approved system due to the long time delay between the incurring of a cost and its effect on Quota as the Quota figures for a year were virtually based on a two year historical calculation - ie: the Quota for 1993 was based on the 1989-1991 financial Accounts.

14.5.2. To overcome this problem, the Committee, with the approval of the Resources Council, changed the system from three years actual accounting information to two years actual and one years budgeted information from the Annual Ministry Unit returns.

14.5.3. Diocesan Council has capped Quota increases to the Consumer Price Index (CPI).

14.6. Quota Committee

14.6.1. The Resources Council set up a Quota Committee as a sub-group which was charged with the responsibility of administering the Quota system. It was, however, required to obtain any approvals for changes in the system from the Resources Council.

14.7. Quota Committee Membership

14.7.1. Each Archdeacon is asked to nominate a representative to serve on the Quota Committee, a number of those are ex Ministry Unit Treasurers. Ex officio members of the Committee are the Diocesan Secretary and Diocesan Accountant.

14.8. Tasks of the Quota Committee

14.8.1. The Quota Committee reviews the Quota calculations as presented by the Diocesan Secretary and Diocesan Accountant.

- 14.8.2. Preliminary Quota calculations are made and reviewed by the Committee to assess fairness with regard to the current financial position of the Ministry Unit concerned.
- 14.8.3. Preliminary Quota calculations are advised to Ministry Units, together with the information upon which that Quota has been calculated, to enable Units to check the accuracy of the data included and to appeal any special circumstances.
- 14.8.4. Quota Committee members are responsible for working with Ministry Units to ensure they understand the data submitted, have the chance to evaluate any recommended changes in that data and to report on their evaluation to the Committee.

14.9. Quota Committee Timetable

March/April	Receive Ministry Unit Accounts
May/July	Diocesan Accountant produces spreadsheet for Quota calculations. Preliminary calculations are made. Diocesan Council advises level of Quota required for next year's Budget
August	Quota Committee reviews calculations to assess fairness with regard to the current financial position of Ministry Units. Revisions made where necessary
September	Ministry Units and Resources Council advised as to next year's Quota
October/November	Discussion with Ministry Units where level of Quota disputed
October/December	Receive final Ministry Unit commitments

15.0. STEWARDSHIP

- 15.1. All Ministry Units should conduct annual Stewardship campaigns. To many Units, Stewardship is an anathema and "un-Anglican", however if periodic well run campaigns are not undertaken the income base of the Unit will gradually erode.
- 15.2. Existing givers need a gentle reminder to review their giving; even with low inflation Ministry Unit costs creep up constantly and if envelope giving stagnates a deficit opens up.
- 15.3. New givers need to be encouraged. Many parishioners, especially the newer ones, will be unaware that a regular giving system exists. New arrivals need to be made aware of your giving systems as otherwise they will assume the offertory plate is the only means of giving.
- 15.4. Campaigns need not be aggressive or embarrassing. Done properly, they will not only increase income but also improve the understanding of parishioners as to what the Ministry Unit does.

15.5. The Campaign

15.5.1. One Sunday which centres on the Vicar's sermon is ineffectual. Stewardship should be properly planned and spread over at least one month. There are many books, pamphlets and videos that give the details of how to do a Stewardship programme. The Council For Christian Nurture (CCN) library has a variety of books on the subject. Contact the Administrator on 302 7213 or call in to the library at St Stephen's House, 12 St Stephen's Avenue, Parnell (adjacent to the Holy Trinity Cathedral). There is also a resource kit produced in the Diocese of Wellington which is well thought of. A copy of this kit is held by the Diocesan Secretariat. Telephone 302 7201 if your Ministry Unit would like to borrow it. It contains details of how to run a Christian giving programme as well as various resources that can be used (posters, pamphlets, etc.). There is also an instructional video to help you organise and get on.

16.0. BEQUESTS AND WILLS

16.1. Some parishioners might wish to leave funds to a Ministry Unit in their Will. If anybody expresses an interest in including a Ministry Unit in their Will the following are appropriate inclusions for their Will and should be provided to the parishioner's solicitor:

- (a) I give and bequeath free of all duties and taxes the sum of \$..... to the Parish/Mission District/Local Shared Ministry Unit of..... for the general purposes of the said Parish/Mission District/Local Shared Ministry Unit.
- (b) I give and bequeath free of all duties and taxes the sum of \$..... to the Parish/Mission District/Local Shared Ministry Unit of..... for the purpose of (insert particular activity, ie: organ fund, maintenance, social services, etc.)

16.2 The Diocese has recently produced a booklet entitled "Endow the Future" which provides details of possible beneficiaries. Copies have been sent to all Ministry Units and to all Solicitors Offices within the geographical area of the Auckland Diocese.

17.0. P A Y E

17.1. If a Ministry Unit employs staff the Administrator shall maintain the necessary employment related records (refer paragraph 12.3, Chapter One) and will also compile and forward the PAYE forms to the Inland Revenue Department. If there is no Administrator these tasks become the responsibility of the Treasurer (refer Appendix One, Chapter Five).

JOB DESCRIPTION

MINISTRY UNIT TREASURER

PRIMARY ROLE

To manage the Ministry Unit finances on behalf of the Vestry in an orderly and responsible manner in order that the work, ministry and growth of the Ministry Unit may occur.

MAIN RESPONSIBILITIES

1. Management of bank accounts, financial assets, etc.
2. Receiving of accounts to be paid, preparation of cheques for approval by Vestry, and distribution of cheques after obtaining signatures.
3. Arrangements for ensuring that Ministry Unit income is banked promptly and accurately following receipt (the process of preparing the banking and lodging the bank deposit may be delegated to suitable people if they are available).
4. Recording of income and payments in accounting records, reconciliation of bank accounts, etc.
5. Preparation of regular reports to Vestry concerning Ministry Unit finances, which would normally include:
 - (a) details of receipts from offertory and other income sources;
 - (b) balances of bank accounts and values of trust funds, special accounts, etc. owned by the Ministry Unit;
 - (c) comparison of actual to budget breakdowns by income and expenditure type.
6. Preparation and filing of Goods and Services Tax returns to the Inland Revenue Department, if required.
7. Maintaining a payroll for paid lay staff, which will include maintenance of all records pertaining to such staff, such as time sheets and leave entitlements, and the preparation and filing of Pay As You Earn (PAYE) income tax returns to the Inland Revenue Department for such staff.
- 7.1. Where a paid Administrator is employed, the tasks outlined in paragraphs 6 and 7 above would be carried out by that person with oversight by the Churchwardens.
8. Liaison with the Parish Auditor and Churchwardens regarding the preparation of the Annual Financial Statements and presentation of the Financial Report to the Annual General Meeting of the Ministry Unit.
9. Preparation of Budgets for approval by Vestry.
10. Completion of other tasks as entrusted by the Vestry to the Treasurer, such as insurance, liaison with the Diocesan Secretariat, etc.

ACCOUNTABLE TO

The Vestry, with oversight by the Churchwardens.

APPENDIX TWO**SAMPLE ANNUAL BUDGET PLANNING SHEET**

MINISTRY UNIT OF

BUDGET FOR 2000

	1999 BUDGET \$	1999 ACTUAL \$	2000 BUDGET \$
EXPENDITURE			
Stipend Fund Contribution - Vicar	35,820	35,820	35,820
Clergy Retirement Housing Fund	600	600	600
Travel Reimbursement	4,560	4,577	5,150
Hospitality, Book & Other Reimbursement	2,150	1,760	2,150
Secretarial	7,500	7,102	7,400
Diocesan Loan Repayments	3,776	3,776	3,776
ANZ Bank Loan Repayments	-	-	6,000
Repairs & Maintenance	5,400	3,192	5,700
Cleaning	1,100	1,142	1,150
Rates/Insurance/Power	5,700	6,451	6,500
Stationery & Printing	1,450	1,511	1,650
Books/Postage/Petty Cash	480	347	600
Sanctuary Supplies	300	209	350
Telephones & Tolls	800	790	800
Education	800	730	900
Interest & Bank Charges	248	117	150
Sundries	2,400	1,931	2,200
Diocesan Quota	13,500	13,500	13,500
Donations & Missions	4,400	4,400	4,000
Housing	6,600	6,600	6,600
	<u>97,584</u>	<u>94,555</u>	<u>104,996</u>
Parishioner Loan Repayments	-	-	2,000
	<u>97,584</u>	<u>94,555</u>	<u>106,996</u>
INCOME			
Offertories (2000 @ \$1225 per week)	79,000	77,017	80,000
Sunday School	300	-	400
Hall Donations	5,000	5,364	6,000
General Donations	7,000	6,525	6,000
Sundry (incl. GST refunds & Diocesan grants)	4,500	4,321	4,500
Special Fundraising	5,158	-	10,100
	<u>100,958</u>	<u>93,227</u>	<u>107,000</u>
<u>SURPLUS (DEFICIT)</u>	3,374	(1,328)	4

APPENDIX THREE

SAMPLE OFFERTORIES PLAN

REQUIREMENT	\$80,000 offertories for the year. Weekly average last quarter of previous year = \$1,225	
January	4 weeks @ \$850 per week	\$3,400
February-March	9 weeks @ \$1,225 per week	\$11,025
April-June	13 weeks @ \$1,400 per week	\$18,200
July-September	13 weeks @ \$1,600 per week	\$20,800
October-December	13 weeks @ \$1,875 per week	\$24,375
Christmas Services		<u>2,200</u>
		\$80,000

APPENDIX FOUR

MINISTRY UNIT OF

SAMPLE BUDGET COMPARISONS FOR VESTRY
8 months ending 31.8.99

	ACTUAL	BUDGET	
	YEAR TO DATE	YEAR TO DATE	VARIANCE
	\$	\$	\$
<u>INCOME</u>			
Giving	46,316	47,025	-709
Sunday School	344	264	+80
Donations	3,180	4,620	-1,440
Hall Donations	3,280	3,960	-680
Sundry Revenue	3,156	2,970	+186
Special Fundraising	<u>4,200</u>	<u>6,270</u>	<u>-2,070</u>
TOTAL INCOME	\$60,476	\$65,109	-\$4,633
<u>EXPENDITURE</u>			
Special Fund	23,880	23,880	-
Clergy Retirement Housing Fund	400	400	-
Travel	3,618	3,400	+218
Housing	4,400	4,400	-
Hospitality, Book, Other Reimbursement	796	1,420	-624
Secretarial	4,950	4,884	+66
Mortgage and Loan Repayments	7,112	7,112	-
Repairs & Maintenance	2,318	3,760	-1,442
Cleaning	748	760	-12
Rates	1,380	1,420	-40
Insurance	720	1,450	-730
Power	2,197	2,075	+122
Stationery & Printing	942	1,090	-148
Books & Publications	293	385	-92
Postage & Petty Cash	97	115	-18
Sanctuary Supplies	242	230	+12
Telephone & Tolls	563	530	+33
Education	752	600	+152
Donations & Missions	2,315	2,640	-325
Interest & Bank Charges	109	100	+9
Sundry Expenses	1,493	1,450	+43
Diocesan Quota	8,333	8,333	-
Capital Expenses	-	-	-
Service Books Store, Publicity, Stewardship	<u>344</u>	<u>390</u>	<u>-46</u>
TOTAL EXPENDITURE	\$68,002	\$70,824	\$-2,822
<u>SURPLUS (DEFICIT)</u>	(\$7,526)	(\$5,715)	\$-1,811

APPENDIX FIVE

SAMPLE MONTHLY FINANCIAL STATEMENT
as at 31 January 2000

	\$	\$
Balance as at 31/12/99		11,218.93
<u>RECEIPTS</u>		
Offertories week ended 9.1.00	732.20	
Offertories week ended 16.1.00	759.50	
Offertories week ended 23.1.00	831.95	
Offertories week ended 30.1.00	822.05	
NCC Appeal	144.30	
Missions Donations	<u>223.00</u>	
		<u>3,513.00</u>
		14,731.93
<u>PAYMENTS</u>		
Stipend Fund contribution	2,985.00	
Housing	550.00	
Clergy Retirement Housing Fund	50.00	
Diocesan Quota	958.33	
Mortgage Repayments	898.00	
Bank Charges	2.40	
Mission Giving	260.00	
Social Services Giving	180.00	
Travel Reimbursement	268.00	
Hospitality Allowance	49.00	
Salary - Secretary	207.32	
Inland Revenue Department - PAYE	76.68	
Cleaning	65.00	
Electricity	123.30	
NCC	144.30	
Other	<u>35.00</u>	
		<u>6,852.33</u>
		<u>\$7,879.60</u>
<u>BALANCES</u>		
Cabinet Fund	400.00	
Chalice Fund	35.00	
Refugee Fund	132.25	
Recipe Book	974.30	
Maintenance Reserve	<u>2,316.90</u>	
	\$3,858.45	
Operating Surplus	<u>\$4,021.15</u>	
	<u>\$7,879.60</u>	

SHEET "A" - INCOME

Ministry Unit of

Please round all figures to the nearest dollar

RECEIPTS FOR THE YEAR ENDING 31 DECEMBER 1999

2000 Budget	DETAILS	CURREN T 1999	YEAR 1999	LAST 1998	YEAR 1998
		General Account	Special Account	General Account	Special Account
	<u>OFFERINGS</u> Envelopes Cash Donations General Missions				
	TOTAL OFFERINGS				
	<u>OTHER INCOME</u> (net after expenses) Fund-raising (fetes, fairs etc.) Shop Farm/Livestock (net) Legacies/Bequests Other (including Dio. Grants & GST)				
	TOTAL OTHER INCOME				
	<u>INVESTMENT INCOME</u> Interest Bank General Trust Board Anglican Invest Trust Board Other Total Interest Rent Vicarage/Houses Hall use inc. donations Total Rent				
	TOTAL INVEST INCOME				
	<u>SPECIAL APPEALS</u> NZ Board of Missions Building Fund Christmas Appeal Anglican Care/Other				
	TOTAL APPEALS				
	TOTAL OPERATING INCOME				

	<u>CAPITAL RECEIPTS</u> (Land & Buildings only) Building Funds Sale of Property Capital Development Grants Parishioners' Loans Other (Borrowings, Insurance)				
	TOTAL CAPITAL RECEIPTS				
	<u>SUMMARY</u> Total Operating Income as above LESS Total Operating Payments ("B")				
	<u>OPERATING SURPLUS/DEFICIT</u> ADD Capital Receipts as above LESS Capital Expenditure (Page "B")				
	<u>TOTAL SURPLUS/DEFICIT</u>				
	<u>TRANSFERS</u> ADD to General/from Special a/c ("C") LESS from General/to Special ("C")				
	<u>CHANGE IN BANK BALANCE FOR YEAR (refer Item 5 Sheet "D")</u>				

APPENDIX SEVEN

SHEET "B" - EXPENDITURE

PAYMENTS FOR THE YEAR ENDING 31 DECEMBER 1999

2000 Budget	DETAILS	1999 General a/c	1999 Special	1998 General a/c	1998 Special
	<u>STAFF</u>				
	Dio. Stipend Fund Vicar				
	Assistant				
	Reimbursements Book				
	Hospitality				
	Other				
	Travel				
	Rent/Housing Allowance				
	sub total				
	<u>Non-stipendiary clergy</u>				
	Reimbursements				
	Other				
	sub total				
	<u>Other Parish staff</u>				
	Salary Pastoral work				
	Secretarial				
	Organist/Verger/Other				
	Travel				
	sub total				
	<u>Parish Ministry Support</u>				
	<u>Staff Training</u>				
	TOTAL STAFF COSTS				
	<u>PROPERTIES</u>				
	R & M Church, Vicarage (incl. provisions)				
	Rates and Insurance				
	Light and heat				
	TOTAL PROPERTY COSTS				
	<u>INTEREST</u>				
	Debt servicing				
	Other				
	TOTAL INTEREST COSTS				
	<u>GENERAL EXPENSES</u> (net after recovery)				
	Professional				
	Fees(Audit, Legal, Valuation)				
	Printing/Stationery/Postage/Copying				
	Christian Education (inc. Sunday School)				
	Sanctuary supplies				
	Telephone				
	Other (inc. Stewardship, GST)				
	TOTAL GENERAL EXPENSES				
	TOTAL OPERATING COSTS				

	<u>BEYOND THE PARISH</u> Diocesan Quota Parish Ministry Consultant Methodist/Presbyterian (Co-ops) NZ Anglican Board of Missions Anglican Care(Social Service Giving) Other giving				
	TOTAL BEYOND THE PARISH				
	TOTAL OPERATING PAYMENTS				
	<u>CAPITAL: LAND & BUILDINGS ONLY</u> Additions Land/Church/Hall Vicarage/House Repayments Parishioners Loans Debt principal				
	TOTAL CAPITAL ITEMS				
	TOTAL PAYMENTS				

APPENDIX EIGHT

SHEET "C" - STATEMENT OF TRUST AND SPECIAL FUNDS

MINISTRY UNIT OF

**STATEMENT OF TRUST AND SPECIAL FUNDS FOR THE YEAR ENDING 31
DECEMBER 1999**

Name of Fund	Deposited with (Name of Bank or Board)	Opening Balance	Cash Received	Transfer Between Accounts		P
				\$ IN	\$ OUT	
		\$	\$			
	TOTAL					
		Statement "D"	Statement "A"			S

CHURCHWARDEN'S CERTIFICATE

I certify that the Accounts herewith are all the accounts of the Parish and were duly adopted by Parishioners at the Annual Meeting held on 2000

Signed: (Churchwarden)

APPENDIX NINE

SHEET "D" - STATEMENT OF ESTIMATED ASSETS AND LIABILITIES

MINISTRY UNIT OF

STATEMENT OF ESTIMATED ASSETS AND LIABILITIES AT 31 DECEMBER 1999

		Current Year	Last Year (1998)
ASSETS			
1	<u>PROPERTIES</u> - show in brackets below either (1) At cost in 1999 (2) At insurance value in 1999, or (3) At government value in 1999 - as appropriate		
	<u>Church(es)</u> Land () Building(s) () Contents (....)		
	<u>Hall(s)</u> Land (....) Building(s) (....) Contents (....)		
	<u>Vicarage & House(s)</u> Land (....) Building(s) (....) Contents (....)		
	SUB-TOTAL		
2	<u>MOTOR VEHICLES, MOWERS AND EQUIPMENT</u>		
3	<u>INVESTMENTS</u> General Trust and other Boards Government and Local Body Stocks Company Shares Mortgages Other		
	SUB-TOTAL		
4	<u>LIVESTOCK</u>		
5	<u>BANK ACCOUNTS</u> General Accounts Special Funds (Statement "C")		
	TOTAL ASSETS	\$	\$
LIABILITIES			
1	<u>CURRENT</u> Bank Overdraft - General Account Diocesan Office (Diocesan Expenses) Other Creditors		
	SUB-TOTAL		
2	<u>LONG TERM</u> Parishioners Debentures Diocesan Loan Fund Mortgages (Banks) Other Loans		

SUB-TOTAL

TOTAL LIABILITIES

\$	\$

AUDITOR'S REPORT

The Accounts set out on Statements "A", "B", "C" and "D" are in agreement with the books, which, in my opinion, have been properly kept. I obtained the necessary information and explanations I requested. In my opinion the Accounts present the affairs of the Parish of

.....

Date: Signed:
.....

If you have any qualifications to these accounts please attach a separate report.

GUIDELINES FOR COMPLETING SHEETS "A" TO "D"

INCOME

Offerings

- * Envelopes, cash and donations are self-explanatory.
- * General Missions - exclude special appeals.

Other Income

- * Fundraising, etc should include any type of fundraising effort made by the Ministry Unit.
- * Shop, Farm and Livestock should be a nett figure. If purchases of goods or cattle are greater than receipts, there should be a negative income figure.
- * Legacies and Bequests are self-explanatory.
- * "Other" should include all income that is not specified elsewhere.

Investment Income

These items are mainly self-explanatory.

- * "Other" interest should be specified.
- * Under "Rent", hall use, repairs and maintenance, electricity (where there is a separate meter) and any other hall costs should be deducted giving a nett figure for hall use. Keep hall repairs and maintenance separate from the church and vicarage (these latter costs are shown on Sheet "B").

Special Appeals

These are self-explanatory. "Other" should be specified.

Capital Receipts: Lands and Buildings

Note that capital receipts for other than land and buildings (ie: fittings and equipment, copies, organ etc.) should appear under some other category of income for the purpose of this return.

PAYMENTS

Staff

These are all self-explanatory. Where a category is shown, however, it would be appreciated if Treasurers would show specific costs under each category rather than a single total as some have in the past.

Parish Ministry Support and Staff Training

Parish Ministry Support and staff costs are deductible for Quota purposes. It is therefore important that these expenses are listed here rather than under "other" or some other category.

Properties

These costs are also deductible for Quota purposes. Minor building costs should be shown in this category rather than as a capital item.

Interest

This should show interest only and not payment of principle, which is a capital item.

General Expenses

- * Professional fees include audit costs.
- * "Other" should include capital purchases that are not land or buildings (ie: copiers, computers, etc.). Repairs and Maintenance to equipment should also appear in this category.
- * Parish magazine costs should be included in Printing and Stationery.

Beyond the Ministry Unit

Payments for the Parish Ministry Consultant should appear here rather than as a staff cost.

Capital Items

This is only intended for significant land and building costs.

SAMPLE PLEDGE CARD

MINISTRY UNIT OF

NAME:

ADDRESS:

.....

PHONE:Home.....Work

FAX: **E MAIL:**

In gratitude to God for my life, my abilities and for Jesus Christ, I will give to the work of the Church in our Ministry Unit and Diocese a percentage of my income each week/month/quarter/year, starting from..... \$.....

SPECIAL PROJECTS
As my share of the Special Projects I will give additionally each week/month/quarter/year \$.....

MISSION GIVING
Recognising the vital need to support mission work, I will give additionally as my share of the Parish Giving Target each week/month/quarter/year \$.....

MY TOTAL THANKSGIVING \$.....

Please return to the Parish Recorder.

APPENDIX TWELVE

SAMPLE LETTER ACKNOWLEDGING PLEDGES

Dear.....

This is an expression of appreciation for your pledge in our Development Programme. You will be pleased to know that our pledges will provide an annual budget of \$.....

As a result of support from so many members, our church will be able to play a worthier part in carrying out (*include some points from your annual policy*).

It gives me great pleasure to know that you are joined with us in this aim.

Yours sincerely

JOE BLOGGS

Development Chairperson

Extract from our confidential records:

Envelope Number:

\$.....per week/month/quarter/year

APPENDIX THIRTEEN

SAMPLE QUARTERLY REPORT TO CONTRIBUTORS

Each quarter every contributor should receive a personal report on the work being accomplished with the help of the money they contribute, along with a summary of their giving for the past three months.

Some Ministry Units prefer to show the amount promised over against the amount actually given.

Sample

The regular contributions which you make toward the upkeep and work of the Church are very much appreciated. This is an acknowledgment of your contributions for the period
to.....
which, according to our records, amount to

\$.....

The amount of your pledge for the same period was

\$.....

It would be of great help if you could check these figures very carefully and report any error.

Others give a simple receipt for money received.

Sample

We would like to thank you for the part you play in the regular giving system at our church. Your continued support is greatly appreciated. According to our records your contributions for the period:.....
to..... amounted to \$.....
Would you please check these figures carefully and if there is any mistake, notify the Recorder immediately.

APPENDIX FOURTEEN

SAMPLE INCOME TAX STATEMENT FOR CONTRIBUTORS

At the end of each financial year you should send a summary of the year's giving to each contributor. This should be an official form which can be pinned to an income tax return.

Sample

MINISTRY UNIT OF

(Name and address of contributor)

Dear *(contributor)*

According to our records, your contributions to this Church during the year ending 31 March 20.... amounted to \$.....

You may claim a rebate of (?) cents in the dollar on all qualifying cash donations of \$(?) or more.

Receipts for donations paid must be attached to the return in support of claims.

Yours sincerely

JOE BLOGGS
Parish Treasurer

APPENDIX FIFTEEN

PLEDGE RESPONSE - CARD SYSTEM

There should be a record card or entry system for each individual response. This should be entered up each week by one person whose sole responsibility is that of Recorder.

This sample card (printed front and back) provides for 120 entries:

NAME:			Pledge p.a. \$.....			Apl-May b/f \$.....			Envelope #		
ADDRESS:			June-Mar \$.....					
.....			Payable \$.....								
			..								
			W M Q SA								
Y											
Date Given	\$	c	Date Given	\$	c	Date Given	\$	c	Date Given	\$	c
TOTAL:			TOTAL:			TOTAL:			TOTAL:		
Due to date			Due to date			Due to date			Due to date		
Paid to date			Paid to date			Paid to date			Paid to date		

APPENDIX SIXTEEN

MINISTRY UNIT COMMITMENT RESPONSE TO DIOCESE

TO: The Anglican Diocese of Auckland
P O Box 37242
PARNELL 1033

FROM: _____
(name of Ministry Unit)

At a meeting held on _____, the Vestry/Parish
Council resolved to commit itself to the following in 2000:

DIOCESAN STIPEND FUND CONTRIBUTIONS:

- Vicar or Senior Priest @ \$ _____
- Priest/Deacon Assistant/s (first 3 years) @ \$ _____
- Housing Allowance (where applicable) \$ _____
- Parish Ministry Support @ \$190/MU** \$ _____
- Retirement Seminar Levy \$ 26.00
- Mission 2000 Training Cost Levy \$ 500.00

TOTAL CONTRIBUTION TO STIPEND FUND \$ _____

CLERGY RETIREMENT HOUSING FUND \$ _____

CONTRIBUTION TO DIOCESAN QUOTA \$ _____

TOTAL PAYABLE TO DIOCESAN OFFICE \$
=====

N Z ANGLICAN BOARD OF MISSIONS \$ _____
(Please pay direct to Wellington)

ANGLICAN CARE SOCIAL SERVICES \$ _____

SIGNED:(Vestry Treasurer)

DATE:

**PLEASE RETURN TO THE DIOCESAN OFFICE
BY NO LATER THAN 17 DECEMBER 200..**