



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA



Treasurers' Manual

**The Uniting Church in Australia
Synod of Victoria and Tasmania**

Executive overview of whats new in this edition

1. Employing Staff
Hiring a new employee is an important decision. A new guide is included with Steps to employing staff and associated frequently asked questions.
2. Updates to payroll sections
New legislative now requires employers to Single Touch Payroll to report salaries and wages, PAYG and Super to the ATO each time you pay staff.
3. Portable Long Service Leave for Community Service Workers only.
New legislation now requires Long Service Leave contributions to be made to the Portable Long Service Leave Authority. For the Uniting Church only Community Service workers may be entitled.
4. Dealing with the ATO – how to advise the ATO of change of contact person and new Not For Profit helpline.
5. Transfer to a new treasurer – what needs happen when you cease being the treasurer.
6. Updated of contacts and links

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Topic 1 – General Information (Information for Treasurers)

Note of Appreciation

**The church gratefully acknowledges
the valuable contribution of time and energy
made by so many treasurers and finance committees.**

**The generosity and preparedness of these people
in offering their skills and their time
greatly contributes to the smooth running of the church.**

1. Purpose

The information provided in the Treasurers' Manual outlines the procedures necessary for transactions being undertaken by various councils of the church. Please carefully read the information that is relevant to your church council.

2. What are the responsibilities of a treasurer?

Treasurer's responsibilities are:

- 2.1 to keep the books of account and to enter therein the day to day financial transactions (recording all monies received and all payments made);
- 2.2 to lodge all monies received in an identified account, ensuring safe custody of the church's money;
- 2.3 to provide regular financial reports to church council as required by the church council. (This should include as a minimum receipts and payments, statement of financial resources and budget information);
- 2.4 to protect the Church against fraud and theft, ensuring safe custody of the money and prompt banking;
- 2.5 to complete annual reports for presbytery;
- 2.6 to furnish annually an audited financial statement;
- 2.7 to submit all taxes as required to the ATO and lodge the Business Activity Statement (BAS);
- 2.8 to organise and arrange payment of all ministers and staff employed at the congregation;
- 2.9 to complete the Synod annual financial return;
- 2.10 to lodge the Annual Information Statement as required by the Australian Charities and Not for Profit Commission (ACNC).

In fulfilling these responsibilities, complete, orderly records need to be maintained.
UCA Regulations: 3.6.1 (d, e), 3.8.6 and 3.8.7.

3. Further queries?

Query	Contact	Phone
General Information	Accounting Services accounting@victas.uca.org.au	9116 1929
Stipend rates and allowances Supply costs Long Service Leave (Ministers) Pastors	Associate General Secretary	9116 1475
Central stipends and payroll service Payroll costs Salary payments Superannuation Long service leave Pastors	Michelle Ennis or Vivian Farrugia payroll@victas.uca.org.au	9116 1933 9116 1935
Ministers' Benefit Account	Priya Nagarajah mba@victas.uca.org.au	9116 1926
Taxes Fringe Benefit (FBT) GST Withholding tax PAYG	Cindy Wu	9116 1923
Payments Building account payments Synod budget grants	Accounts Payable Officer	9116 1924
Receipts Synod invoices for insurance, Workcover etc. Mission and Service Giving	Accounts Receivable Officer	9116 1928
Budgets	Malay Patel	9116 1916
IOMF/Manse Accounts	Sanny Liu	9116 1929
People and Culture Employment of staff Awards Termination of staff Pastors	People & Culture people&culture@victas.uca.org.au	9116 1938
Associate General Secretary Pastors in Placement	Associate General Secretary	9116 1475

Topic 2 – Receipts (Information for Treasurers)

1. Objectives

To ensure that

- 1.1 all funds to which the church is entitled are received;
- 1.2 all funds received are banked;
- 1.3 receipts are reported in a meaningful format;
- 1.4 GST is identified (the implications of GST need to be considered for each type of transaction. Refer GST Manual).

Hint: It's best to write down the reason and the amount of money received money promptly, as if you don't write it down, you may forget.

Warning: Never pay expenses from cash waiting to be deposited.

2. Offerings

The following general principles apply to weekly offerings:

- 2.1 offerings should be counted by two people (on a roster basis) on Sunday;
- 2.2 envelope amounts should be shown on outside of envelopes and counted separately;
- 2.3 record the total amounts in the Sunday register, which should be kept at the church. This may be loose leaf, in duplicate form. A suggested format is noted below with the headings down the side of the page and Sundays across the top;

Date	3 Nov 20XX	10 Nov 20XX	17 Nov 20XX
Minister			
Number attending			
Envelopes			
Open plate			
Special offerings (indicate type)			
Total			
Signature of Counter (1)			
Signature of Counter (2)			
Comments			

- 2.4 counters provide a summary of the amounts received for the treasurer. This may be a duplicate copy of the Sunday register. The bank deposit form should also be completed on Sunday ready for banking by a different person on Monday;
- 2.5 arrange with the bank to provide monthly statements and check to ensure that deposits agree with the Sunday register;

Note: Church cash in transit is insured by the Synod.

2. Pledged giving/Envelop offerings

Offerings in respect of pledged giving should be the subject of a separate system to the main cash receipts. A Pledge Register should be maintained and monitored by a person other than the treasurer.

Offerings received direct to your bank account should be recorded as part of your bank reconciliation.

3. Direct offering

Direct Offering is an alternative way of making an offering commitment. It is a system that allows an authorised direct debit from a bank, credit union or U Ethical account into the congregation's account held with U Ethical.

There are no transaction fees to individuals and the giving can be debited weekly, fortnightly, monthly, quarterly or annually. A transaction description of Direct Offering will appear on the congregation's U Ethical account statement.

Schedules to assist with the management of Direct Offerings are available for Treasurers or Recorders.

For more information or to obtain Direct Offering forms contact U Ethical email info@uethical.com
Forms are also available at www.uethical.com.

4. Electronic offering

With internet banking treasurers may also wish to encourage members to contribute by EFT (Electronic Funds Transfer) to the congregation's bank account. This can be undertaken in three ways:

1. Direct Offerings (refer above),
2. Individuals may set up a regular payment through their internet banking facilities to the church's bank account or U Ethical accounts, or
3. Individuals may wish to ask their payroll officer to deduct the amount from their pay and deposit in the congregation's bank account.

5. Property receipts

When the church owns property that is let, (see note 1) there should be records to ensure that rental receivable is readily determined, including any GST obligation, and regularly collected. A typical record would be a rent book that shows the lessee's name, date of lease, date of termination, rent review date and details of rental and dates due and received. Tax invoices should be prepared in duplicate. Details of tax invoice requirements are in the GST manual (Refer [example 5](#)).

It is helpful to keep a diary to record donations for use of hall and other property.

Donations for use of hall & other property must be recorded in the accounts as property income.

7. Other receipts

Receipts should be written for all funds received, except for offerings. Use either a duplicate receipt book or printed receipts from an accounting software package. If requested tax invoices will need to be prepared within 28 days of receiving such a request. (Refer [example 5](#))

Treasurers can expect income from other organisations within the Uniting Church (e.g. UCAF) towards local expenditure or for transmission to Uniting Church appeals or other organisations.

Local organisations and/or auxiliaries should not make donations or pay expenditure directly because this would distort the donations and expenses disclosed (refer Topic 9 – Uniting Church Adult Fellowship).

8. Recording receipts

Record receipts, classifying according to the standard chart of accounts (see note 3). If there are several congregations, you may wish to set up separate cost centres/ for each congregation. Each time you enter a transaction determine if GST is included (refer to GST manual)

Note 1: Contact Property Services for advice:
Email property@victas.uca.org.au

Note 2: Limited stocks of the manual Cash Book sheets are available from
<http://www.ctmresourcing.org.au/receipts-transaction-sheets>

A chart of accounts file for MYOB Software is available on the Synod website that can be loaded into this package and then be adapted to suit the congregation's needs. A standard invoice format is also available.

Note 3: Refer [Example 1](#) Standard Chart of Accounts

Topic 3 – Payments (Information for Treasurers)

1. Objectives

To ensure that

- 1.1 all payments are authorised by appropriate people;
- 1.2 payments are made only for:
 - approved stipends, allowances and tax;
 - Mission and Service Giving;
 - goods and services actually received;
 - approved donations.
- 1.3 payments are reported in a meaningful format;
- 1.4 GST is identified and recorded

2. Payment Procedures

The following general principles apply:

- 2.1 a tax invoice should be obtained for each payment;
- 2.2 ensure that a signature or approval is obtained from the person receiving the goods or authorising payment. Where you personally are involved in the expenditure, have another church officer contra sign the documentation;
- 2.3 where there are insufficient details on the invoice ask the authorising person to attach a written explanation of the expenditure;
- 2.4 arrange payment by internet banking and print confirmation or write out cheque and cheque butt
- 2.5 for internet banking attach confirmation to invoice and file in date order. For cheques show cheque number clearly on the docket or invoice and file in cheque number order. Do not send the invoice back to supplier.
- 2.6 where a remittance advice is not provided by the supplier complete a remittance advice (see [example 4](#) - some software package will print remittance advices). Indicate the date of the invoice, invoice number and amount paid. If there is no invoice number, provide details of goods and services supplied;
- 2.7 if cash payment is required, a receipt and tax invoice must be obtained;
- 2.8 it is preferable to use only one cheque book at a time;
- 2.9 all payments should be made by crossed cheque or electronic payments approved by two users (refer Topic 6 – Bank Accounts).
- 2.10 all cheques and other instruments drawn against the bank account should be signed by any two of three or more persons appointed for that purpose by the church council. One of these persons should be the treasurer;

- 2.11 a list of payments should be presented to each Finance Committee or Church Council meeting and duly approved (refer [example 14](#));
- 2.12 Capital Gains tax is covered by the Income Tax Act and most church organisations (being religious/charitable) are exempt;
- 2.13 If an invoice is more than \$82.50 (including GST) and ABN is not provided, withholding tax may need to be deducted (refer GST Manual).
- 2.14 **Cheques should not be forward signed (or presigned in advance of payment being made).**

3. Prompt Payment

It is important to pay accounts regularly for several reasons as follows:

- suppliers often give a discount to congregations and it is unfair to delay payment;
- donations received for specific appeals are really trust funds and should be remitted promptly. Examples of these appeals include Lenten Offering, Uniting Appeals, Christmas Bowl and Act for Peace;
- a Business Activity Statement will normally need to be remitted quarterly (refer GST Manual). Other taxes such as PAYG and FBT are reported on the BAS and are generally paid to the ATO each quarter (except for large remitters).

4. Recording Payments

Record Payments in Cash Book or computer accounting software, classifying according to the standard chart of accounts. If there are several congregations, you may wish to classify payments for each congregation. Each time you enter a transaction determine if GST is included (refer to GST manual)

5. Typical Payments

5.1 Minister's Stipend

In 2004 the Synod requested that all congregations and presbyteries make use of the Centralised Stipend Payroll Service (CSPS) for the payment of ministers. This service can provide for the payment of minister, supply minister, lay preachers, visiting preachers, pastors and other staff, and administers the Minister's Benefit Account. It includes:

- production of pay slips,
- remittance of PAYG tax to the Australian Tax Office,
- production of annual payment summaries,
- provision of reports for the employer,
- electronic submission and payment of superannuation to the relevant funds complying with Superstream legislation,
- managing of the Ministers' Benefit Account for each Minister on behalf of the employer (if required),
- payment of Ministers Special Insurance and LSL levy, and
- compliance with Single Touch Payroll

Application forms are available on the Synod website:

<https://victas.uca.org.au/resources/accounting-services/stipends-payroll/>

If you are not using CSPS, guidelines on how to pay ministers and staff are included in [example 7](#).

5.2 Fixed charges

5.2.1 Ministers' Insurance and Long Service Leave

If you are not using the CSPA, invoices will be forwarded quarterly by Synod (March, June, September, December).

Please make cheques payable to UCA – Synod of Victoria and Tasmania or pay by Bpay.

5.2.2 Mercer Super Trust (previously Beneficiary Fund)

The Uniting Church in Australia Beneficiary Fund has closed and member's benefits transferred to a new Plan within Mercer Super Trust from 1 July 2015. This superannuation fund provides benefits to Ministers (Ministers includes Ministers of the Word, Deacons, Deaconesses, Ordained Ministers from other denominations, or from overseas, who are working in Uniting Church placements). Other employees e.g. Youth Workers and Lay Pastors need to be members of a complying Superannuation fund of their choice.

The rates for ministers in full time placement are detailed in the Summary of Ministerial Provisions and Charges produced by the Synod each year.

Employees who have attained the age of 70 years will no longer be classified under exceptions. The Super Guarantee age limit of 70 was removed from **1 July 2013** and employers will be required to contribute to complying super funds of eligible mature age employees aged 70 and older.

The employer is required to contribute for ministers who provide supply or relief ministry to a church regardless of their age under new laws passing 1 July 2013. In these circumstances a compulsory superannuation contribution of 9.5% of supply fees and travel allowance should be paid to the "accumulation category" of their chosen fund.

Where you are using the Centralised Stipend Payroll Service (CSPA) contributions to Superannuation funds are made on your behalf.

Otherwise, superannuation payments including the minister's personal contribution and the employer's (Church Council) contribution should be paid to the relevant super fund in the prescribed electronic format.

5.2.3 National Home Endowment Fund

The Assembly Standing Committee resolved to commence proceedings to wind up the National Home Endowment Fund. From 1/1/2019 no contributions are being received and the funds will be distributed to members

5.3 Mission and Service Giving

"Mission and Service Giving" is the name given to funds contributed by congregations throughout the Uniting Church Synod towards the total mission and service work of the Synod. Presbyteries and congregations work together to decide the contribution of each congregation to Mission and Service for the following year.

Remittance advices are available from the Synod office. Please contact the Accounts Receivable Officer on 9116 1928 or e-mail accounting@victas.uca.org.au if you require a remittance advice. Mission and Service Giving can be paid by cheque, BPay or Direct Debit.

It is requested that Mission and Service Giving be remitted by the tenth of each month. The remittance form provides space for the congregation's monthly giving as well as any additional amounts beyond the congregation's original commitment.

Congregations may pay their Mission and Service Giving through Direct Debit (Electronic Funds Transfer) at no cost to the congregation. The congregation's nominated bank or U Ethical account is automatically debited on the tenth of each month for the authorised amount.

If you wish to change your EFT for Mission & Service contribution, please inform Accounting Services before 8th of the month.

To remit your congregation giving by EFT please forward a written request to Accounting Services or telephone Accounting Services on 9116 1929 . The following forms are available on the website:

<https://victas.uca.org.au/resources/accounting-services/treasurers%e2%80%8b-forms-manuals/>

- "Direct Debit Request via WBC" – complete this form for direct debit from your nominated bank account or U ethical account.
- "Form to Remit Mission & Service Giving from U Ethical Account (Direct Debit)" – complete this form for direct debit from your U Ethical account
- "Mission Service Direct Debit changes amount - Form to amend direct debit for Mission and Service Giving amounts or Change of Bank details" – complete this form to notify the Synod of any change to your monthly direct debit amount or changes in bank account details.

BPAY details are included in each congregation's personalised remittance form.

5.4 Donations – Contribution to the Synod

Please send a covering note with donations including:

- name and address details so that your donations can be acknowledged;
- advice of the mission you are supporting.

Please forward donations and payments to Accounting Services, UCA - Synod of Victoria and Tasmania, Level 2, 130 Lonsdale Street, Melbourne 3000. Payments for donations to the following are received by the Synod office:

- Mission and Service
- 2% for Development
- UCAF appeals
- Chaplaincy

Please make cheques for the above payable to UCA - Synod of Victoria and Tasmania.

5.5 Telephone/postage/office

These payments, if in respect of a minister, are usually covered by the terms of placement. The original of the invoice is required to enable the church council to claim the GST. It is also important to retain a copy of the way in which payments are calculated.

5.6 Printing and stationery

A bulk purchasing arrangement has been negotiated by the Assembly with Church Resources. Church Resources is a charitable trust, established by the Bishops of the Catholic Church to help the Church and not-for-profit community to work collectively for the common good. The Uniting Church is member along with Lutheran, Anglican and Jewish church groups.

They offer a diverse range of discount products and services, including flooring, information and communication technology (ICT), aged care supplies, environmental produces, telecommunications, recruitment, travel, office supplies and vehicles.

Contact details:

E-mail: CRinfo@paltd.com.au
Web: www.churchresources.com.au
Phone: 1300 CHURCH (1300 248 724)
Mail: PO Box 1579, Chatswood NSW 2057.

VIC/TAS Office
Level 18/461 Bourke St
Melbourne VIC 3000

5.7 Property Expenses - Rates and Taxes

5.7.1 Victorian Land Tax

Land Tax is payable in Victoria by owners on the unimproved value of any land. The land value is determined by the Local Council with the valuation deemed to be the Municipal Site Value. Land Tax is calculated on a progressive sliding scale on the value of the land.

Land Tax applies where land holdings have a total taxable value of \$250,000 or more, unless it falls under the category of exempt land.

Exemptions to land tax are:

- Principal place of residence
- Land used for primary production
- Land used for Charitable, Religious / Educational purposes
- Land owned and used by municipalities
- Caravan Parks

Note: Land owned by Charitable, Religious / Educational Bodies is not exempt if it is used for banking or insurance purposes; or it is leased to others or occupied by others for business purposes.

Land used by a charitable institution exclusively for charitable purposes is exempt. No ownership test is required.

Land is exempt if exclusively used and occupied as a commercial or charitable retirement village.

Special Land Tax is a 'once only' tax calculated at a rate of 7.0% when certain lands cease to be exempt. Land may cease to be exempt when sold to an owner not eligible for exemption, there is a change in use or there is a change in zoning resulting in that exemption no longer being available.

The annual Victorian UCA Land Tax Assessment(s) is forwarded to the Synod Centre for settlement. Invoices are then forwarded to each respective congregation for their liability.

Further information is available from Sanny Liu 9116 1929 or from the State Revenue Office.

5.7.2 Tasmanian Land Tax

Land that is owned by a charitable institution is exempt from Land Tax in Tasmania.

5.7.3 Rates

Rates may be divided into:

*	Water	*	Sewerage
*	General	*	Specific charges such as garbage removal

There is specific provision in the Local Government Act for church properties to be exempt from general rates. However, this is a concession afforded to non-income producing properties that are used for religious purposes.

5.7.4 Council Rates and Victorian Fire Services Levy

Background

On 1 July 2013, the Victorian Fire Services Levy was removed from insurance premiums and replaced by a property based levy collected with Council rates. Previously, the Metropolitan Fire Brigade and the Country Fire Authority were funded by a Fire Services Levy that insurance companies applied to building and contents insurance premiums. The Victorian State Government believes this is a fairer way to pay for Victoria's fire services since many property owners do not have adequate insurance.

How is the levy calculated?

There is a fixed charge of \$111 for residential properties and \$226 for non-residential properties, plus a variable charge based on the property's capital improved value listed on your rates notice.

Will my property be assessed for the Fire Services Levy if my property is exempt from council rates?

The Fire Services Levy is a State Government levy that is collected on behalf of the government by councils through the rate notice system.

Section 154 of the Local Government Act provides for exemptions from property rates for some categories. UCA properties that have been deemed non-rateable will now receive a council rate notice for the Fire Services Levy only. The levy will not affect your non-rateable status.

Do exemptions from the Fire Services Levy apply to UCA properties?

Section 15(2) of the Fire Services Property Levy Act refers to classifications of properties that are exempt from the Fire Services Levy. Exemptions from the Fire Services Levy are assessed separately and under different criteria to a rates exemption. Generally, exemptions will not apply to UCA owned property.

How can I get more information on the Fire Services Levy?

Visit <http://www.firelevy.vic.gov.au/> for more detailed information on the Victorian Fire Services Levy.

5.7.5 Tasmanian Fire Services Rate

The Tasmanian Fire Services rate continues to be collected with Council Rates.

The Fire Service Rate is weighted according to the assessed annual value of properties and the fire services available. The minimum fire levy is \$41.00.

5.8 Insurance and Worker Compensation Insurance

Invoices are forwarded in February for property / Public Liability insurance and October for Worker compensation insurance. Please make cheques payable to *UCA – Synod of Victoria and Tasmania* or remit by *BPay*.

5.9 Loan Repayments

Payment for Synod loans and ministers' car loans should be sent to the Loans Officer, U Ethical, 130 Lonsdale Street, Melbourne. Please make cheques payable to *U Ethical*.

Topic 4 – Payroll Employer Obligations

1. Employing Staff

Congregations are encouraged to contact the Synod People & Culture team or Payroll team when considering employment of staff.

A step by step guide and Frequently Asked Questions is provided in [example 6](#).

The Fair Work Act 2009, Modern awards and Australian Taxation Office laws require the church to comply with the following with regard to paying and employing staff:

- Provide employment letter confirming terms and conditions
- Provide Fair Work information statement
- Pay in accordance with correct award
- Pay minimum award pay rates
- Pay penalty rates and other allowances in accordance with awards
- Confidentiality: keep employment records in locked storage
- Provide payslips within one working day
- Collect timesheets for casual staff (and part time where applicable)
- PAYG Tax
- Pay 9.5% superannuation (SuperStream refer Superannuation Topic 4.1)
- Keep record of leave and long service leave
- Report tax and superannuation information to ATO using Single Touch Payroll
- Comply with other relevant award terms and conditions
- Workplace health and safety
- Workers compensation

2. Employment letter

When a new employee is offered a position a employment letter is provided that informs the employee about their terms and conditions with your congregation. It includes start date, position, hours of work, probationary/trial periods, pay and other entitlements etc. If the person accepts the position based on the terms offered in this letter they would sign a copy of the letter to confirm their acceptance. The Synod People and Culture Unit of the Synod Team can provide assistance.

3. Fairwork Information statement

The Fair Work Information Statement (FWIS) is a document that must be provided to all new employees. It lists minimum employment conditions or the known as the National Employment Standards (NES).

The Fair Work Information Statement It can be found and downloaded from www.fairwork.gov.au/fwis.

For more information about the NES visit www.fairwork.gov.au/nas.

4. Minimum pay rates and pay penalty rates and allowances (where applicable)

Minimum pay rates, penalties and allowances are set by the relevant awards or agreements. Pay rates cannot be less than the base pay rates in the relevant award. If there is no award it cannot be less than the national minimum wage set by Fair Work Australia.

Please contact our pay People & Culture unit if you require information about correct awards and pay rates:

People & Culture Phone: 9116 5268
Email: people&culture@victas.uca.org.au

5. Confidentiality: keep employment records in locked storage

You are obligated to keep detailed records for each employee about their employment, such as pay, hours of work, leave, superannuation and other matters.

These records must:

- be in a form that is readily accessible to a Fair Work Inspector
- be legible and in English
- be kept for seven years
- not be changed, except for the purposes of correcting an error
- not be false or misleading to the employer's knowledge.

Confidentiality must be maintained over these records and be kept in locked storage.

6. Provide payslips within one working day

Employees must be issued a pay slip within one working day of being paid. Pay slips can be issued electronically or in hard copy.

Pay slips must include details of an employee's pay for each pay period. Below is a list of what to include:

- the employer's name and ABN
- the employee's name
- date of the payment and period the pay slip covers
- before and after tax amounts
- if paid hourly – the employee's hourly rate, the hours worked at that rate, and the total amount paid at that rate
- if paid a salary – the employee's salary rate
- loadings/allowances/bonuses/incentive payments/other separate monetary amounts
- any deductions
- super contributions made or required for that pay period and the fund name or name and number.

7. Timesheets

Where an employee is not employed for specific times, it is necessary for the employee to complete timesheets. This generally applies to casual employees and/or part time employees who work in excess of their contracted hours of work in a specified period. These records must be retained to support payment

8. Pay withholding tax

Pay as you go (PAYG) withholding tax needs to be deducted at the appropriate rate from an employee's pay and forwarded to the ATO.

Further details refer to www.ato.gov.au.

Or call the Payroll Office phone: 9116 1933
Email: payroll@uca.victas.org.au

9. Single touch payroll

Single Touch Payroll is a new reporting requirement to report employee's tax and super information to the ATO. You will report payments such as salaries and wages, pay as you go (PAYG) withholding and superannuation information from your payroll solution each time you pay your employees.

10. Annual payment summary

With the legislative requirement to use Single Touch Payroll, employers are no longer required to issue Payment Summaries. This information will be made available to your employees online through myGov. You will need to make a finalisation declaration. This declares you have provided all the information for the financial year through your Single Touch Payroll reporting. You can make a finalisation declaration for an employee during the financial year (e.g. for employees who have ceased employment) or after the end of the financial year by 14 July.

You will need to provide a payment summary for any payments not reported through Single Touch Payroll

11. Record keeping - leave and long service leave

Employees are entitled to take leave holidays (annual leave), personal leave (sick leave or to take care of sick family members) and Long Service Leave. Please note that casual employees in Victoria are entitled to Long Service Leave after 7 years of continuous employment (refer to the State LSL Act).

In some cases Long Service Leave is portable between employers. If you employ community service workers please refer to [example 11](#).

It is important to keep records of an employee's leave entitlements and leave taken. Leave application forms must be completed and signed by the employee and approved by the congregation.

12. Accounting for leave entitlements

Ministers Long Service Leave entitlements are covered by the Synod through the LSL levy payable by congregations for ministers in placement.

For other staff the congregation needs to provide approximately 1.7% of the annual salary each year to cover Long Service Leave entitlements. Lay Staff are entitled to Long Service Leave after 7 years. However it is good practice to set aside an amount each year to ensure funds are available when an employee requests LSL or leaves after 7 years,

It is also important to ensure employees take their annual leave each year. Otherwise on termination there may be a large termination payment which the congregation may not be able to afford.

13. Workplace health and safety

The church is responsible for ensuring we provide a healthy and safe working environment for employees, volunteers, ministers and the general public. Occupational Health and Safety is

- The prevention of injury and illness in the workplace (including psychological illness);
- The promotion of wellness in the workplace.

Resources are available on the Synod Website: <https://victas.uca.org.au/resources/ohs/#67-ohs-p1>

14. Worker's compensation

Employers are required to pay workers' compensation insurance for employees. Worksafe Victoria and Worksafe Tasmania treat the Uniting Church as a group for workers compensation insurance. Each year the Synod will ask you to complete a declaration detailing payments to employees. This information will be consolidated and returned to WorkSafe. WorkSafe will invoice the Synod. The Synod will then invoice congregations for their share of this insurance.

15. Penalties and fines

Fines apply for failing to pay properly, keeping accurate records and/ or any other legal employment requirement outlined.

It is very important that we all do the right thing and employ people by following the legal requirements. There is now no excuse for non-compliance in the eyes of the law.

16. Employing contractors

An independent contractor is someone who is self-employed and contracts their services to other businesses or clients.

It's important to understand the difference between contractors and employees.

Having an Australian Business Number (ABN) does not automatically qualify a person to be a contractor.

Misrepresenting or disguising what is actually an employment relationship, as an independent contracting arrangement, is known as 'sham contracting'. Sham contracting is against the law.

Dismissing or threatening to dismiss an employee to then engage them as an independent contractor is also against the law.

For information about independent contractors and how they differ from employees as well as more information on sham contracting visit www.fairwork.gov.au/contractors or ATO decision tool: <https://www.ato.gov.au/business/employee-or-contractor/how-to-work-it-out-employee-or-contractor/>

Also contact Synod People and Culture (HR) if you need more information about employing a contractor.

Phone: 9116 1938

Email: People&Culture@victas.uca.org.au

17. Further information and support

The Synod Payroll and People & Culture (HR) teams can offer further information and advice during business hours.

People & Culture (HR)

Phone: 9116 1938

Email: People&Culture@victas.uca.org.au

Payroll (including Central Stipends Payroll Service)

Phone: 9116 1933 / 9116 1935

Email: Payroll@victas.uca.org.au

Other helpful information sites

Web:

<https://victas.uca.org.au/resources/people-culture/congregational-resources/>

ATO:

<https://www.ato.gov.au/business/employee-or-contractor/how-to-work-it-out--employee-or-contractor/>

Fairwork:

www.fairwork.gov.au/nes and

<https://www.fairwork.gov.au/find-help-for/small-business/>

WorkSafe Victoria

<https://www.worksafe.vic.gov.au/>

WorkSafe Tasmania

<https://www.worksafe.tas.gov.au/>

Topic 4.1 – Superannuation Lay Staff (Information for Treasurers)

1. Superannuation

This is information on superannuation for all lay staff of the Uniting Church. For ministers refer to Topic 3 - 5.2.2 Mercer Super Trust (previously Beneficiary Fund).

2. Superannuation Legislation

The Superannuation Guarantee (Administration) Act 1992 was amended on 29th March 2012 with the Superannuation Guarantee (Administration) Amendment Act 2012. The act requires all employers to contribute to complying superannuation funds at minimum levels specified in the Act in respect of EVERY employee.

The purpose of the Act is to provide the facility to assist every worker with a level of retirement savings that will either eliminate or at least reduce the need for Government financed age pensions. It is intended to achieve this by requiring employers to provide minimum levels of superannuation benefits for all of their employees.

Employees who have attained the age of 70 years will no longer be classified under exceptions. The Super Guarantee age limit of 70 was removed from **1 July 2013** and employers are required to contribute to complying super funds of eligible mature age employees aged 70 and older.

3. Superannuation Rates

The level of compulsory superannuation is 9.5%

The Super Guarantee rate will continue to gradually increase up to 12% by 2025.

YEAR	RATE
1 July 2014	9.5%
1 July 2021	10.0%
1 July 2022	10.5%
1 July 2023	11.0%
1 July 2024	11.5%
1 July 2025	12.0%

4. Exceptions

It is intended that all employees be covered by the Superannuation Guarantee (SG). There are a number of exceptions. The following employees are specifically excluded:

- 4.1 Employees earning less than \$450 per month.
- 4.2 Salary or wages paid to a part-time employee (working less than 30 hours per week) who is under 18 years of age.
- 4.3 There are certain other limited exemptions, which deal with non-resident employees and foreign employees.

5. Payment of Contributions

It is imperative that contributions are forwarded to superannuation funds each quarter. Employers must contribute superannuation payments by 28th of the month for superannuation contributions belonging to the previous quarter. The Synod recommends that all congregations contribute to superannuation funds on a monthly basis.

The ATO introduced new requirements from 30/06/2016 called SuperStream. Under this new law, you need to pay super contributions for employees electronically (electronic funds transfer or BPAY®) and send the associated data electronically.

The data is in a standard format so it can be transmitted consistently across the super system – between employers, funds, service providers and the ATO. It's linked to the payment by a unique payment reference number.

This means you can make all your contributions in a single transaction, even if they are going to multiple super funds.

All congregations should now be SuperStream compliant. We encourage congregations to use the CSPS to ensure compliance.

6 Non Compliance

If an employer doesn't meet their super guarantee (SG) obligations, they may be liable for a range of penalties or charges on top of the super guarantee charge.

General interest charge

If you do not pay superannuation by the due date, you incur an additional charge – the general interest charge. It accrues from the date superannuation is due up to the date you pay the superannuation account in full. The interest charge is calculated on a daily compounding basis.

Administrative penalty

If you pay less superannuation than you should because you made a false or misleading statement, the ATO can impose an administrative penalty. The base penalty amount can be up to 75% of the shortfall. It can be varied according to the circumstances.

Topic 5 – Compliance (Information for Treasurers)

The church is classified by the Australian Taxation Office as an Income Tax Exempt Charity. This gives the church exemption from income tax, capital gains tax, payroll tax and reduced Fringe Benefits Tax.

The church is not a Gift Deductible Recipient and therefore is not able to issue tax deductible receipts.

1. Goods and Services Tax (GST) and Australian Business Numbers (ABN)

Each congregation, presbytery, cluster or parish is required to have an ABN and be registered for GST. For further information refer to the GST Manual available on the Synod Website:

<https://victas.uca.org.au/resources/accounting-services/%e2%80%8btaxation-and-gst-information/>

2. Fringe Benefits Tax (FBT)

Where a benefit is provided to Lay Staff the Church may be liable for FBT. In broad terms a fringe benefit is a benefit provided in respect of employment. Benefits can include accommodation, loans, provision of motor vehicles, and payment of personal expenses. For further details refer to [Example 10](#).

3. ACNC

The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities in Australia and was established as part of the not-for-profit sector and government reforms. The ACNC aims to

- Maintain, protect and enhance public trust and confidence in the sector through increased accountability and transparency
- Support and sustain the not-for-profit sector
- Promote the reduction of unnecessary regulatory obligations on the sector

All Congregations and Presbyteries need to be registered with the ACNC and also need to complete the Annual Information Statements in June each year.

Lodgement of the Annual Information Statement (AIS) is through the online portal on the Australian Charities and Not-for-profits Commission (ACNC) website. To do this, you will need your email address and password that will have been sent out by the ACNC in a letter. If you have forgotten or never received your password, contact the ACNC on 13 22 62 or email advice@acnc.gov.au.

Please note that the 2019 AIS is due by **30 June 2020**. (The ACNC Commissioner has approved an extension for 2019 AIS returns to 31 August 2020).

[Example 22](#) is a checklist to assist in completing the statement. You can also find some helpful guide and information here on the ACNC website.

If you do not wish to complete the return online, a hard copy of the form is also available upon request. Please note that ACNC process paper submission in batches, so there may be considerable delay until your AIS submission status is updated. ACNC has advised that online entry remains the preferred method of submission.

If you have any further query, please contact Accounting Services.

For additional help in completing the form, the ACNC website may also be a useful resource, particularly:

<https://www.acnc.gov.au/for-charities/annual-information-statement/2019-annual-information-statement-hub>

You can also call the ACNC on 13 22 62 9am to 5pm Monday to Friday.

4. Dealing with ATO

In some cases the Australian Taxation Office will not recognise you as the authorised contact person. In this situation you will need to request a Change of Registration Details from the ATO. The Church Council will need to approve and minute the appropriate people as the authorised contact persons for your church. The form can then be completed and returned to the ATO with a copy of the Church Council minutes. It is helpful if your congregations has kept responsible person details up to date with the ACNC annual information statement. The ATO also refer to the ACNC website to verify people.

The same form is used to change a congregations name, address, bank and associate persons details.

The ATO also have a dedicated Not-For-Profit helpline - 1300 130 248 and email notforprofit@ato.gov.au.

5. Audit

The Uniting Church regulations provide as follows:

3.8.7 (c) The books of account shall be audited and certified by the auditors at least once in every year and at such other times as may be required by the chairperson of the Church Council or other appointing body as the case may require.

Appointment of Auditors

3.8.7 (d) The auditor or auditors shall be appointed annually. Subject to the variation in (e) below, the auditor(s) shall be a qualified accountant or, if more than one, shall include at least one qualified accountant. For the purpose of this Regulation a qualified accountant means:

- (i) a person who is a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants, or
- (ii) any other person who has qualifications and experience requisite for registration as a company auditor under the Corporations Law and who in the opinion of the appointing body is a fit and proper person to undertake the responsibility.

5.2 Variations to Qualifications

3.8.7 (e) Where the gross income of a Congregation or body or fund in the year is below a figure that equates to 2.5 times the notional stipend the books of account may be

audited and certified by two persons who are not qualified in terms of (d) above, but who are, in the opinion of the appointing body, fit and proper persons to undertake the responsibility. Notional stipend for the purpose of this Regulation means the amount determined for the year by the Board of Directors of Benefund Limited.

5.3 Eligibility as Auditor

3.8.7 (f) The auditor appointed shall not be a member of the board, council or committee whose accounts are being audited unless a Presbytery with respect to accounts of Congregations or Congregational organisations within its bounds, or the Synod Property Board with respect to accounts of other councils or organisations, determines, at the request of the appointing body, that special circumstances exist in which case a member of the board, council or committee may be appointed to be auditor.

The difficulty of audit is usually governed solely by the availability, neatness and organisation of the financial records. If the guidelines set out in this manual are adhered to, then there should be no difficulty with the audit of the operating statement.

So far as the Statement of Financial Position is concerned, each item should be supported by substantiation, such as bank statements, loan statement, listing of equipment etc.

The Synod Audit Committee has produced guidelines for Auditors, specifically for those not trained as an Auditor, refer Topic 14.

5.4 Independent Examination for Small Congregations

The Synod Standing Committee approved new rules in 2008 which allow for a report to be prepared by an 'Independent Examiner'. It should be noted that whilst the qualifications of auditors or independent examiners have not changed, the type of work that these people will do and the report they provide are now different.

The task of the independent examiner is much less onerous. Where the independent examiner approach is adopted, congregations will receive a different report based on a degree of scrutiny that is sufficient for smaller congregations.

A small congregation is defined as one where the annual financial statement for the previous year shows a gross income of less than 2.5 times the 'notional stipend'. The notional stipend is determined each year by the Church, and in 2019 the notional stipend was \$57,465.

Please note that the independent examiner approach is not mandatory, and a small congregation may choose to have a full audit undertaken.

6. Efficiency Audit

If the auditor is to perform efficiency audit, then he/she may require further information, such as rates of interest being paid/received, how often property income is reviewed, how many quotes are obtained for the supply of goods etc. However, in most churches this function is, or should be performed by the finance or other committees.

Topic 6 – Bank Accounts (Information for Treasurers)

1. Banks and Building Societies

Regulation 3.8.7 (b) states that “All monies received from time to time shall be placed to the credit of an account in the name of the body responsible in any one or more of the financial institutions approved by the Synod.”

Regulation 3.8.7 (b) goes on to say that “The body responsible shall appoint two or more persons to operate on such an account.” Cheque signatories must be formally recorded by the authorising body in its minutes.

2. Tax File Numbers and Exemptions

The Federal Government legislated that for all accounts with banks and other investment bodies (including U Ethical) a Tax File Number or exemption must be recorded against the account. Failure to provide this information will result in interest, dividend or distribution income being taxed at 49%.

To avoid this tax you must advise the bank or investment body in writing that your organisation is claiming an exemption from quoting a TFN. Your written advice should include:

- your organisation’s name and address
- your organisation’s ABN
- details of the accounts and investments your organisation is claiming an exemption for (include every account operated by the Church including Sunday Schools, UCAF, Fund Raising Activities etc.)
- the reason that your organisation is not required to lodge an income tax return (The organisation is claiming an exemption from quoting a tax file number because it is an income tax exempt organisation that is not required to lodge a tax return).

Your letter should be signed by two office bearers. Individual banks may have forms for this purpose.

3. Investments

It is Synod policy that congregations, agencies and programs of the Uniting Church are expected to deposit funds that are not required for day to day operations in the Uethical Enhanced Cash Portfolio, U Ethical Growth Portfolio or U Ethical Australian Equities Trust – Wholesale.

4. Bank Overdraft Facilities

The arrangement of any bank overdraft facilities is not personally guaranteed by individual members of the borrowing group, but ultimately must be approved by the Property Trust. This is because any breach of the arrangement becomes a charge on the assets of the church and the titles are held in the name of the Property Trust.

When overdrafts are being contemplated, enquiries should be directed to the Synod Property Officer as other avenues may be available. (Rod Skilbeck 9116 1426)

Topic 7 – Petty Cash (Information for Treasurers)

1. Setting up a petty cash system

- 1.1 It is necessary to have a lockable tin, (or drawer as appropriate), and a petty cash voucher pad (available from Newsagents) and an exercise book.
- 1.2 One person should be allocated responsibility for issuing money and ensuring the tin is balanced regularly.
- 1.3 To commence your petty cash a cheque should be drawn for the petty cash float (\$100 or \$200 is suggested). The cheque should be drawn in favour of Cash and signed as usual and then signed again with Please Pay Cash written on the cheque and if crossed signed on cross. The treasurer should record the Petty Cash Float as an Asset called Petty Cash.
- 1.4 Cash the cheque at your bank in appropriate notes and coins and place in your petty cash tin.

2. Procedures

- 2.1 For each payment out of the petty cash tin, a voucher must be filled in and signed by the person requiring the cash and a receipt docket attached.
- 2.2 At the end of the month (or as the petty cash tin needs to be replenished), a reconciliation and cheque request should be completed.
- 2.3 The reconciliation can be set up in an exercise book. Across the top of the page write headings for date, item, voucher number, GST and types of expenditure (i.e. printing and stationery, housekeeping, property maintenance, postage).
- 2.4 Then arrange the petty cash vouchers in number order or date order and record each voucher under the headings as appropriate.
- 2.5 Total all columns down and add the columns together. This total is the amount of reimbursement to be requested.
- 2.6 Then total the amount of cash left in the tin and record this in the book. The total of the cash and the amount to be reimbursed together must equal the original petty cash float (refer [example 16](#)).
- 2.7 In requesting a cheque to reimburse the petty cash tin a summary should be prepared from your reconciliation and the petty cash vouchers attached as support for this request.
- 2.8 A cheque should be written out to cash for the reimbursement amount (refer item 1.4 above)
- 2.9 In the congregation books the treasurer records the petty cash reimbursement under the bank column and the appropriate columns as described in the summary. For example, GST, printing and stationery, property maintenance, telephone.

Topic 8 – Bequests & Inter Vivo Gifts (Information for Treasurers)

A bequest to the Church is a gift left to it under a Will. All enquiries received from solicitors about Wills should be directed to Synod Legal Services.

Bequests and inter vivos gifts also need to be directed to Synod Legal Services first. Legal Services will correspond with the Executors or the solicitors. Legal Services will advise the congregation or presbytery once funds have been received, how the account is to be established, and the purpose for which the funds can be used.

Upon receipt each bequest or inter vivos gift needs to be recorded as income under the Bequests and Legacies account number.

All expenditure from bequest or gift funds must be identified separately. Part of your reporting to the Church Council should include how the funds have been used. This could be a separate note to the main Income and Expenditure report:

<i>Mr Smith Bequest</i>	
Bequest received	\$10,000
Interest earned	\$100
Less	
Payment to XXX [name] on XXX [date] for repairs to Church windows needed because XXX [e.g. they were damaged in a storm on XXX]'. ¹	\$5,000
Balance at 31/12/xx	\$5,100

Topic 9 – Uniting Church Adult Fellowship (Information for Treasurers)

1. Bank Accounts

UCAF group treasurers should open an interest-bearing cheque account.

2. Donations to Church Council for Mission and Service Giving

UCAF group treasurer sends cheque to Church Council treasurer, who then includes the amount in the monthly remittance to Synod.

3. Synod projects/appeals – opportunities for giving

- (a) UCAF group treasurer sends cheque to Church Council treasurer earmarked for specific project/s.
- (b) Church Council treasurer sends donation to Synod Office with "Remittance Advice" and listed under "Other payments", stating name of project/s.

4. UCAF Christmas/Special Appeals

- (a) Christmas Gift appeal
- (b) Significant Conferences appeal
- (c) Any other appeal

UCAF group treasurers send cheques to Church Council treasurer, earmarked UCAF appeal, stating which appeals the money is for. Please give details. Treasurer sends donation to Synod Office with "Remittance Advice" and listed under "Other payments", stating name of UCAF appeal/s and details.

5. "Net Work" Subscriptions

"Net Work" secretary sends separate cheque with completed yellow form, direct to UCAF Office, Level 2, 130 Lonsdale Street, Melbourne 3000.

6. Affiliation Fee

The UCAF group secretary/treasurer should send a cheque with completed white form direct to UCAF Office, Level 2, 130 Lonsdale Street, Melbourne 3000.

7. Financial Report

UCAF groups should provide a financial report at least annually to the Church Council.

UCAF group treasurers are requested to forward an audited copy of previous year's financial report to the UCAF Presbytery Representative by 31 March.

Topic 10 – Reports (Information for Treasurers)

Treasurers are not required to report on an accrual basis.

1. Regular Reports to Church Council

Regular reports (at least quarterly) should be prepared for Church Council preferably giving the following information on receipts and payments related to:

- Current period
- Year-to-date figures
- Budget figures
- Copy of Bank Reconciliation and period end Bank Statement

As the treasurer you need to be able to explain your report simply and clearly. Remember that others on the Church Council may not have your financial skill. You need to show how much was spent and received and what it was for.

Refer [example 13](#).

2. Payments Report

A list of payments paid between meetings should be presented to Church Council or the appropriate committee for approval each meeting. (Refer [example 14](#))

3. Bank Reconciliation

Good bookkeeping practice requires that Cash Book and bank balances be reconciled monthly (refer [example 15](#)).

4. Annual Reports

Part of the accountability of the Church Council is the preparation of the Annual Financial Statements, which are required by regulation to be audited.

The regulations state at 3.8.7(g): "Audited financial statements bearing an audit or independent review's report in such form as the Synod may prescribe shall be submitted to the Church Council, or other appointing body or the body responsible for their administration and control, as may be appropriate, at least once in every year, and to the Synod and the Presbytery Property Committee (in respect of Congregations and their organisations) whenever required."

These statements should be designed to discharge the duty of accountability and also be useful in decision-making.

The users are both general (the members of the congregation) and specific (presbytery).

To comply with the above, it will be necessary for the treasurer (usually) to prepare operating statements and a statement of the financial position each year (refer [example 17](#)).

4.1 Operating Statement (Receipts and Payments report)

This statement should show the receipts, separately divided into significant classifications. Payments should be shown as a deduction, in appropriate classifications, maybe in summary form.

Whilst it may be necessary to show receipts and payments by program (refer item 7 below), it will be necessary to show it by type, e.g. "stipends", "organist/choir/music", in order to comply with presbytery requirements so that presbyteries may conveniently summarise information for Synod-wide reporting.

4.2 Financial Returns (Online Finance Return – formally A/B forms)

In 2016 the Synod launched a new Financial Return and a Community Life Return.

The Financial Return is the only way the church as a whole can get an overall picture of the financial health of our congregations.

By improving return processes, we are now able to share this information across multiple areas including trusts, insurance and property. This helps us ensure information the synod holds on congregations is correct and up to date and allows Synod resources to assist congregations. The Financial Return is an essential tool for both the presbytery and the Synod to understand the Church we serve.

Future plans includes assistance to congregations with prepopulating some information in the minister profile forms, congregation profiles and also the possibility of prepopulating of Grant application forms.

Some of the areas that can be assisted in our understanding and are used to:

- Ministry and employment details are helpful in understanding how many people are employed by the Church. Rules on employment of staff are complicated and it can assist approaches to congregations to ensure they understand their obligations.
- The financial data will also be used when congregations apply for funding, placements or building works. At this time we can look back at their finances over a number of years without having to ask the congregation again.
- Details of bank and investments help us understand how congregations are dealing with their funds and whether they are invested appropriately. Providing details of restrictions also assists to understand that not all of their funds are available for general expenses.
- Compliance helps us understand whether are we in default with ACNC or Audit requirements
- ABNs is confirmation is needed as when we deal centrally with government bodies this is now the way they identify parts of the church.
- Property sections helps us confirm the properties held and how they are used.

As congregations we need to recognise that we are responsible not only for the main church's operating account but also those other groups within the church. So we ask for the all groups that report to the Church Council – i.e. UCAF, Op shops etc.

If you are finding the process difficult, please contact your Presbytery Office or Heather Ackland: heather.ackland@victas.uca.org.au

Church Council Accounts do NOT have to be audited before the Financial Return is submitted.

4.3 Statement of Financial Resources (Balance Sheet)

At least once a year, as part of the treasurer's report to Church Council, a listing should be made of all monetary assets. This would include bank balances, investments, monies owed to the congregation etc. on the one hand and liabilities and monies owed by the congregation on the other.

Notes relating to other assets such as income producing and other property, primary production, marketing schemes should also be included.

Please note that this statement must include all organisations sponsored by the congregation e.g. Sporting organisations, Sunday Schools, Property Committees (including community service programmes).

4.4 Statement of Non-financial Resources

A statement of non-financial resources such as equipment, land and buildings (whether valued or not) should also be prepared for the Church Council.

5 Comparative Figures

In addition to the year's actual income and expenses, the annual financial statements should provide last year's figures. (Refer [example 17](#)).

6 Reporting by Program

In addition to receipts and payments statements conforming with the Financial Return requirements (refer 4.2 above), a congregation may wish to have more comprehensive financial reports (e.g. by program).

Topic 11 – Budgets (Information for Treasurers)

A Church Council must ensure that it has sufficient funds to carry out its work. The Council must plan adequately and exercise control over both income and expenditure.

Church Councils are encouraged to prepare financial budgets as essential planning and management tools. It is recommended that budgets be prepared for both operating expense and capital expense, in both cases prior to the start of each year and including projections for the next three years. Preparing three years ahead is especially important if a church seeks a grant from the Mission Support Fund.

The task of setting up budgets may appear daunting, but it is essential discipline for a congregation with a serious intention of surviving or, better still, growing.

1. Annual Budgets

It is the responsibility of the Church Council to prepare an operating budget for the ensuing year [Regulation 3.5.1(c) (ii)]. To be of maximum assistance to the majority of members and gain their support, it should be drawn up as an "action" document rather than a "purely figure" document.

However, in its simplest form, a budget is based on the previous years' experience. It should NOT merely be an exercise in adding a fixed percentage to each item. Setting figures for the future involves making a realistic assessment of past performance and compensating for problems which occurred in the past. Those framing budgets need to be sufficiently informed to be able to make reasonable predictions about future trends. There must be an emphasis on planning and forethought. In estimating ahead, the Mission Resourcing Unit in the Synod Office may be able to help with advice about projected increases in the Consumer Price Index at least for the first twelve months.

In preparing a three-year budget the first year should be prepared to show estimates of the expected income and expenditure for each month of the year. This process should assist the Council in timetabling expenditure and allocating funds between different priority areas.

At monthly intervals the actual levels of income and expenditure for each item should be compared to budget levels to highlight any differences. This exercise should be done as a treasurer's report to the Church Council.

Each significant variation from the budget should be examined to determine its cause so that future income or expenditure can be adjusted if necessary.

A suggested format for a three year budget is attached (refer [example 18](#)).

2. Action/Program Budgets

Where a congregation is already using a conventional budget system as outlined in 1 above, it may be helpful to consider preparing action budgets as well. The Action Budget emphasizes the results the Church Council expects from the purposes, goals and mission of the congregation. An Action Budget is an excellent document for motivating giving.

This means gathering together the visions and enthusiasm of the people of the congregation after consideration of all the opportunities for ministry which exist in the life of the people.

Through this program budgeting process, programs to meet needs and opportunities are formed and it is these that are costed into financial terms. What action is intended provides the cost, not the other way around.

Using this method, every activity can be evaluated in the terms of the mission goals of the congregation. This covers its investments in leadership and member participation as well as funds.

What priorities are appropriate can be worked out and understood by all involved. A purely financial budget tends to obscure most of this picture.

Details of the process involved in preparing action budgets are set out in the enclosed copy of "Action Budgeting - First Look" (refer [example 19](#)).

3. Annual Capital Budget

This document sets out the funds required for major capital items, any loan arrangements including terms of repayment and interest. Transfers of receipts from the Operating Budget to service any loans will be shown in both places.

Opportunity should be taken in constructing capital budgets to review any options to consolidate or re-finance outstanding debts to better advantage.

A sample Capital Budget is attached (refer [example 20](#)).

Topic 12 – Preservation and Destruction of Financial Records (Information for Treasurers)

1. Why keep records?

It is important to keep accurate records for auditors, tax office audits, internal audit and to satisfy legal requirements.

By law, you are required to keep financial records for seven years after they are prepared, obtained or you complete the transactions, whichever occurs latest. Records must be in English or in a form that can be understood by Australian Government authorities.

For capital items you need to keep records of:

- The date you acquired an asset and the cost of that asset
- The date you disposed of an asset and any proceeds you received when you disposed of it
- Details of commissions you paid or legal expenses you incurred for an asset
- Details of improvements you made to an asset; for example, building costs
- Any other records relevant to calculating your capital gain or capital loss.

You must keep these records for seven years after you sell or otherwise dispose of an asset.

2. What records to keep?

You must keep the following records:

- Receipt records – invoices, vouchers or receipts, cash register tapes (for Op shops etc.)
- Sunday offering register
- Receipt books
- Bank deposit books and account statements
- Records of purchases expenses – tax invoices, receipts, reimbursement claims
- Cheque butts and bank account statements
- Credit card statements
- Debtors and creditors lists
- Stocktake sheets (if applicable)
- Depreciation schedules (where you depreciate assets – most congregations do not depreciate assets)
- Business Activity Statements
- FBT returns
- Annual financial statements – including Profit and Loss statement and balance sheet
- **Employee records**
Under Fairwork legislation employers must keep a number of written records of their employees for 7 years after the employee leaves. This includes records about time and wages.
 - Tax file number declarations and withholding declarations
 - Withholding variation notices
 - Wages and salary, stipend records – timesheets, pay slips and wages
 - Payment summaries
 - Pay as you go (PAYG) payment summaries
 - Annual reports
 - Super records
 - Records of any fringe benefits you provided
 - Workplace agreement, awards and employment contracts
 - Worksafe injury insurance

- **PAYG withholding records:**

You must keep the following:

- Records of amounts you withheld from payments where no ABN was quoted
- A copy of any PAYG withholding voluntary agreements
- Records of voluntary agreement payments
- All PAYG payment summaries including PAYG payment summary - employment termination payments
- All PAYG annual reports

3. How to keep records?

Be organized.

- Set up a good filing system for your paperwork.
- Obtain the required paperwork from suppliers and customers at the time of a transaction.
- Make sure your records contain enough information; for example, tax invoices with all the required information and cheque butts correctly filled out. It is a good idea to cross-reference records; for example, when you pay bills, write the invoice number on the cheque butt and the cheque number on the invoice. You can also add notes to paperwork that will remind you later of special circumstances.

4. How to destroy records?

All personnel records or records containing any private information should be shredded or securely destroyed.

Other financial records can be disposed of responsibly.

5. How to store records?

- Ensure that all records are in dry and secure conditions
- Avoid storage in basements
- Keep regular backups of all electronic records

6. What records should be sent to Archives?

Some financial records need to be forwarded to the Synod Archives:

Examples are:

- Annual Financial statements
- Minutes of Church Committees and Groups
- Building plans and specifications
- Legal documents – employment contracts

Records can be emailed to archives@victas.uca.org.au or delivered to Synod Archives at 54 Serrell Street, Malvern East, VIC 3145. Please ensure you advise the place and name of the congregation and clearly list records.

To contact Archives email archives@victas.uca.org.au or phone 03 9571 5476. Archives are staffed on Mondays, Thursdays and Fridays.

Topic 13 – Transfer to new treasurer (Information for Auditors)

If you are finishing as the treasurer (or the church is closing), there are a number of formal processes that need to be transferred to the new treasurer or the presbytery.

A not-for-profit administrator's handover checklist is available from the ATO:

<https://www.ato.gov.au/non-profit/your-organisation/in-detail/checklists/handover-checklist-for-not-for-profit-administrators/>

This is a good checklist (note some sections will not apply).

In addition:

- Notify the Synod and Presbytery
- Advise suppliers of new authorised person
- Hand over any outstanding grant or funding applications
- If you have had assistance with completion of the Synod Financial Return – advise the new treasurer of this person's contact details.

If congregation is closing:

- Complete a workcover declaration form and forward to Accounting Services
- Complete final BAS and advise ATO and ACNC that business has ceased to operate
- Prepare final financial report

Topic 14 – Audit/Review Guidelines for Small Congregation Funds (Information for Auditors)

Audit Guidelines

These guidelines have been prepared to assist congregation auditors, particular those who are not qualified in terms of the Uniting Church Regulations, in the review of small funds.

Reviews by an independent person usually make people feel more comfortable about the accuracy of an organisation's annual financial statements.

The difficulty of the audit is usually governed by the availability and organisation of the financial records. If the guidelines as set out in the Treasurers Manual are adhered to, then there should be no difficulty with the audit of the operating statement.

So far as the Balance Sheet position is concerned, each item should be supported by supporting documentation, such as bank statements, loan statements, listing of equipment etc. If this documentation is created/sourced external to the organisation being audited, the assurance gained from this evidence is usually better than if it is internally generated.

The Audit Regulations:

The Uniting Church regulations provide as follows:

Audit

- 3.8.7 (c) The books of account shall be audited and certified by the auditors at least once in every year and at such other times as may be required by the chairperson of the Church Council or other appointing body as the case may require.

Appointment of Auditors

- 3.8.7 (d) The auditor or auditors shall be appointed annually. Subject to the variation in (e) below, the auditor(s) shall be a qualified accountant or, if more than one, shall include at least one qualified accountant. For the purpose of this Regulation a qualified accountant means:

- (i) a person who is a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants, or
- (ii) any other person who has qualifications and experience requisite for registration as a company auditor under the Corporations Act 2000 as amended or replaced from time to time and who in the opinion of the appointing body is a fit and proper person to undertake the responsibility.

Variations to Qualifications

- 3.8.7 (e) Where the gross receipts of a Congregation or body or fund in the year is below a figure that equates to 2.5 times the notional stipend the books of account may be audited and certified by two person who are not qualified in terms of (d) above, but who are, in the opinion of the body responsible, fit and proper persons to undertake the responsibility. Notional stipend for the purpose of this Regulation means the amount determined for the year by the Board of Directors of Benefund Limited.

Eligibility as Auditor

3.8.7 (f) The auditor appointed shall not be a member of the board, council or committee whose accounts are being audited unless a Presbytery with respect to accounts of Congregations or Congregational organisations within its bounds, or the Synod Property Board with respect to accounts of other councils or organisations, determines, at the request of the appointing body, that special circumstances exist. In such case a member of the board, council or committee may be appointed to be auditor.

Timeliness of audit

Auditors should advise treasurers of the estimated time needed to complete the audit and that it may be necessary for the treasurer to meet with the auditor to clarify questions. Obtain the date of the Annual General Meeting or appropriate council meeting and ensure that the audit is complete by this date (if possible)

Organisations to be audited

The auditor should provide a written report on the financial statements of specific organisations audited: e.g. Church Council, Church Trust Fund.

They should also obtain an outline the functions of the various accounts and the accounting system.

Records to be obtained:

It will be necessary to obtain the following records:

- Payments and Receipts sheets/journals
- Duplicate receipts books, payment vouchers (invoices etc.)
- Stipend and pay records
- Bank Deposit books
- Offering count sheets
- Bank statements
- Investment statements
- Ledger
- Computer print-outs
- Minute books (Church Council, Finance Committee)
- Financial Statement

If there is no Balance Sheet, then any significant assets or liabilities should be stated.

Audit Program

The following is a suggested audit program for performing annual financial statement audit procedures:

UNITING CHURCH (SMALL CONGREGATION AUDITS)

SUGGESTED AUDIT PROGRAM

Cash receipts		Performed By	Date	Working paper Ref
	<p>Objective <i>To ensure cash receipts are correctly identified and recorded.</i></p>			
	<p>Procedures</p>			
1	Document the system for receipts (e.g. offerings counted by 2 people and signed for). Note any weaknesses in controls and report to finance committee or church council together with recommendations. Consider audit implications.			
2	<p>Select a sample of receipts from the cash receipts journal (cash book) and test as follows:</p> <ul style="list-style-type: none"> • agree details to duplicate receipt books • ensure the receipt is classified correctly • agree amounts to stamped bank deposit slips and trace through to bank statements • check the promptness of banking • check additions • review other receipts for unusual items • test-check to planned giving records. 			
3	Review weekly offering count sheets for date sequence and test check to banking.			
4	Review the cash receipts book for receipt number sequence, to ensure completeness, and sight any cancelled receipts.			
5	Sight receipt book register (if any) and make sure it is up to date.			

UNITING CHURCH (SMALL CONGREGATION AUDITS)

SUGGESTED AUDIT PROGRAM

Cash payments	Performed By	Date	Working paper Ref
<p>Objectives <i>To ensure cash payments are:</i> (i) <i>made according to approved procedures</i> (ii) <i>supported by documentation.</i></p>			
<p>Procedures</p> <p>1 Document the system for payments. (e.g. names of cheque signatories, whether cheques are pre-signed, electronic payment method approved by 2 authorised people) Note any weaknesses in controls and report to finance committee or Church Council together with recommendations. Consider audit implications.</p>			
<p>2 Select a sample of payments made from the cash payments book and test as follows:</p> <ul style="list-style-type: none"> • agree details to cheque requisitions (if any) • agree to supporting documentation; i.e. invoice, supplier statement etc. • trace for evidence of receipt of goods/services. (e.g. Invoice signed by church officer) • check additions • consider appropriateness of account classification • ensure that monthly payments (Synod, stipends etc. are up to date) • ensure cancelled cheques accounted for. 			
<p>3 From the Bank Statement check a selection of debits to ensure they are correctly shown in the Cash Payments Book.</p>			
<p>4 Review the cash payments book for any large and unusual items and assess overall reasonableness of the payment. Inspect supporting documentation.</p>			
<p>5 Note if any payments made from cash receipts.</p>			
<p>6 Review insurance and verify paid to Synod</p>			

UNITING CHURCH (SMALL CONGREGATION AUDITS)

SUGGESTED AUDIT PROGRAM

Stipends/Wages	Performed By	Date	Working Paper Ref
<p>Objectives</p> <p>(i) To ensure expense is not materially misstated.</p> <p>(ii) To ensure appropriate presentation and disclosure in the financial statements.</p>			
<p>Procedures (for stipend/wages not paid through Centralised Stipend Payroll Service)</p>			
<p>1 Document the system of payment of stipend and wages and note any control weaknesses and report to finance committee together with recommendations. Consider audit implications.</p>			
<p>2 Select a representative payment to each minister, employee and agree with Terms of Settlement and conditions approved by the Church Council and Ministerial Stipend and Provisions available on the Synod website: victas.uca.org.au</p>			
<p>3 Where fringe benefits are paid, ensure that these are in accordance with church guidelines and the Minister's benefits account is in order and being reported regularly to the minister.</p>			
<p>4 Agree PAYG tax payments from source documentation to cashbook and agree June Payment summaries to total wages.</p>			
<p>5 Examine copy of Payment Summaries certificates for accuracy</p>			

UNITING CHURCH (SMALL CONGREGATION AUDITS)

SUGGESTED AUDIT PROGRAM

Cash/bank/deposits		Performed By	Date	Working Paper Ref.
	<p><i>Objectives</i></p> <p>(i) To ensure balances are not materially misstated.</p> <p>(ii) To ensure existence and ownership.</p> <p>(iii) To ensure appropriate presentation and disclosure in the financial statements.</p>			
1	Obtain confirmation from Banks of cash balances at balance date.			
2	<p>Review the bank reconciliation at balance date as follows:</p> <ul style="list-style-type: none"> • check the additions • ensure there are no large and unusual reconciling items • obtain a listing of unpresented cheques and trace to cash book prior to balance date and to January bank statements to ensure they are presented in a timely manner • check deposits in transit to subsequent banking • review January bank statements for unusual payments or receipts; inspect supporting documentation. 			
3	<p>Agree balances to general ledger and trial balance.</p> <p>Review:</p> <ul style="list-style-type: none"> • classification and description of amounts; • accounting principles for appropriateness and consistency. 			
4	<p>Additional procedures</p> <p>(Auditor to add additional procedures as required by the nature of the engagement.)</p>			

UNITING CHURCH (SMALL CONGREGATION AUDITS)

SUGGESTED AUDIT PROGRAM

Investments and Investment Properties		Performed By	Date	Work Paper Ref.
<p>Objectives</p> <p>(i) <i>To ensure balances are not materially misstated.</i></p> <p>(ii) <i>To ensure existence and ownership</i></p> <p>(iii) <i>To ensure appropriate. Presentation and disclosure in the financial statements.</i></p>				
<p>Procedures</p>				
1	Obtain confirmation from borrowers of amounts invested at balance date.			
2	Agree balances to general ledger and trial balance.			
3	Ensure any profit or loss on disposal of investments has been correctly calculated.			
4	Ensure income earned from investments has been correctly accounted for.			
5	Obtain the market value of the investment at balance date and determine whether adjustments to carrying values are appropriate.			
6	Check income from investments based on prior year and/or budget.			
7	Additional procedures where the church owns investment properties. (Auditor to add additional procedures as required by the nature of the engagement.)			

OTHER ASPECTS:		Performed By	Date	Work Paper Ref.
1	Agree the financial statements with the financial records.			
2	Compare results with budget and investigate any large or unusual differences to ensure they are reasonable.			
3	Consider reading the minutes to determine whether matters have financial implications, e.g. large commitments for future expenditure. Consider disclosing any such items in the financial statements.			
4	Depending on the significance of above implications, review amounts owing at the end of the financial year TO and BY the Church Council.			
5	Prepare Audit Report. See attached example. You may also like to report to the Church Council on areas for further improvement.			

Example Audit Report

INDEPENDENT AUDIT REPORT

To members of the XYZ Uniting Church

Scope

I have audited the special purpose financial report, comprising a Statement of Income and Expenditure and accompanying notes of the XYZ Uniting Church for the year ended 31 December XXXX. The Church Council is responsible for the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Constitution and Regulations of the Uniting Church in Australia and are appropriate to meet the needs of the members. I have conducted an independent audit of the financial report in order to express an opinion on it to the members of the XYZ Uniting Church. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

My audit has been conducted in accordance with Australian Auditing Standards (* or Synod Guidelines for Small Congregation Audits). My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respect, the financial report is presented fairly in accordance with the accounting policies described (in note 1 * or describe the policies)

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report presents fairly, in accordance with the accounting policies described (in note 1), the excess of income over expenditure for the year ended 31 December XXX.

Date:

Name
Qualification:

* Applicable for non-members of recognised accounting bodies
* Note 1: should describe accounting policies (i.e. cash basis or accrual)

Topic 17 – Examples (Information for Treasurers)

The following pages have been prepared or supplied by Accounting Services as examples of particular treasurer's tasks.

UNIFORM ACCOUNTING IN CONGREGATIONS (CHART OF ACCOUNTS)

Introduction

WHY UNIFORM ACCOUNTING ?

To enable equitable judgements to be made at all levels and to facilitate comparisons from year to year it is essential that certain basic data be provided in a uniform way. Accordingly, it is the practice in the Uniting Church that all congregations and presbyteries record financial data in a standard format to enable a consolidated Return (Online Financial Return) to be produced as at 31st December each year and that congregations submit financial data to support funding applications on the same basis.

Accounting Software

MYOB Essential Accounting software is an computer package which can be purchased from www.myob.com.

Standard Cash Book

Where records are to be maintained on a manual recording basis paper cash book sheets, limited supplies are available from <http://www.ctmresourcing.org.au/receipts-transaction-sheets>.

Some blank columns are provided in the cash book sheets for treasurers who need to present more than the uniform dissection of receipts and payment. Greater detail can also be obtained by simple dissection of a column containing only a few entries.

The Financial Return and Funding Forms list categories of receipts and payments corresponding to the following Chart of Accounts.

General Information

By recording your financial data using the Standard Chart of Accounts, presbyteries and the Synod will have objective, comparable data to assist their committees in decision making.

Proper use of the standard Chart of Accounts by all treasurers will

- Simplify bookkeeping,
- Facilitate budgeting,
- Assist auditors, and
- Enable comparability to be achieved.

CHART OF ACCOUNTS

Manual Account Number	Computer Account Number	Name and purpose
Bank	NA	<p>Bank Account (manual accounts only)</p> <p>For all amounts deposited and interest credited to a bank account. Please note that all transactions during the year must be entered in the bank account, GST account and classified in one of accounts.</p> <p>(If are using a computer accounting software refer assets section below)</p>
1	NA	<p>GST collected (manual accounts only)</p> <p>Record the Good and Services Tax charged to other organisations or individuals. Also record GST received from ATO. Do not include GST amounts received from the Synod for GST on MBA. These are recorded at account 19.</p> <p>(If are using a computer accounting software refer assets section below)</p>
2	4-1100	<p>Offerings Systematic Envelope</p> <p>For all offering received through systematic envelope. Fulfilment of pledges or promises by cheque or cash paid directly to the treasurer on a regular basis should also be included in this recording of weekly, fortnightly, monthly, quarterly or even annual envelope offerings</p>
	4-1110	<p>Offerings Direct Giving</p> <p>For offerings received through Direct Offerings, electronic bank deposits and where appropriate Special Assistance Plan Grants.</p>
3	4-1150	<p>Offerings Open Plate</p> <p>Include loose offerings received through the Offering plate.</p>
4	4-1175	<p>Donations & Special Efforts General Purpose - for use within parish or congregation</p> <p>All irregular donations and proceeds should be included here and classified as general purpose</p> <ul style="list-style-type: none"> (a) Personal donations paid directly to the treasurer. (b) Special fundraising efforts such as fairs, fetes, entertainments, crop growing and collections at foundation stone laying and dedication ceremonies. (c) Transfers of funds from sporting clubs and other organisations which have ceased to exist. (d) Donations by local organisations and auxiliaries such as Uniting Church Fellowship Groups, Men's Societies, Sunday Schools, Mission Groups towards local expenditure.

Manual Account Number	Computer Account Number	Name and purpose
		<p>Under no circumstances should financial assistance by a local organisation and/or auxiliary take the form of direct payments of expenditure which are the accepted responsibility of the congregation because this would distort the costs disclosed.</p> <p>If you are using computer software and where regular fundraising events are held you might like to create a separate account to record each major event. Accounts could be created in the same range as this account (e.g. 1176, 1177 etc.)</p>
5	4-1250	<p>Uniting Church Appeals/Projects</p> <p>Include results of special efforts and donations received for appeals, projects and activities run solely by the Uniting Church. This includes:</p> <p>Lenten Offering Uniting/Share Appeal Uniting Vic/Tas Appeals (e.g. Lentara, UnitingCare Tasmania, Kalkee) Frontier Services Uniting World (including Lent event) Local Mission and Welfare Activities</p> <p>Moneys raised for Uniting Church Appeals/Projects or other fundraising by local organisations and auxiliaries should be remitted via the congregation treasurer and not directly to the Uniting Church Body or organisation. This procedure ensures that such amounts are included in the record of contributions kept by the congregation</p> <p>If you are using a computer accounting software additional accounts (between 4-1250 and 4-1299) could be created for each type of appeal. For example 4-1260 Donations UCA Share Appeal.</p>
6a	4-1300	<p>Other Appeals</p> <p>Include of special efforts and donations received for appeals other than Uniting Church appeals and projects. These are classified into two categories. Indicating beside the amount in Account 6 the letter A or B will make annual reporting easier.</p> <p>Category A (Supported by the Uniting Church) Christmas Bowl (Act for Peace) Victorian Council of Churches Tasmanian Council of Church</p> <p>If you are using a computer accounting software additional accounts (between 4-1300 and 4-1349) could be created for each type of appeal. For example 4-1310 Donations Christmas Bowl.</p>
6b	4-1350	<p>Other Appeals</p> <p>Include of special efforts and donations received for appeals other than Uniting Church appeals and projects. These are classified into two categories. Indicating beside the amount in Account 6 the letter A or B will make annual reporting easier</p> <p>Category B</p>

Manual Account Number	Computer Account Number	Name and purpose
		<p>All other non-Uniting Church appeals (e.g. Austcare, Bible Society, World Vision, Red Cross etc).</p> <p>If you are using a computer accounting software additional accounts (between 4-1350 and 4-1399) could be created for each type of appeal. For example 4-1360 Donations World Vision.</p>
7	4-3100	<p>Grants Received Synod</p> <p>Include grants (not loans) from Synod for current (running/operating costs) transactions e.g. Ministry, minor repairs, minor equipment etc. (For capital grants see account 22).</p>
8	4-3200	<p>Grants Received Presbyteries and/or other Congregations</p> <p>Include financial assistance from Presbytery or other congregations for current (running/operating) costs. (For capital grants see account 23). For example Contribution from other congregations for Lay Mission Areas and Lay Teams</p>
9	4-3300	<p>Grants Received Government</p> <p>Include grants received from the Government and other organisations for current (running/operating) cost transactions. (For capital grants see account 23).</p>
10	4-4100	<p>Legacies & Bequests</p> <p>Include Legacies, Bequests and Memorial Funds for specific or general purposes. Also include interest on these funds.</p>
11	4-4200	<p>Interest & Dividends</p> <p>Include interest and dividends received on bank accounts balances, bank term deposits, U Ethical accounts, debentures, stocks, shares, marketable securities and interest on loans to other church bodies.</p>
12a	4-5100	<p>Property Income GST inclusive</p> <p>Include rents and other amounts received for occupancy or use of land and site improvements, commercial shops and properties, houses, kindergarten facilities and equipment, etc. where GST is included in the rental and claimable.</p>
12b	4-5300	<p>Property Income other</p> <p>Include rents and other amounts received for occupancy or use of land and site improvements, commercial shops and properties, houses, kindergarten facilities and equipment, etc. where GST is not claimable.</p>
13	4-4300	<p>Long Service Leave Fund Reimbursement</p> <p>Include the grant received from the Synod Long Service Leave Fund when a minister is on Long Service Leave.</p>

Manual Account Number	Computer Account Number	Name and purpose
14	4-4400	Insurance Claims Include the moneys received as the result of claims under any insurance policy (e.g. WorkSafe, property damage, fire).
15	4-4500	Miscellaneous Income (Not capital) Include items not covered by the previous accounts or by accounts in the Capital Transaction section. Moneys paid into the bank account as offsets or contras to local expenditure items, such as telephone calls, presentations, attendance at camps and conferences, should be included in this account. Do not include moneys raised for transmission to Appeals. (please use accounts 5 and 6 for this purpose).
19A	4-4505	Indicate beside the amount in the account an explanation of the receipt. <i>Op Shop</i> income should be recorded here.
16		Not used Please do not use Account 16 as it is not used in the Online Financial Return. If you have receipts for local mission and welfare activities record these under account 5.
17	4-4600	Internal Transfers – Ministry Costs For amounts received from other organisations within your cluster, parish etc. for ministry or employment related costs. Where this is not separated into Ministry and other costs, record total under question 17. All allocations and transfers, whether for local spending or subsequent remission to appeal/projects should be included in these two accounts. To facilitate reporting to congregations please indicate beside the amount in the account the ultimate destination of transfer. E.g. Christmas Bowl.
18	4-4605	Internal Transfers – Other Costs For amounts received from other organisations within your cluster, parish etc. for other costs.
19	4-4700	Other Receipts This account is for regular receipts not covered by the previous accounts or the Capital Transaction Accounts.
CAPITAL TRANSACTIONS		
20	4-7100	Donations - Capital Debt Reduction Include special efforts and donations from individuals or groups received specifically for the reduction of capital debt

Manual Account Number	Computer Account Number	Name and purpose
	4-7150	<p>Donations - Capital</p> <p>Include special efforts and donations from individuals or groups received specifically for the acquisition of Capital items e.g. Church Organ, Photocopier, Building, Renovations etc.</p>
21	4-7200	<p>Loans converted to gifts</p> <p>This account is provided to record what occurs when a church offers to pay back a loan and the lender says "keep the money as a donation". It is best to get the lender to provide this in writing to avoid any confusion. To reflect this in the books of account, record a receipt in account 21 and a repayment against account 56.</p> <p>Where you are using a computer system, record a journal entry to Debit the Loan account and credit Loans converted to Gifts.</p>
22	4-7300	<p>Capital Grants – Synod</p> <p>Includes Capital grants from the Synod (not loans) for buildings, major extension, items which are not current (running cost) transactions. For property sale proceeds use account 26.</p>
22	4-7350	<p>Capital Grants – Govt & Other</p> <p>Includes Capital grants from other sources (not loans) for buildings, major extension, items which are not current (running cost) transactions. In account 23 indicate source of grant beside the amount. For property sale proceeds use account 26.</p>
24	4-7400	<p>Proceeds of minor assets sales</p> <p>Include amounts received in cash from sale of land, buildings, furniture & equipment.</p>
25		<p>Loans Received</p> <p>Include interest free, interest bearing loans, bank loans, Development Fund loans and other loans, but not bank overdraft accommodation.</p> <p>For computer accounting software use 2-1100</p>
26	4-7550	<p>Property Sale Proceeds Received</p> <p>Include amounts released from capital from Property Sale proceeds.</p>
27		<p>Investments realised/Capital gains</p> <p>Include amounts received in cash from sale or redemption of debentures, stocks, shares and other securities including bank term deposits. Also include repayments by other church bodies of amounts lent to them.</p>

Manual Account Number	Computer Account Number	Name and purpose
		Record capital gain on investments (UCA Growth Portfolio, UCA Australian Equities). Capitals losses are recorded at question 56. For computer accounting software use 1-1100
28	4-7065	Miscellaneous Capital Receipts Include capital receipts which cannot be classified in Accounts 20-27. Clearly identify these items.
(B) CASH BOOK – PAYMENTS		
Bank	NA	Bank Account (manual accounts only) For all withdrawals by cheque or electronic. Please note that all transactions during the year must be entered in the bank account, GST account and classified in one of accounts. (If are using a computer accounting software refer assets section below)
		Accounts 30-33 - Payments to Ministers and Agents The other agents include deaconesses, retired ministers, youth workers, lay pastoral assistants, or other persons engaged in pastoral work but not visiting preachers - (see account 34). If using the Centralised Stipend Payroll Service and/or Minister Benefit Account service, include figures from the monthly General Ledger Reports provided by the Synod Pay Office.
30	6-5215	Stipends Include net stipends actually paid to ministers, and other agents. Also include amounts paid for income tax deducted, personal contributions for the Beneficiary Fund and stipend amounts paid to the Ministers, Benefit Account. Note if you do not split allowances – include total ministry costs including allowances in this account. Where there is a cluster arrangement with a central account for the cluster and individual congregations contributing – only the cluster return will record the ministry payments and number of ordained ministers. Each congregation should record their contribution to ministry under Question 50 internal transfers. The Cluster account would record these contributions under Question 17 as Internal transfers received.
31	6-5225	Car and Petrol Allowances Include allowances paid to ministers and other agents. Also include the cost of running and maintaining vehicles which are owned by the congregation.
32	6-5250	Other allowances

Manual Account Number	Computer Account Number	Name and purpose
		Include manse allowance, personal resource and development allowance, postage and other allowances paid to ministers and other agents.
33	6-5400	<p>Fixed Charges/Workcare</p> <p>This includes fixed charges as set by the Synod for Long Service Leave, Beneficiary Fund, Ministers' Special Insurance and Home Endowment Fund and also Workers Compensation Insurance premiums. Do not include minister's personal contribution to the Beneficiary Fund, which should be recorded in account 30.</p>
34	6-5500	<p>Visiting Preachers/Supply ministry</p> <p>Include preaching fees, travelling and other expenses paid to visiting preachers, including retired ministers and others not engaged as pastors in the congregation. Also include payments for substitute or supply appointments for which a Long Service Leave allowance is received from Synod/Presbytery funds or a payment is received from a Minister's Insurance Claim. (Account 14).</p>
35	6-5620	<p>Mission and Service Giving</p> <p>Include contributions to Mission and Service. All fundraising by individual groups with the congregation which form part of the allocation should be remitted to the congregation. The congregation is responsible for payment of the annual allocation to the Synod by monthly instalments. The amount of the annual allocation will usually be determined by the presbytery to which the congregation belongs.</p>
36	6-5630	<p>Donations to Uniting Church Appeals/Projects</p> <p>Payments under this heading are for donations to appeals, projects and activities run solely by the Uniting Church.</p> <ul style="list-style-type: none"> • Frontier Services • Lenten Offering • Local Mission and Welfare Activities • Pancake Day • Uniting Vic Tas Appeals (e.g. UnitingCare Lentara, Kalkee etc) • Uniting World (including Lent event) • Uniting/Share Appeal <p>If you are using a computer accounting software additional accounts (between 6-5630 and 6-5659) could be created for each type of appeal. For example 6-5640 Donations to UCA Share.</p>
37A	6-5660	<p>Contributions to Other Appeals</p> <p>Include contributions to other than Uniting Church Appeals and Projects. For example:</p> <p>Category A (Supported by the Uniting Church)</p>

Manual Account Number	Computer Account Number	Name and purpose
37B	6-5665	<ul style="list-style-type: none"> • Christmas Bowl (World Christian Action) • Victorian Council of Churches • Tasmanian Council of Churches <p>Category B</p> <p>All other non-Uniting Church appeals (e.g. Austcare, Bible Society, Inter Church Trade & Industry, World Vision, Save the Children Fund, Guide dogs, Red Cross etc.).</p> <p>Indicate in account next to amount the letter A or B for easy reference when completing Financial Return.</p> <p>If you are using a computer accounting software additional accounts (between 6-5660 and 6-5669) could be created for each type of appeal. For example 6-5661 Donations to Christmas Bowl.</p>
38	6-5670	<p>Grants to Presbytery/Other Congregations</p> <p>Include grants or assistance paid to presbytery and other congregations.</p>
39	6-5701	<p>Sunday School, Local Organisations etc.</p> <p>Include payments for Sunday Schools, local church organisations, (not property fund) and auxiliaries such as Uniting Church Fellowship, Men's Societies, mission groups regardless of the ultimate spending or distribution by those bodies.</p>
40	6-5710	<p>Organist, Choir, Music</p> <p>Include salaries and expenses paid to an organist, choir master, soloist etc. Also include hymn books, choir and organ music.</p>
41	6-5775	<p>Secretarial Assistance</p> <p>Include salaries, allowances and expenses paid to secretarial assistants and office staff.</p>
42	6-5730	<p>Telephone/Postage/Office Expenses</p> <p>Includes telephone charges, postage/stamps, costs of advertising, audit fees and other office expenses</p>
43	6-5740	<p>Printing & Stationery</p> <p>Includes printing, paper, certificates, books, public notice sheets, photocopies, letterhead, pens, pencils, staples, folders, ink, sticky tape, note books, receipt/invoice books, etc.</p>
44	6-5750	<p>Stewardship Expenses</p> <p>Include all payments incurred in the conduct of a Stewardship Program. Also include the cost of envelopes, printing and postage etc., for regular collection of the pledges or promises.</p>

Manual Account Number	Computer Account Number	Name and purpose
45	6-5810	Caretaking, cleaning etc. Include salaries, allowances and expenses paid to caretaker, cleaner, gardener, etc. Also include supplies such as tools and cleaning materials.
46	6-5820	Property Utilities and Rates Include payments for electricity, gas and other fuel, water and sewerage rates, municipal rates services, land tax, fire services levy and other property services. If you are using a computer accounting software additional accounts (between 6-5820 and 6-5829) for the different properties
47	6-5830	Insurance, Rents Include insurance premiums other than Workers Compensation (record at number 33). Insurance and rental payments made for use of land, building, furniture and equipment owned by others.
48	6-5840	Property Maintenance Include all costs (other than those related to the caretaker, cleaner and gardener - see account 45) of maintaining land, building site improvements, furniture and equipment in good order and condition. Also include the cost of alterations and additions which are not of a major character. If you are using a computer accounting software additional accounts (between 6-5840 and 6-5859) for the different properties
49	6-6400	Interest, Bank Charges Include interest paid on bank overdrafts and on all outstanding loans. Also include any other bank fees or charges.
50	6-5702	Internal Transfers Ministry Include all allocations, transfers and payments to other bank accounts of the congregation/cluster for ministry and employment costs. For example where there is a cluster arrangement with a central account to pay ministry costs and individual congregations contributing. The individual contributions to the cluster would be recorded here. If ministry costs are not separated from other costs – record total at this account.
51	6-5703	Internal Transfers Ministry Include all allocations, transfers and payments to other bank accounts of the congregation or cluster (except those in account 50 above) regardless of the ultimate destination whether for local spending, appeals/projects or to Mission and Service Giving. (Refer to comments relating to accounts 17 & 18).

Manual Account Number	Computer Account Number	Name and purpose
52	6-6510	Miscellaneous Payments (Not Capital) For payments not covered by the other accounts of an irregular nature and which are for current (running/operating costs) expenses. Indicate beside the amount in the account an explanation of the payment.
52A		Op Shop Costs For payment of cost in relation to the operation of an Op shop or Bargain Centre for purchase of goods, disposal of rubbish and any other expenses.
53		Not used This account is not used. If you have payments for local mission and welfare activities record these under question 36.
CAPITAL PAYMENTS		
54	6-7100	Assets acquired All property in Victoria and Tasmania is held in trust for the whole Church by the Synod's two property trusts. All property is a 'common wealth' for the whole church. But, the church has determined for each property the body who gains benefit of the property for use for God's Mission is the responsible body. A congregation is a user of the property they worship in and do mission in. As such they have a responsibility to use it only for God's mission. They are stewards of these properties. Land and buildings and site improvements are not recorded as assets but as an expense in the year for which building, improvements etc. are paid. (Refer to the notes at the end of this section regarding 'Payment of Accounts direct by Synod office') Record cost of furniture and equipment, any renovations.
55	N/A	Loan repayments (manual accounts only) Include repayments, (in full or in part) of outstanding loans. Interest thereon is recorded in Account 49. Loans converted to gifts (see account 21) should be recorded here, identified with the letter B. (for subsequent recording on A Form as item 55B). (Refer to the note at the end of this section regarding 'Payment of Accounts direct by the Synod office'.) For those using Computer Accounting Software refer Liabilities.
56	N/A	Investments made/Loss Include investments made in U Ethical, marketable securities and bank term deposits. Also include loans to other church bodies. The Synod requires that congregation invest surplus funds in U Ethical.

Manual Account Number	Computer Account Number	Name and purpose
		<p>Include capital loss in value of investments (U ethical Growth Portfolio, U ethical Australian Equities).</p> <p>For those using Computer Accounting Software refer Assets.</p>
57	6-7115	<p>Miscellaneous Capital Payments</p> <p>Include miscellaneous payments which cannot be classified in any other account. Clearly identify what is included in this account. Indicate beside the amount in the account an explanation of the entry.</p>
ASSETS		
N/A	1-0100	<p>Bank Account</p> <p>For all amounts deposited, interest credited to a bank account and all withdrawals by cheque, electronic and in cash. Please note as you enter transactions in the accounting software you will need to determine the account number and if GST applies. Do not worry about minor 1 cent differences</p> <p>(If are using a computer accounting software and you have more than one Bank Account separate account numbers will need to be created for each bank account)</p>
N/A	1-0160	<p>Petty Cash Float</p> <p>If you run a Petty Cash tin – record the original amount advanced to create the cash float. This should be the amount that is reconciled back to each period. Reimbursements to the Petty Cash tin should be costs against the various expense accounts for which the cash was used.</p>
N/A	1-0200	<p>Debtors</p> <p>Where invoices are raised through an Accounting Software package for rent etc. the amount will be recorded against an income account and a Debtors account will be created. When you receive payment for this invoice you will need to record the receipt through the Sales register to match the receipt against the invoice.</p>
NA	1-1100	<p>Investment</p> <p>Include amounts received and repayments from investment accounts. For investments in U Ethical Growth Fund record any change in the unit value (Increase in value is recorded against xxx, decrease is recorded against yyy).</p> <p>If using a computer accounting software when payments are made into an investment account or amounts received from an investment, record the transaction through the Banking module spend money or receive money and select the investment account.</p>
N/A	1-1210	GST collected

Manual Account Number	Computer Account Number	Name and purpose
		For Good and Services Tax charged to other organisations or individuals. GST is automatically recorded each time a transaction is entered.
N/A	1-1220	GST paid For GST paid in payments to suppliers for goods and services. GST is automatically recorded each time a transaction is entered.
LIABILITIES		
N/A	2-1000	Loans Received Include receipt and capital repayments of interest free, interest bearing loans, bank loans, Development Fund loans and other loans.

Payment of Accounts direct by Synod Office

Certain large amounts are paid by the Synod Office on your account for building projects. In these circumstances an entry may need to be made in both the Cash Receipts and the Cash Payments (or by journal for computer software records)

For example:

- (1) Payment of builder's account from Property Sale Proceeds for \$10,000:

Receipt	Property Sale Proceeds Received Account no.26 (4-7550)	(\$10,000)
Payment	Asset Acquired Account no. 54 (6-7100)	\$10,000

Record the amount less GST as this is claimed through the Synod BAS.

- (2) Repayment of a loan from Capital Works Fund grant:

Receipt	Synod Grant Account no.22 (4-7300)	(\$10,000)
Payment	Loan repayment Account no. 55 (2-1000)	\$10,000

- (3) Payment of Builder account from a loan for \$10,000:

Receipt	Loan received Account no.25 (2-1000)	(\$10,000)
Payment	Asset Acquired Account no. 54 (6-7100)	\$10,000

Record amount less GST as this is claimed through the Synod BAS.

Bank Account Balance

To calculate the balance of your bank account (For manual accounts only)

The following is an example of how to calculate the balance of your accounts at the end of each month:

Balance of the accounts at the commencement of the year 1/1/XX	\$1,000
ADD receipts total per Cash Book - receipts	8,000
LESS payments total per Cash Book - Payments	(8,100)
Cash Book balance as at XX/XX/XX	\$ 900

NOTE: That overdraft balances will require reverse treatment of ADD/LESS.

To record investments (Manual records only)

As the formal accounting for local churches is generally based on a Cash Book, with no ledger and no balance sheet of assets and liabilities, it is desirable that an adequate record of loan liabilities and investments are kept by all congregations. For each loan or investment a separate record should be maintained.

Record a description of each investment or loan including the interest rate (administration charge, if any) and where appropriate, the date of maturity which together with the recorded date of investment or loan will enable the interest received or paid during each year to be readily checked with the amount due.

Bank balances (credits and overdrafts) are excluded as they represent the balance of the cash book. U Ethical investments, term deposits and loans, however, should be included.

Date	Narration	Amount	Balance
1/1/XX	Investment in U ethical	\$10,000	\$10,000
30/6/XX	Interest earned	\$500	\$10,500
31/7/XX	Withdrawal for operating costs	(\$1000)	\$ 9,500

In this way you can reconcile to statements provided by investment funds.

To record loans (Manual records only)

Date	Narration	Amount	Balance
1/1/XX	Loan received from Development Fund	\$10,000	\$10,000
30/6/XX	Interest charged	\$500	\$10,500
31/7/XX	Repayment	(\$1000)	\$ 9,500

The year's transactions of principal and interest for all investments or loans should be reconciled with the total of the following columns in the Cash Book:

Account No.	Income	Account No.	Payments
11	Interest and Dividends received (less bank interest)	49	Interest paid and Bank charges (less bank fees)
25	Loans received	55	Loans repaid
27	Investments realised	56	Investments made

Example 2 – Cash Book Receipts

EXAMPLE 1

Refer Topic 2

DATE	PARTICULARS	BANK	1 GST	2 SYSTEMATIC ENVELOPE OFFERINGS	3 OPEN PLATE OFFERINGS	4 SPECIAL EFFORTS & DONATIONS		5 GENERAL EFFORTS & DONATIONS		6 LEGACIES & BEQUESTS		7 GOVT	8 INTEREST AND DIVIDENDS	9 RENTS PROPERTY GST
						GENERAL PURPOSE	UC APPEALS/ PROJECTS	OTHER APPEALS	SYNOD	PREBYTERY /OTHER PARISHES				
20XX	BROUGHT FORWARD	2244.00		1100.00	260.00	200.00	300.00	84.00						300.00
FEB	5 Offerings	210.00		200.00	10.00									
	12 Offerings	330.00		260.00	70.00									
	15 Rent - Dance Group	330.00	30.00	280.00	80.00									300.00
	19 Offerings	360.00		280.00	80.00									
	19 Synod Grant	84.00		360.00	100.00			84.00						
	26 Offerings	460.00		360.00	100.00									
	27 UCAF for Assembly appeal	200.00		1100.00	260.00	200.00		200.00						
	MONTHLY TOTAL	1974.00	30.00	2200.00	520.00	200.00	500.00	168.00	0.00	0.00	0.00	0.00	0.00	300.00
	YEAR TO DATE	4218.00	30.00	360.00	150.00									600.00
MAR	2 Offerings	510.00		380.00	160.00									
	9 Offerings	540.00		360.00	100.00									
	15 Donation - Guides Hell use	110.00	10.00	370.00	170.00									100.00
	16 Offerings	460.00		1470.00	580.00									
	17 Synod Grant	84.00		3670.00	1100.00	200.00	500.00	252.00	0.00	0.00	0.00	0.00	0.00	700.00
	23 Offerings	540.00		40.00										
	MONTHLY TOTAL	2244.00	10.00	380.00	160.00	100.00								
	YEAR TO DATE	6462.00	40.00	380.00	160.00	100.00	100.00	84.00						100.00
APR	2 Offerings	540.00		360.00	100.00									
	5 A. BROWN DONATION	640.00		380.00	160.00									
	Offerings	110.00	10.00	360.00	100.00									100.00
	7 Donation - Guides Hell use	460.00		380.00	160.00									
	9 Offerings	84.00		380.00	160.00									
	17 Synod Grant	640.00		380.00	160.00									
	23 Offerings	640.00		1880.00	740.00	100.00	500.00	336.00	0.00	0.00	0.00	0.00	0.00	100.00
	31 Offerings	3114.00	50.00	5550.00	1840.00	300.00	500.00	336.00	0.00	0.00	0.00	0.00	0.00	800.00
	MONTHLY TOTAL	9576.00												
	YEAR TO DATE													
	CARRIED FORWARD BALANCE													

Example 3 – Cash Book Payments

Refer Topic 3

EXAMPLE 2

DATE	PARTICULARS	CHQ. No.	BANK	GST	29	30	31	32	33	34	35	36		37	38	39	40
												STIPENDS	CAR ALLOWANCE				
UNITING CHURCH CASH BOOK - PAYMENTS (CAPITAL TRANSACTION TO BE ENTERED IN COLUMNS 54 TO 57)																	
20XX	BROUGHT FORWARD		2816.00			998.70	248.80	431.00			45.00	275.00	217.50		500.00	100.00	
Feb	B. Brown	001	45.00							45.00							
	A. Smith	002	100.00														100.00
	Mission & Service Giving	003	275.00								275.00						
	Rev. Joe	004	6087.00			5013.00	834.00	240.00							50.00	A	
	Christmas Bowl	005	50.00														
	Art Work Supplies	006	210.00	10.00												200.00	
	Beneficiary Fund	007	1005.00			287.00			718.00								
	MONTHLY TOTAL		7772.00	10.00	10.00	5300.00	834.00	240.00	718.00	45.00	275.00	0.00	50.00	50.00	0.00	200.00	100.00
	YEAR TO DATE		10588.00	10.00	10.00	6298.70	1082.80	671.00	718.00	90.00	550.00	217.50	50.00	50.00	500.00	300.00	100.00
Mar	LCA - People in Partnership	009	200.00														
	A TO	010	663.00			663.00					275.00						
	Mission and Service	011	275.00														
	LCA Fixed Charges	012	186.00						186.00								
	Rev Joe	013	6087.00			5013.00	834.00	240.00									
	Beneficiary Fund	014	418.00			287.00			718.00								
	MONTHLY TOTAL		7829.00	0.00	0.00	5963.00	834.00	240.00	904.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00
	YEAR TO DATE		18417.00	10.00	10.00	12261.70	1916.80	911.00	1622.00	90.00	825.00	217.50	50.00	50.00	500.00	300.00	100.00
Apr	LCA - Workover Insurance	015	200.00						200.00								
	A TO	016	683.00	20.00	20.00	663.00											
	Mission and Service, Lent Appeal	017	375.00										100.00				
	Rev Joe	018	6087.00			5013.00	834.00	240.00									
	Beneficiary Fund	019	418.00			287.00			718.00								
	MONTHLY TOTAL		7763.00	20.00	20.00	5963.00	834.00	240.00	918.00	0.00	275.00	100.00	0.00	0.00	0.00	0.00	0.00
	YEAR TO DATE		26180.00	30.00	30.00	18224.70	2750.80	1151.00	2540.00	90.00	1100.00	317.50	50.00	50.00	500.00	300.00	100.00
	CARRIED FORWARD BALANCE																



Anytown Uniting Church

ABN:

Address:

Phone:

REMITTANCE ADVICE

Supplier Name:

Supplier Address:

Date: 22/02/2018
Cheque Number: Cheque number or reference
Amount: \$XXX

Details of payment:	\$
TOTAL	

Example 5 – Tax Invoice

Topic 2 & 3



Anytown Uniting Church

Postal address
Town State Postcode
Phone

ABN:

Must be ABN
name



Tax invoice
Invoice No.: 0000999
Date: xx/xx/xx

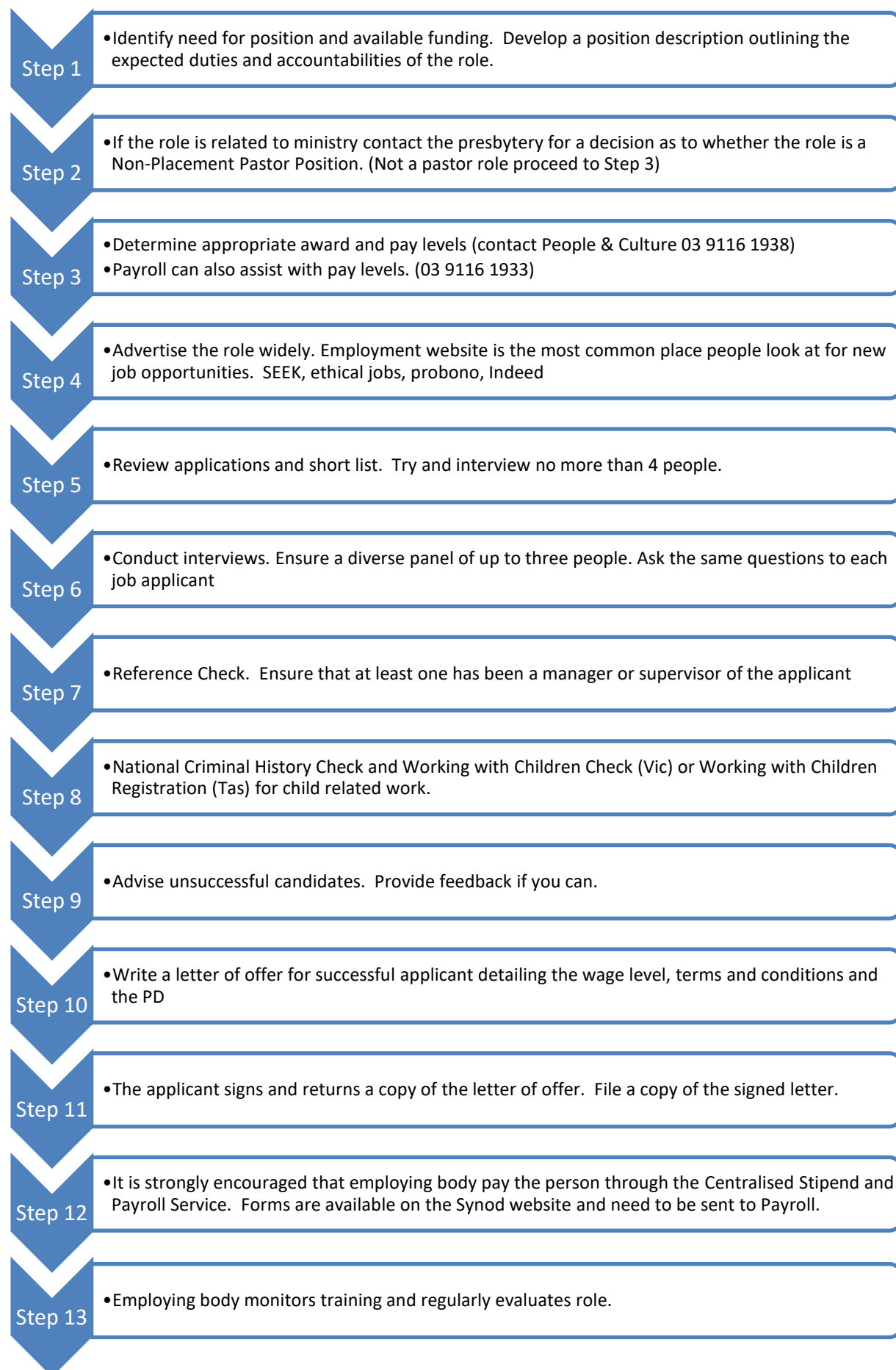
To:

Organisation or person to be billed
Address line 1
Address line 2
Address line 3

Description	Amount
Hall Hire for xx/xx/xx	\$200.00
GST amount	20.00
Total amount payable	\$220.00

Example 6: Steps to employing staff

Topic 4



Employment Frequently Asked Questions

What are the employer's obligations?

The Fair Work Act 2009 requires the church to comply with the following with regard to paying and employing staff:

- Provide an employment letter confirming terms and conditions
- Provide Fair Work information statement (available at <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards>)
- Pay in accordance with correct award
- Pay minimum award pay rates including paying penalty rates and other allowances in accordance with awards
- Confidentiality: keep employment records in locked storage
- Provide payslips within one working day
- Collect timesheets for casual staff (and part time where applicable)
- Pay withholding tax
- Pay 9.5% superannuation (SuperStream refer Superannuation)
- Provide annual Payment Summary
- Keep record of leave and long service leave
- Comply with other relevant award terms and conditions

Further details are available at www.fairwork.gov.au

How do I apply for a National Criminal History Check?

The Uniting Church in Australia, Synod of Victoria and Tasmania (the Synod) has responsibility for a broad range of high trust activities and therefore requires a satisfactory National Criminal History. Check for all staff members prior to commencement of employment and as requested from time to time.

The employee needs to complete this application, the results of which are then provided to the employer.

Instructions are available on the victas.uca.org.au website

<https://victas.uca.org.au/resources/people-culture/%e2%80%8b%e2%80%8bcriminal-history-checks/>

If the person cannot complete the application online, a hard copy of the application can be requested from People & Culture. Please call 9116 1938 or email People&Culture@victas.uca.org.au

Processing times are 5 working days with a cost of \$42 for employees or \$23 for volunteers

How to I check a working with Children/Vulnerable People Check?

Government legislation that requires people working with children to apply for a "Working With Children Check" (WWCC).

This includes volunteers, ministers (even if they are not directly working with children) and paid employees who work with children.

All prospective volunteers and employees should have their WWCC/R credentials checked via these tools:

Department of Justice (Tasmania)

<https://wwcforms.justice.tas.gov.au/RegistrationSearch.aspx>

Department of Justice and Community Safety (Victoria)

<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

What is the situation with Equal Opportunity?

All applicants should be assessed on the basis of their skills, qualifications, abilities, experience, prior work performance and aptitude for the position for which they have applied. It is contrary to the ethos of the Uniting Church to discriminate against candidates on any of the following grounds:

- age,
- disability / impairment ,
- industrial activity / inactivity,
- lawful sexual activity,
- marital status including de facto relationships,
- physical features,
- political belief or activity,
- pregnancy,
- race,
- sex or sexual orientation,
- status as a parent or carer,
- irrelevant criminal conviction,
- personal association with someone of the above attributes

However, as we are religious organisation and in some cases membership of the Uniting Church is an inherent requirement of the position.

What are the Privacy rules?

The Privacy Amendment (Private Sector) Act 2000 (the Privacy Act) makes provision for applicants to request an inspection of their selection records. This includes record of interviews as well as any records of references.

Maintain all records of the recruitment and selection process for a period of twelve months after which they can be destroyed

1. Wages System

The Uniting Church Payroll Office can arrange to pay all your staff, and administer the Minister's Benefit Account, through the Centralised Stipend Payroll Service (CSPS). The service includes:

- production of pay slips,
- remittance of PAYG tax to the Australian Tax Office,
- provision of reports for the employer,
- forwarding of Beneficiary Fund and superannuation payments to the relevant funds (Super Stream compliant),
- managing of the Ministers' Benefit Account
- payment of Ministers Special Insurance and LSL levy
- Single Touch Payroll compliance.

2. CSPS Process

If the congregation selects to use the CSPS, an application form will be required to ensure the employee is set up correctly. These forms will need to be fully completed and signed off by the Treasurer and Employee.

Application forms are available on the Synod website:

<https://www.victas.uca.org.au/UCA%20Resources/AccountingServices/Pages/Central-Stipends-and-Payroll-Services.aspx>

If you are unsure which forms to use or do not have access to the internet please contact the Payroll Office on 9116 1933 or 9116 1935 or by emailing payroll@victas.uca.org.au

The following forms are available:

1. CSPS Application Minister - for use when employing a Minister in an Approved Placement.
2. CSPS Application LayStaff – for use when employing any other staff, i.e. secretary, cleaner – please include a Letter of Appointment and Position Description.
3. CSPS Long Term Supply – for use when a Relief Minister is working for a period of over 4 months. Note: This is not a Placement.
4. CSPS Short Term Relief – for use when a Relief Minister is working with a congregation for a period of 1 to 3 months.
5. CSPS Occasional Relief– for use when a Relief Minister or Lay person is working with a congregation for a period of less than 1 month.

In the event where a Minister or an Employee has not been previously paid by the CSPS office, the following forms will need to accompany the application form:-

- Tax File Number declaration (obtain from ATO Website)
- Superannuation choice form (found on CSPS website)

If the congregation has not used the CSPS previously then a Direct Debit form will need to be completed. This will give the CSPS office access to recover the funds paid for all costs involved with the congregation's payroll.

When a Lay Staff employee takes leave (scenario 2 from the list above – not a Minister), a Leave form will be required to be completed: - **CSPS Leave Application Form**

Congregations have an obligation to keep records of Ministers' Annual Leave. CSPS can track leave entitlements for ministers. In this case ministers complete a CSPS Leave Application Form when they take leave.

At the point where a Placement or Long Term supply has concluded, or in the situation where a staff member resigns, (scenario 1, 2 or 3 from list above), the following form will be required from the congregation and returned to CSPS for action:- **CSPS Cessation form**

3. Wages paid outside CSPS

If not using CSPS the following matters and PAYG responsibilities will need to be addressed:

3.1 Ministers, Deacons and Deaconesses

The Australian Taxation Office (ATO) regards Ministers, Deacons and Deaconesses as employees of the church for taxation purposes. As such PAYG (Pay as You Go) withholding tax must be deducted from their earnings.

3.2 Register a PAYG withholding account

If the congregation is paying staff directly and not currently registered with the ATO with a PAYG withholding account, you will need to phone the Australian Taxation office on 13 28 66 to register as a withholder. This is different to registering for an ABN. (This should be done before any wages or allowances are paid.)

3.3 Single Touch Payroll

Purchase and install a Payroll/Accounting software package that is Single Touch Payroll compliant. This is a new reporting requirement to report employee's tax and super information to the ATO. You will report payments such as salaries and wages, pay as you go (PAYG) withholding and superannuation information from your payroll solution each time you pay your employees.

NOTE: Payroll Records are to be retained until 7 years after termination.

3.4 Ministers' Stipends

The gross amount is determined by reference to advice from the Synod Office, plus any special amounts referred to in your minister's "terms of placement".

Stipend rates are usually adjusted on 1st January each year. The Synod Office provides these rates in a document called Summary of Ministerial Provisions and Charges. It is available on the Synod Web:

<https://victas.uca.org.au/resources/accounting-services/stipends-payroll/>

Payments to a minister can now be calculated in two different ways:

1. Under FBT rulings and the Assembly recommendation, ministers can elect to transfer up to 30% of the minimum basic stipend and up to 100% of allowances into a Minister's Benefit Account (MBA). The minister receives the balance of stipend less income tax as in the first option. The amount transferred into a MBA can then be used to pay approved expenses.
2. The minister may be paid 100% of stipend plus 100% of allowances. Income tax is then deducted according to the PAYG Withholding Tax instalment guides published by the Australian Taxation Office.

3.5 Ministers Benefit Accounts (MBA)

Where you are not using the Centralised Stipend Payroll Service you will need to administer the Ministers Benefit Account. The MBA must be administered by a third party and not by the minister.

Within your accounts you will need to be able to track how much the minister can claim. In an accounting package you would prepare a journal debiting Stipend and Allowances and crediting an MBA Account. When payments are made these would be a charge against this account. Alternatively a separate Church bank account could be established into which the MBA amount is paid each pay period and from which expenses are paid (**Please note this is operated by the congregation and the minister must not be a signatory**).

Payments can be made for direct payment of unpaid accounts, reimbursement of accounts or payment of a corporate credit card.

3.5.1 Direct Payment of Unpaid Accounts

Invoices are submitted with an acquittal form to the treasurer for payment of the amounts directly to the suppliers of goods and services.

3.5.2 Reimbursement of Expenses

Expenses are paid by the minister and reimbursed by the treasurer. Reimbursements can be made on behalf of the minister on the provision of receipts and a signed acquittal form.

3.5.3 A Corporate Card

Note: This option is only available for an MBA that is administered by Accounting Services

For locally administered MBA's, the congregations should NOT pay the MBA amount (the portion of stipend and allowances) into the Corporate Card account. The Corporate Card is an expense account and must be treated as one.

Note: Cash withdrawals or travellers cheques are not allowed as this would incur a personal income taxation liability for the minister.

3.6 Other Staff

Please note Other Staff can be paid through CSPS.

Other staff must be paid according to Employee Agreements or the appropriate awards. For information about awards and award rates contact the Synod People and Culture unit. It is also important to identify Fringe Benefits provided to lay employees. Refer FBT and GST Manual.

3.7 Lay staff – salaries and conditions of employment

There is also a needs to keep up to date with the changes in industrial conditions. Further information is provided on the Synod Website or by contacting People and Culture on 9116 1938.

Modern Awards and National Employment Standards cover terms of employment for administration and cleaning employees for congregations who were previously subject to the Personal and Other Services Industry Sector. For further information on Modern Awards and pay rates, please contact Synod People and Culture on 9116 1938.

<https://victas.uca.org.au/resources/people-culture/congregational-resources/>

3.8. Tax File Number (TFN) declaration and withholding declaration

Ministers, deacons and deaconesses and all other employees must provide a completed TFN declaration before any payment is made. A Tax File Number should be included, and if the person being paid hasn't a tax file number, an application should be made immediately by the employee to the Tax Office. Unless an application is in progress and indicated on the TFN Declaration, tax must be deducted at the highest rate. In some instances an employee is exempt from quoting a Tax File number, for example pensioners and those under 18 years.

Check to see that a tax file number is on the form, that all sections on the form are completed, and that the form is signed and dated.

This form will tell you at what rate to deduct tax from an employee's wage.

Complete the employer section. Tear off the front page and send it to the ATO. The copy should be placed in a safe place for auditing purposes and as a reference if a taxation query should arise.

3.9 Pay As You Go Withholding Tax

PAYG withholding needs to be reported on your activity statement. Payments are then made with any GST/FBT payments.

3.10 Superannuation

Refer Superannuation Topic 4.2.

3.11 Workcover

Workcover for your staff is be paid through the Synod. Refer Payments Topic 3, 5.7.

3.12 Payment Summaries and Annual Returns

With the legislative requirement to use Single Touch Payroll, employers are no longer required to issue Payment Summaries. This information will be made available to your employees online through myGov. You will need to make a finalisation declaration. This declares you have provided all the information for the financial year through you Synod Touch Payroll reporting. You can make a finalisation declaration for an employee during the financial year (e.g. for employees who have ceased employment) or after the end of the financial year by 14 July.

You will need to provide a payment summary for any payments not reported through Single Touch Payroll

Example 8 – Pay slip

Topic 4

Pay Slip

Employee's name:	Rev J. Blog
Employer's name:	XYZ Uniting Church
ABN :	2222 222 2222
Annual Stipend/Salary	\$33,374.60
Pay period:	1/12/XX to 31/12/XX
Date of payment	15/12/XX

Entitlements	Total
Wages/Stipend	2,781.21
Additions before tax	
Portion of stipend	1,191.95
Travel Allowance – 10,000 km	545.83
Petrol Allowance	150.00
PR & DG allowance	183.33
Manse Allowance	1,126.67
Deductions before tax	
Transfer to MBA	-3,197.78
GROSS PAY	2,781.21
Deductions	
Tax	-308.00
Voluntary Beneficiary Fund Contribution	-233.00
NET PAY	2,240.21

Banking		
Account number:1111 1111 1111		2,240.21
Superannuation Beneficiary Fund – member number xxxxx – Fixed amount		
Employee contribution	This Pay	583.00
	Year to date	5,704.00
Employer contribution	This Pay	816.00
	Year to date	7,986.00

Income Tax – Pay as You Go Requirements

Deductions of withholding tax must be made from ... **payments of wages, honoraria, allowances and stipends**... Including such as may be paid to: caretakers, choir leaders, cleaners, consultants, gardeners, guest artists & speakers, organists, secretarial & administrative assistants, typists, youth workers, lay preachers, etc.

Whoever makes the payment is required to deduct withholding tax, according to PAYG (Pay as you go) provisions of the Income Tax Act ...

UNLESS

a) The amount is a reimbursement of actual expenses incurred (e.g. Fares, Telephone, Postage, Tea and Coffee) and any invoices or some detail of the expenses is held by the paying body. (See note on page 3 regarding car expense reimbursements.)

OR

b) The person receiving payment has completed a Tax File Number Declaration, and the amount is not high enough to incur a tax deduction. (A declaration must be given to the employing body before any payment is made.)

OR

c) The person receiving payment is a contractor in business in his/her own right (e.g. a plumber, a secretarial agency). Contractors will be able to quote an Australian Business Number (ABN). Where an individual cannot quote an ABN and the supply is of a private recreational pursuit or hobby they will need to complete a “Statement by a supplier –Reason for not quoting an Australian Business Number (ABN) to an enterprise”. These forms are supplied by the Australian Taxation Office.

Ministers and Deacons

The Australian Taxation Office (ATO) regards Ministers, Deacons and Deaconesses as employees of the church for taxation purposes. As such PAYG (Pay as You Go) withholding tax must be deducted from their earnings.

Tax on Ministers’ Allowances

Where a minister is receiving allowances rather than being paid into a Ministers Benefit Account P.A.Y.G. withholding deductions may need to be deducted. Please refer to the ATO website to understand if tax needs to be deducted:

<https://www.ato.gov.au/business/payg-withholding/payments-you-need-to-withhold-from/payments-to-employees/allowances-and-reimbursements/withholding-for-allowances/>

Where the minister receiving any allowances is also in receipt of a wage or stipend from which tax instalments are deducted, each allowance must be recorded separately and shown on the annual payment summary irrespective of whether tax has been deducted.

Gifts and Presentations

A gift would not normally attract tax, but if the gift could be interpreted as a gesture in return for past, present or future specified labour, then that gift could become liable for tax. For example...

A congregation may decide to collect donations from individuals and to give the amount collected to a member. That is a gift and no tax applies, irrespective of whether the money was paid into and out of a church or organisation account. But a problem could arise if the church or organisation pays an amount in excess of the amount collected. If the excess amount could be identified as a gesture in return for labour, the excess is taxable income.

UNLESS the excess portion of the payment is:

- reimbursement of expenses, or
- the excess payment is for the benefit of some charitable or religious activity.

If given in return for labour, care needs to be taken to ensure that gifts and presentations, particularly expensive items, are being covered by specific collections or legitimate reimbursements of expenditure.

Gratuitous Payment

The Taxation Office will allow nominal "Gratuitous Payments" to be made to voluntary workers without income tax being deducted or later payable. Generally the payments are not expected to be relied upon or have an element of periodicity, recurrence or regularity.

A payment to a volunteer will not be assessable income if it has many of the following characteristics:

- The payment is to meet incurred or anticipated expenses.
- The payment has no connection to the volunteer's income-producing activities or services.
- The payment is not received as remuneration or as a consequence of employment.
- The payment is not relied upon or expected by the volunteer for day-to-day living.
- The payment is not legally required or expected.
- There is no obligation on the part of your organisation to make the payment.
- The payment is a token amount compared to the services provided or expenses incurred by the volunteer. Whether the payment is token depends on the full facts surrounding the payment and volunteer's circumstances

Reimbursement of Expenditure

In many instances related to church work, recipients of gifts have previously spent considerable amounts on expenses not claimed from the church or organisation accounts. Therefore, any amounts paid as gestures for services rendered, may be in reality a part or full reimbursement of expenses over a period of years. Such reimbursements could be considered to be paying for such expenses as telephone, stationery, postage, car costs (petrol maintenance and depreciation), refreshments, maintenance of equipment and tools, mower expenses, etc. actually incurred relating to the work.

There must be an implied responsibility on the church or organisation making the payment to ensure that such reimbursements are legitimate, and some appropriate notation made in the books of account to identify what the payment is intended to reimburse. For items of equipment, which do not belong to the church or organisation, there must not be any reimbursement for the cost of the item. Any reimbursement must be for the share of maintenance or depreciation of the equipment which is incurred by an individual for the benefit of the church or organisation.

Car expense reimbursements

In most circumstances, a reimbursement to a voluntary person for use of his/her own car to attend a meeting or conference would not attract tax.

If the same voluntary person used the car to perform tasks requested by the meeting or conference and received reimbursement, the amount is taxable. Such reimbursements would need to be

expressed at a "per km." rate, an employment declaration should be obtained, and eventually, a payment summary issued.

Where there is difficulty in determining whether there is a need to deduct tax, professional tax advice should be sought before any payment is made.

P.A.Y.G. provisions require the "employer" to be responsible for the following matters...

All congregations are encouraged to use the Synod's Centralised Stipend Payroll Service (CSPS) for payment of all ministers, preachers and employees.

Information on registration is available:

<https://www.ato.gov.au/business/registration/work-out-which-registrations-you-need/taxation-registrations/pay-as-you-go-withholding/>

This ensures the following employer requirements are met.

Registration as an "Income Tax Withholder"

If the employer is not currently registered, it will be necessary to apply to the Australian Taxation Office requesting "registration as an Income Tax Withholder". (This should be done before any wages or allowances are paid). Applications can be online, by phone or by completing the appropriate ATO form.

Keeping accurate records

Every payment must show date on which payment is made, gross, tax, other deductions, and net amounts for each employee.

Do not include the value of any **exempt** fringe benefits in the above employees' records or on any Payment Summaries.

Tax File Number (TFN) Declarations

Every employee should provide a completed declaration before any payment is made. A Tax File Number should be included, and if the person being paid hasn't a tax file number, an application should be made immediately by the employee to the Tax Office. Unless an application is in progress and indicated on the Tax File Number Declaration, tax must be deducted at the highest rate.

Penalties

Failure to deduct correct tax instalments or failure to pay to the Tax Office amounts by due dates can result in severe penalties in addition to the tax involved and heavy interest.

FURTHER ADVICE

Enquiries should be directed to the Payroll Office at the Synod Office (telephone 9116 1933) or to the Australian Taxation Office.

FRINGE BENEFITS TAX

1. What is Fringe Benefits Tax?

In broad terms a fringe benefit is a benefit provided in respect of employment. Benefits include rights, privileges or services. In deciding whether a benefit is provided in terms of employment, ask yourself would you have provided the benefit if the person had not been an employee.

Fringe Benefits Tax (FBT) is a separate tax in respect of “fringe benefits” provided to employees. Congregations are not exempt from FBT.

2. Employee/Employer relationship

FBT is payable by an employer who either directly or by arrangement with others provide their employees or associates of employees with taxable fringe benefits. An employee includes past and future employees.

FBT must be paid unless there is an exemption allowable.

3. Exemptions

Benefits provided to Ministers, Deacons and Deaconesses by a religious institution (Church, Presbytery, Synod, Theological College) are exempt from FBT.

Ministers employed by Colleges, Schools and Educational Institutions may **not** be exempt from FBT, unless the entity is registered with ACNC and selects advancement of religion as a subtype. A exemption can then apply where duties are predominately for pastoral or directly related religious activities. (TR 2019/3)

Any uncertainty could be removed by applying to the Australian Taxation Office.

4. Public Benevolent Institutions

These are organisations that have been approved by the Taxation Office as authorised to issue tax deductible receipts. Generally the Uniting Church is not a Public Benevolent Institution but sections such Uniting Age Well and Uniting Vic/Tas are. Benefits provided by public benevolent institutions to their employees are exempt benefits.

5. What benefits are subject to FBT?

The type of benefits on which FBT must be paid by the "employer" are listed below. Further information is available from the ATO website: [https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/)

- The private use of employer provided motor vehicles
- Interest free or low interest loans
- Releases of employee debts
- Payment or reimbursement of private expenses
- Free or subsidised residential accommodation
- Excessive living-away-from-home allowances
- Free or subsidised board
- Discounted air travel
- Free or discounted goods or other property
- Free or discounted services or other benefits

- Entertainment of employees engaged in non-taxable income producing activities of an employer.
- Salary packaging arrangements.

6. "Typical Benefits"

6.1 Motor Vehicles

Exemption does not extend to benefits provided in respect of a minister's appointment where his role is not religious in nature. For example: if a minister uses a car for private purposes and that car has been provided principally on account of his employment in a school or charitable (but not "Public Benevolent") or commercial enterprise, the employer must pay FBT. However, if a car is provided for a minister in a normal ministry appointment, he can enjoy private use without FBT having to be paid.

If the same or another car is used by lay staff and private use is allowed (even travel to or from work constitutes private use) FBT is payable. Cars provided for the use of youth workers, parish assistants and other field staff would incur FBT if available at any time for private purposes.

Payments on behalf of or to employees as reimbursements of expenses incurred for private use of a car create a liability for FBT. Any contribution the employee pays, or any benefit the employee includes in his/her income tax return is deductible from the employer's liability for FBT. The situation can be very complicated.

Whether for FBT or Income Tax Purposes, wherever private use is made of a vehicle, no matter to whom the vehicle belongs, it is essential that a log book be kept for a twelve week period for each vehicle. At 30 March each year record the odometer reading. The ATO website explains the many complexities and the methods available for the calculation of the tax.

6.2 Ministers' Manses

Notwithstanding the fact that a manse will have other uses, a typical manse situation will be regarded as "principally in respect of pastoral duties", and therefore attracts exemption. No exemption applies to a school that provides a manse for a chaplain employed by the school.

6.3 Accommodation other than Manse Situations

A "religious house" exemption covers accommodation in which ministers, members of religious orders and/or theological students reside. However, this exemption does not apply to accommodation and meals provided to:

- Lay assistants and other church related staff;
- Caretakers for churches and related buildings; or
- Caretakers and cooks for church related campsites.

A liability for FBT arises if any accommodation is let to employees at less than "rental market value".

6.4 Salary Packaging and FBT

Salary Packaging is an arrangement where an employee and employer come to an agreement to pay some of the salary as benefits rather than as salary. The Synod's policy on Salary Packaging is that no more than 30% of an individual's total remuneration can be packaged. Under FBT legislation this also needs to be less than \$30,000 grossed up (including cars provided, accommodation provided). Further information on this issue is provided in the GST Manual. Salary packages attract FBT where the benefits are not exempt benefits.

6.5 How do I calculate rental market values?

Rental market values need to be reviewed as from 1st April each year according to percentages declared by the Taxation Office

This value is not the value shown on a rate notice, but the value at which the room, flat, house or caravan could be let. FBT is payable on the rental market value LESS any rent received.

For example:

A congregation may provide a house for a caretaker free of charge or at a nominal rent. FBT must be paid by the employer (the congregation, in this example) on the difference between the rental market value and the actual rent charged:

Rent market value is \$100 per week	=	\$1,300 per quarter
Caretaker pays \$ 20 per week	=	\$ 260 per quarter
The difference subject to FBT \$ 80 per week	=	\$1,040 per quarter

FBT is calculated using the above formula (refer 6.7).

To arrive at the rental market value, consideration needs to be given to any restrictions on free use of the house at all times by the caretaker. For example the space within the house may be used for storage of property owned by the employer, or an area may be used for frequent visits by other persons on work-related matters or attending employer related (e.g. church) meetings held in the house.

The Taxation Office has also issued the following rulings on this matter:

6.6 Caretaker's Accommodation – Market value calculation (MT 2025)

The market rental value of caretaker accommodation comprising a flat or unit etc. within a residential block would be set by comparison with rents charged for comparable flats or units in the block. If, as may occur, the caretaker's unit of accommodation is less favourably placed than others, e.g. it faces a noisy thoroughfare or it is by its location less private than other units, the market value may be discounted. The extent of the discount would depend upon the nature of any inconvenience caused by the location but, as a guide, it is considered that no more than 10% discount should be allowed for such factors.

Caretakers' accommodation contained within a non-residential building or complex, e.g. an apartment in a city office block: - market rental value could be set by reference to rentals charged for equivalent accommodation in the nearest residential quarter. An appropriate market rental value of a one bedroom flat in a city office block would be the rent charged for a flat of similar size and quality in the nearest residential area. However, to allow for isolation and lack of amenity due to the fact of having to live within a complex that is essentially non-residential in character, that value could be discounted by 20%.

Where a caretaker has the right to use only part of a unit of accommodation, the market rental value is appropriately reduced. In the case, for example, where one bedroom of a three bedroom caretaker's house was required for storage of the employer's equipment, the market rental value would be based on rents for comparable two bedroom rather than three bedroom houses.

6.7 How do I calculate FBT?

The FBT year is 12 months from 1 April to 31 March.

There are two types of costs for FBT purposes. Type 1 costs are when GST has been paid on the benefits. Type 2 costs are when GST is not payable.

FBT is payable quarterly on 21 July, 21 October, 21 January, and 21 April based on the grossed-up taxable value of the fringe benefits. An annual return must be lodged by 21 May each year.

FBT can be reduced if employees make after tax contributions towards the cost of providing the Fringe Benefit.

Religious institution, preschools, kindergartens and non-profit schools are eligible for a rebate of 47% of the fringe benefits tax payable.

For each employee:

Type	Amount	Gross up amount	FBT
Type 1 Costs (GST claimable)	\$A	2.0802	\$A x 2.0802
Type 2 Costs (GST not claimable)	\$B	1.8868	\$B x 1.8868
FBT Payable			Total \$C
Total multiplied by FBT Tax payable	\$D	47%	\$C x 47%
Less the rebate of 47% of tax payable	\$E		Less \$D x 47%
Tax payable			\$D - \$E

6.8 Registration

If you determine you need to pay FBT, you will need to register with the ATO. Complete an Application to register for Fringe Benefits Tax and send it to the ATO. If in subsequent years you don't need to lodge an FBT return as FBT for the year is NIL, you will need to lodge a Notice of Non-Lodgement – Fringe Benefits Tax.

6.9 Penalties

The penalties apply for underpaying or not paying FBT.

6.10 Payment

If you have not paid FBT previously or if the amount of FBT was less than \$3000, you pay the tax once a year when you lodge your annual FBT return.

If you had to pay FBT of \$3000 or more in the previous year, you pay the tax quarterly with your activity statement (BAS).

6.15 Reporting requirements

You are required to report individual employee's fringe benefits exceeding \$2,000 per year (that is, the equivalent grossed up taxable value of \$3,738) on the employee payment summary. The amount reported is the grossed up fringe benefit. For further information on Reportable Benefits refer GST manual.

Help?

Australian Taxation Office 13 28 66 or Not for Profit department 1300 130 248

Example 11 - Portable Long Service Leave

A. Legislation

As of 1 July 2019, there is a new law in Victoria regarding Long Service Portability for certain industries. This legislation covers employees who work in security, contract cleaning and community services.

This scheme allows employees in this industry to receive long service leave after working for at least 7 years in their industry. This means that employees will not lose their years of service if they change employers and remain in an eligible role.

B. Eligibility

The only eligible workers for the Uniting Church in Australia Synod of Victoria and Tasmania will be community services workers.

Cleaners employed **directly** by congregations **are not** part of this legislation as congregations are not providing a cleaning business and the employees do not perform work for other people/organisations.

For Community Service Workers to be eligible the predominant activity of an employee's substantive role must be 'the personal delivery of services or the personal performance of activities that are community service work'.

According to the legislation, industries and jobs that are eligible in community services include:

1. Community legal services, community education services or community advocacy services
2. Community development services
3. Other services prescribed as community service work, including:
 - a) Social work, welfare work and youth work services
 - b) Crisis counselling
 - c) Custodial or supportive care and social welfare
 - d) Social and community development, education and advocacy
 - e) Family support services
 - f) Youth services
 - g) Migrant and refugee support services
 - h) activities funded by the National Disability Insurance Scheme (NDIS) - From 1 Jan 2020
 - i) services provided by a licensed children's service under the Children's Services Act 1996 or an approved provider under the Education and Care Services National Law (Victoria) (except an entity that is also a registered school) – From 1 Jan 2020

For the full list of eligible community service positions/jobs please see the Portable Long Service Authority (PLSA) website: <https://www.vic.gov.au/portable-long-service>

C. Implementation

If an employee is in a job you think might to be eligible for this scheme please complete the following steps.

1/ Confirm eligibility

You may contact People & Culture staff on:

03 9116 1938/email people&culture@victas.uca.org.au

2/ Inform the employee

A letter template can be requested from the Synod to give to eligible employees.

3/ Register - by 30 September 2019.

- a. If the employee is paid by the Synod (CSPS) contact the Michelle Ennis.
03 9116 1933/email Payroll@victas.uca.org.au
- b. If the employee is paid by the congregation directly please register at the below website.
<https://portal.plsa.vic.gov.au/Public/CompanyRegister>

D. How does it work?

The employer provides quarterly reports ('returns') to the Portable Long Service Authority (PLSA) based on the hours and pay rates worked.

The PLSA calculates the appropriate amount of LSL to be held.

The first return needs to be lodged in October 2019.

This return should include the following information for each relevant employee:

- a. the hours each employee has worked
- b. the ordinary pay provided during the quarter
- c. any long service leave taken under another arrangement
- d. if the employee is no longer employed

The Levy

The employer will be charged a 1.65% levy. After the quarterly return has been lodged with the PLSA the employer will receive an invoice with the amount due to be paid (the levy).

You must pay the levy.

Long service leave credits will be added to eligible employees' account based on the rate of pay and the hours worked in the quarter.

Credits will start accumulating from 1 July 2019. When employees have enough credits (usually after at least 7 years) they can apply to the PLSA to have their long service leave benefit paid to them. This is paid as a lump sum.

Employees can only receive long service leave from one place, either the employer or the PLSA.

E. Further information

For more information on registering with the PLSA please go to the following website:
<https://www.vic.gov.au/employer-information-portable-long-service>

The Portable Long Service Authority provides information sessions about the scheme including the registration process and how to submit a quarterly report ('return'). These sessions are available in metropolitan and regional areas across Victoria.

Further information can be found in the FAQ sheet attached.

F. Contacts

For further information on the Scheme or assistance in determining eligible employees, please contact the following Synod employees.

Michelle Ennis - Payroll

E: Payroll@victas.uca.org.au

Ph: 9116 1933

FAQs – Portable Long Service

For employers

Q1: Are ministers and pastors in placement eligible for portable long service leave under the Scheme?

A: No, they will continue to receive their long service leave entitlements under the Summary of Ministerial Provisions and Charges.

Q2: Do congregations need to register employees that are already eligible for long service leave?

A: If you are directly paying an employee who is eligible, yes you do. If the employee is paid through CSPS, you need to advise the Synod and the Synod will register the employee. All eligible employees must be registered with the authority on the first quarterly return.

Q3: How will existing employees (that started prior to 1 July 2019) be paid for Long Service Leave?

A: Existing employees will apply through their congregation when they are eligible for long service leave (i.e. seven (7) years after they started at the congregation). For employees paid by CSPS, the treasurer will then advise Synod Payroll Office.

The Synod/congregation will apply to the authority to be reimbursed any money paid into the scheme.

E.g. If an employee has five (5) years of service prior to 1 July 2019, the Synod/congregation will register them and pay the authority for the next two (2) years. If the employee wants to access their long service leave after this time, the Synod/congregation will pay them for seven (7) years and apply for a reimbursement from the authority for the last two (2) years.

For employees

Q4: How will I be registered with the Portable Long Service Authority (PLSA)?

A: Your employer will register all eligible employees.

Q5: Are there any costs to join?

A: No, employers will pay a levy each quarter to the PLSA.

Q6: How long will my membership to the scheme last?

A: Your membership will continue while you are employed in eligible role in the community service industry in Victoria. If you have a break of more than four (4) years from the industry you will lose your accrued credits and your membership will become inactive.

For eligible employees that worked for the congregation prior to 1 July 2019.

Q7: What happens to the long service leave (LSL) that I accrued before July 2019?

A: If you remain working with your current employer your current LSL entitlements will still apply. If you leave the congregation before you have accrued 7 years of Long Service, you can only take any LSL accrued after 1 July 2019 to your next eligible role in Victoria.

Q8: How do I access LSL after 1 July 2019?

Scenario 1: You have been working at the congregation for longer than 7 years and are already eligible for LSL.

A: Apply for LSL as normal through payroll/the congregation. The payment will be made in lieu of your normal wages in your pay. The Synod/congregation will apply for reimbursement from the authority for anything accrued after 1 July 2019.

Scenario 2: You have been working for the Synod for four (4) years on 1 July 2019.

A: If you remain employed by the congregation you will be eligible for LSL on 1 July 2022. Apply for LSL as normal through payroll/the congregation after this date. The payment will be made in lieu of your normal wages in your pay. The Synod/congregation will apply for reimbursement from the authority for anything accrued after 1 July 2019.

If you leave the congregation on 1 July 2021, you can only take two (2) years of LSL with you to your next eligible role in Victoria and the four (4) years accrued prior will be lost.

Both Scenarios: If you leave the congregation, you can get your LSL accruals cashed out if you have worked at the congregation for more than seven (7) years. Any payment made to the PLSA can move with you to your next eligible employer if you prefer.

For new employees who are employed by the congregation after 1 July 2019.

Q9: How do I access my long service leave?

A: You can put in a claim form to the PLSA after you have worked for at least 7 years in an eligible role. The form will need to be submitted with proof of identity before the payment is made.

The payment will be made as one lump sum into your bank account instead of your weekly or fortnightly pay.

DIRECT DONATIONS ADDRESSES

Mission and Service Giving
UCA Synod of Victoria
Accounting Services
Level 2, 130 Lonsdale Street
Melbourne 3000

Uniting Victoria & Tasmania
Level 6, 250 Victoria Parade
East Melbourne VIC 3002

Frontier Services
Uniting Church Assembly
P O Box 3424
Parramatta NSW 3124

Act for Peace (Christmas Bowl)
Locked Bag Q199,
Queen Victoria Building NSW 1230.

Example 13 – Statement Receipts and Payments

Topic 10

ANYTOWN UNITING CHURCH

Statement of Receipts and Payments for the Quarter Ended 30 September 20XX

	THIS MONTH			YEAR TO DATE			TOTAL
	Actual	Budget	+/-	Actual	Budget	+/-	YEAR Budget
RECEIPTS							
Offerings							
- Systematic Envelope	\$8,000	\$7,000	\$1,000	\$62,000	\$63,000	(\$1,000)	\$84,000
- Open Plate	\$1,500	\$1,308	\$192	\$10,000	\$11,775	(\$1,775)	\$15,700
Donations							
- General Purpose	\$100	\$175	(\$75)	\$1,900	\$1,575	\$325	\$2,100
- Fete	\$2,000	\$172	\$1,828	\$2,000	\$1,545	\$455	\$2,060
- Uniting Church appeals	\$250	\$103	\$147	\$250	\$930	(\$680)	\$1,240
Legacies / Bequest	\$0	\$110	(\$110)	\$100	\$990	(\$890)	\$1,320
Interest	\$140	\$15	\$125	\$140	\$139	\$1	\$185
Rents and property income	\$1,300	\$1,288	\$13	\$12,000	\$11,588	\$413	\$15,450
GST Refund	\$155	\$0	\$155	\$2,308	\$0	\$2,308	\$0
GST included in receipts and payable	\$330	\$0	\$330	\$1,400	\$0	\$1,400	\$0
TOTAL RECEIPTS	\$13,775	\$10,171	\$3,604	\$92,098	\$91,541	\$557	\$122,055
PAYMENTS							
Ministry							
Stipend	\$3,450	\$3,450	\$0	\$31,050	\$31,050	\$0	\$41,400
Car Allowance	\$933	\$933	\$0	\$8,400	\$8,400	\$0	\$11,200
Other Allowances	\$17	\$17	(\$0)	\$150	\$150	\$0	\$200
Parish Fixed Charges	\$633	\$633	\$0	\$5,700	\$5,700	\$0	\$7,600
Workcover insurance	\$260	\$258	(\$2)	\$2,325	\$2,325	\$0	\$3,100
	\$5,293	\$5,292	(\$1)	\$47,625	\$47,625	\$0	\$63,500
Christian Education							
Sunday School	\$210	\$202	(\$8)	\$1,000	\$1,815	\$815	\$2,420
	\$210	\$202	(\$8)	\$1,000	\$1,815	\$815	\$2,420
Property Services & Maintenance							
Cleaning Material	\$85	\$7	(\$78)	\$85	\$64	(\$21)	\$85
Property Services	\$500	\$585	\$85	\$5,000	\$5,261	\$261	\$7,015
Property insurance, rents	\$600	\$641	\$41	\$6,000	\$5,771	(\$229)	\$7,695
Property maintenance	\$50	\$250	\$200	\$2,000	\$2,250	\$250	\$3,000
Interest and loan charges	\$0	\$8	\$8	\$50	\$75	\$25	\$100
Loan repayments	\$0	\$43	\$43	\$0	\$386	\$386	\$515
	\$1,235	\$1,534	\$299	\$13,135	\$13,808	\$673	\$18,410
Communication, Fundraising							
Choir, Music	\$50	\$9	(\$41)	\$50	\$79	\$29	\$105
Office expenses/Printing	\$250	\$238	(\$12)	\$2,500	\$2,145	(\$355)	\$2,860
Telephone/postage	\$200	\$208	\$8	\$1,900	\$1,875	(\$25)	\$2,500
Fundraising expenses	\$1,000	\$792	(\$208)	\$2,000	\$7,125	\$5,125	\$9,500
	\$1,500	\$1,247	(\$253)	\$6,450	\$11,224	\$4,774	\$14,965
Mission and Service							
Donations	\$1,333	\$1,333	\$0	\$12,000	\$12,000	\$0	\$16,000
	\$250	\$250	\$0	\$2,250	\$2,250	\$0	\$3,000
	\$1,583	\$1,583	\$0	\$14,250	\$14,250	\$0	\$19,000
Equipment							
Miscellaneous	\$300	\$292	(\$8)	\$2,000	\$2,625	\$625	\$3,500
	\$30	\$31	\$1	\$250	\$278	\$28	\$370
GST included in payments and receivable	\$485	\$0	(\$485)	\$3,708	\$0	(\$3,708)	\$0
Total Payments	\$10,636	\$10,180	(\$456)	\$88,418	\$91,624	\$3,206	\$122,165
SURPLUS (DEFICIT)							
Opening Bank Balance	\$3,139	(\$9)	(\$3,148)	\$3,680	(\$83)	(\$3,763)	(\$110)
Closing Bank Balance	\$1,100			\$699			\$699
	\$4,239			\$4,379			\$589

Example 14 – Payment register

Topic 10

Payments Register Jan/Feb 2016

ID No.	Date	Memo/Payee	Withdrawal	Memo
EFT354	14/01/2016	UCA - CSPS	\$193.37	Corina Fong
EFT355	14/01/2016	Jims Mowing Sunbury South	\$440.00	Mt Ridley Mowing
EFT356	14/01/2016	UCA - CSPS	\$6,486.06	Stipend and Allowances
EFT357	21/01/2016	Telstra	\$45.27	Telephone - Manse and Church
EFT358	21/01/2016	Uniting Church in Australia Synod of	\$100.00	UCA Mission & Service Contrib
EFT359	27/01/2016	Telstra	\$60.00	Telstra - Ministers Mobile 70% Sept
EFT360	29/01/2016	UCA - CSPS	\$29.50	Visiting Preacher fees
EFT361	10/02/2016	Uniting Church in Australia Synod of	\$20.00	Donation Share
EFT362	10/02/2016	NCCALTD - ACT FOR PEACE	\$623.55	Christmas Bowl
EFT362A	10/02/2016	AGL	\$287.92	Gas Church
EFT363	11/02/2016	Uniting Church in Australia Synod of	\$100.00	UCA Mission & Service Contrib
EFT364	12/02/2016	AGL	\$187.08	Electricity
EFT365	12/02/2016	UCA - CSPS	\$250.98	Lyn Bromage
EFT365A	12/02/2016	UCA - CSPS	\$391.62	Bruce Hill
EFT366	12/02/2016	AGL	\$492.21	Electricity
EFT367	12/02/2016	UCA - CSPS	\$6,486.06	Stipend and Allowances
EFT368	22/02/2016	Telstra	\$41.57	Telephone - Manse and Church
EFT369	24/02/2016	Telstra	\$60.00	Telstra - Ministers Mobile
EFT370	29/02/2016	Hume City Council	\$55.00	Rates Mickleham
EFT371	29/02/2016	Hume City Council	\$67.00	Rates Church
EFT372	29/02/2016	ATO - GST Refund	\$320.00	ATO - GST Refund
EFT374	29/02/2016	Hume City Council	\$111.00	Rates Manse
			\$16,848.19	

Example 15 – Bank Reconciliation

ANYTOWN UNITING CHURCH

<u>BANK RECONCILIATION AS AT</u>		
	Balance at the commencement of year	\$4,000
<u>ADD</u>	Receipts total per Cash Book Receipts	<u>\$9,266</u>
		\$13,266
<u>LESS</u>	Payments per Cash Book Payments	\$12,908
	CASH BOOK BALANCE AS AT XX/XX/XX	<u><u>\$358</u></u>
 <u>BALANCE AS PER BANK STATEMENT</u>		 \$750
<u>ADD</u>	Amounts received as per Cash book not yet on statements:	
	Offering 30/9/XX	<u>\$300</u>
		\$1,050
<u>LESS</u>	Unpresented cheques:	
	610	\$492
	611	\$100
	2	<u>\$100</u>
	CASH BOOK BALANCE	<u><u>\$358</u></u>

NOTE

Overdraft balances will require reverse treatment of ADD/LESS

Example 16 – Petty Cash

Topic 7

Petty Cash Reconciliation									
Date 2005	Item	Voucher No.	TOTAL REIMBURSED	GST	Printing & Stationery	Maint.	Sunday School	Postage	Office expense
5-Mar	Milk	A21	1.10						\$1.10
6-Mar	Typewriter ribbon	A22	5.50	\$0.50	\$5.00				
7-Mar	Mowing	A23	11.00	\$1.00		\$10.00			
10-Mar	Coffee, milk	A24	4.90						\$4.90
11-Mar	Diary	A25	11.00	\$1.00	\$10.00				
12-Mar	Stamps	A26	45.00	\$4.10				\$40.90	
14-Mar	Book for Sunday School	A27	5.50	\$0.50			\$5.00		
15-Mar	Milk	A28	1.10						\$1.10
26-Mar	Committee meal	A29	15.00						\$15.00
31-Mar	Milk, Pens	A30	6.60	\$0.50	\$5.00				\$1.10
			<u>106.70</u>	<u>\$7.60</u>	<u>\$20.00</u>	<u>\$10.00</u>	<u>\$5.00</u>	<u>\$40.90</u>	<u>\$23.20</u>
	Reimbursement				\$106.70				
	Cash in hand				\$93.30				
	Float				<u>\$200.00</u>				

ANYTOWN UNITING CHURCH

Statement of Receipts and payments for the year ended 31/12/XX

Previous year	<u>RECEIPTS</u>	\$
\$17,082	Bank credit at 1/1/XX	\$13,652
	<u>Offerings</u>	
\$81,547	Systematic Envelope offerings	\$85,527
\$15,334	Open Plate	\$13,375
	<u>Donations</u>	
	- General Purpose	\$2,068
	- G. Green Bequest - manse heating	\$700
	- Fete	\$2,000
\$5,074	- Old accou Bible Soceity	\$142
		<u>\$4,910</u>
	<u>Donations - Uniting Church appeals</u>	
	- Christmas Bowl	\$1,300
	- Share appeal	\$490
	- People in Partnership	\$370
	- Lenten offering	\$200
	- Conference costs	\$30
\$4,001	- Youth ministry	\$10
		<u>\$2,400</u>
\$2,302	Capital Donation - Building	\$2,800
\$1,278	Legacies / Bequest	\$590
\$178	Interest	\$440
\$15,236	Rents and property income	\$14,300
\$3,894	Insurance Claims	\$6,300
	<u>Miscellaneous</u>	
	- Sale Equipment	\$200
	- Equipment Hire	\$20
	- Study books	\$14
	- Diner dance	\$1,100
	- Film night	\$460
\$942	- camps	\$506
		<u>\$2,300</u>
\$958	Religious Instruction in Schools	\$1,535
\$7,000	Investments realised	\$42,900
	GST	\$5,420
	ATO Refund	\$230
	GST included in receipts	\$230
<u>\$154,826</u>	TOTAL RECEIPTS	<u>\$196,679</u>

Previous year	<u>PAYMENTS</u>	\$
	<u>Ministry</u>	
\$40,228	Stipend	\$42,187
\$10,851	Car Allowance	\$11,182
\$200	Other Allowances	\$2,570
\$7,400	Fixed Charges	\$7,874
\$2,984	Workcover insurance	\$689
<u>\$61,663</u>		<u>\$64,502</u>
	<u>Christian Education</u>	
\$1,862	Sunday School	\$912
	Religious instruction	\$1,535
<u>\$1,862</u>		<u>\$2,447</u>
	<u>Property Services & Maintenance</u>	
\$82	Clean Material	\$92
\$6,811	Property Services	\$7,925
\$7,469	Property insurance, rents	\$9,622
\$5,528	Property maintenance	\$9,729
\$100	Interest and loan charges	\$127
\$500	Loan repayments	\$15,500
<u>\$20,490</u>		<u>\$42,995</u>
	<u>Communication, Fundraising</u>	
\$102	Choir, Music	\$498
\$2,773	Office expenses/Printing	\$2,690
\$2,434	Telephone/postage	\$3,360
\$9,221	Fundraising expenses	\$2,360
<u>\$14,530</u>		<u>\$8,908</u>
\$15,533	<u>Mission and Service</u>	\$17,100
	<u>Donations</u>	
	- Christmas Bowl	\$1,300
	- Share appeal	\$490
	- People in Partnership	\$370
	- Lenten offering	\$200
	- Conference costs	\$30
\$5,585	- Youth ministry	\$10
<u>\$21,118</u>		<u>\$2,400</u>
		<u>\$19,500</u>
\$3,371	Equipment	\$1,953
	<u>Miscellaneous</u>	
	Gift	\$377
	Diner Dance costs	\$1,069
	Parish Camp costs	\$437
\$1,505	Film night costs	\$767
		<u>\$2,650</u>
	GST included in payments	\$5,650
<u>\$4,876</u>		<u>\$10,253</u>
\$124,539	Sub Total	\$148,605
\$16,635	Investments made	\$40,708
<u>\$13,652</u>	BANK CREDIT AT 31/12/XX	<u>\$7,365</u>
<u>\$154,826</u>	Closing Bank Balance	<u>\$196,678</u>

Example 18 – 3 year Budget

Topic 11

ANYTOWN UNITING CHURCH - 3 Year Budget 2017 to 2020

	2017 Actual	2018 Budget	2019 Budget	2020 Budget
RECEIPTS				
Offerings				
Systematic Envelope offerings	\$81,547	\$84,000	\$86,500	\$89,095
Open Plate	\$15,334	\$15,700	\$16,180	\$16,600
Donations				
- General Purpose	\$2,068	\$2,100	\$2,170	\$2,230
- Bequest	\$700	\$720	\$720	\$740
- Fete	\$2,000	\$2,060	\$2,100	\$2,160
- Uniting Church appeals	\$500	\$520	\$530	\$540
Legacies / Bequest	\$1,278	\$1,320	\$1,360	\$1,400
Interest	\$178	\$185	\$190	\$195
Rents and property income	\$15,000	\$15,450	\$15,900	\$16,400
Insurance Claims	\$4,000			
Miscellaneous	\$395	\$400	\$410	\$420
Net GST refund	\$2,188	\$2,000	\$2,000	\$2,000
TOTAL RECEIPTS	\$125,188	\$124,455	\$128,060	\$131,780
PAYMENTS				
Ministry				
Stipend	\$40,228	\$41,400	\$42,600	\$43,800
Car Allowance	\$10,851	\$11,200	\$11,500	\$11,800
Other Allowances	\$200	\$200	\$205	\$210
Parish Fixed Charges	\$7,400	\$7,600	\$7,800	\$8,100
Workcover insurance	\$2,984	\$3,100	\$3,200	\$3,295
	\$61,663	\$63,500	\$65,305	\$67,205
Christian Education				
Sunday School	\$1,862	\$1,920	\$1,980	\$2,040
Religious instruction		\$500	\$500	\$500
	\$1,862	\$2,420	\$2,480	\$2,540
Property Services & Maintenance				
Clean Material	\$82	\$85	\$90	\$95
Property Services	\$6,811	\$7,015	\$7,200	\$7,400
Property insurance, rents	\$7,469	\$7,695	\$7,900	\$8,100
Property maintenance	\$5,528	\$3,000	\$2,000	\$2,000
Interest and loan charges	\$100	\$100	\$100	\$105
Loan repayments	\$500	\$515	\$530	\$540
	\$20,490	\$18,410	\$17,820	\$18,240
Communication, Stewardship				
Choir, Music	\$102	\$105	\$110	\$110
Office expenses/Printing	\$2,773	\$2,860	\$2,950	\$3,040
Telephone/postage	\$2,434	\$2,500	\$2,580	\$2,660
Stewardship expenses	\$9,221	\$9,500	\$9,780	\$10,080
	\$14,530	\$14,965	\$15,420	\$15,890
Mission and Service				
Donations	\$2,000	\$3,000	\$4,000	\$5,000
	\$17,533	\$19,000	\$20,500	\$22,000
Equipment				
Miscellaneous	\$3,371	\$3,500	\$3,500	\$3,500
	\$353	\$370	\$400	\$400
Total Payments	\$119,802	\$122,165	\$125,425	\$129,775
SURPLUS (DEFICIT)	\$5,386	\$2,290	\$2,635	\$2,005

ACTION BUDGETING – FIRST LOOK

Action budgeting offers a fresh way to look at, and interpret, the mission and ministry of your congregation. It can help members apply their resources to the goals which your church seeks to achieve, rather than merely giving to a budget.

What is the difference between an action budget and an accounting budget?

The accounting budget is arranged by categories such as stipend/salaries and benefits, utilities (property), supplies, and postage/telephone. It is a necessary tool for the treasurer as he or she allocates income against the costs of doing ministry. However, such a budget says little about the purpose, goals, mission of the church. It is difficult to use as a motivating force for giving.

An action budget, on the other hand, is arranged according to functions. It describes the goals that the congregation wishes to accomplish, and lists the expected costs. Rather than making building and minister the focal point of cost, an action budget places emphasis on the desired results and incorporates building and minister as instruments for action.

The aim is to provide a tool for planning and decision making, for evaluating, and for communicating. While still showing the estimated needs, the action budget keeps the discussion centred on the congregation's major priorities in fulfilling the mission it has been given.

Procedure for Setting up an Action Budget

Setting up an action budget is not a task which can be done by a small committee the week before the annual church council meeting. It is a process which may cover several months, especially during the first year it is attempted. It is worth it, however, since an action budget's value is not only in keeping financial operation of the congregation orderly, but in stimulating the whole congregation to be aware of its purpose as a church of Christ. Councils which continue action budgeting over several years find the results becoming increasingly helpful.

HERE'S A WAY TO GET STARTED:

Step 1 - Stating the Congregation's Purposes

While constitutions contain an article designating the purpose of the congregation, this article is normally very general. A more specific Mission Statement or purpose is helpful, one which will speak more directly to the situation in which the church council ministers. While written in ultimate terms, the statement will cover the congregation's mission to its own members and to the community and world-at-large. The church councils provides leadership in the process, and as many persons as possible are encouraged to participate in writing the statement.

Step 2 - Developing the Congregation's Vision Objectives

The congregation's mission statement may be written in one or two meetings. Then more specific objectives are developed, outlining the particular direction in which the congregation plans to move. Again, the church councils, committee leadership, staff, and other persons are involved.

Objectives are more specific than the mission statement but are related to it. For example, the mission statement may include a sentence such as, "We will enable all of our members to witness their faith in their daily lives." An objective growing out of this could be, "to help members prepare to witness to their faith by providing four learning experiences."

In addition to being specific, objectives are stated in a way that enables easy evaluation. If, by the end of the year, only three of those learning experiences have been held, it is readily apparent that this objective has been only partially fulfilled.

Objectives will be needed for every aspect of the church's life. Sometimes a major activity, such as education, will require several statements to adequately cover the plans.

We would then develop the Vision Objectives into more specific goals. Goals are SMART - Specific, Measurable, Available, Result orientated and Time determinate. They describe who will do what, when and how its effectiveness will be measured.

Step 3 - Setting up the Budget

Once the vision objectives and goals are developed, possibly over the course of several meetings, the activities and the budget itself are organised. The various committees and people guiding the major aspects of the congregation's ministry will estimate

- 1) the amount of money necessary to carry out their programs
- 2) the amount of staff time
- 3) the use of church facilities
- 4) the amount of administration support needed.

This information is then put together by the church councils or finance committee in the form of an action budget.

A further step may also be added to recognise the hours contributed by volunteers.

Dollar expenditures are not the only costs of mission.

Volunteer hours contributed by members are an additional input to achieving the objectives.

Here is an example. A choir includes twenty persons each of whom spends a minimum of two hours weekly in practice and one-and-one half hours in performance. That means that approximately 3,500 hours of voluntary time are necessary annually to carry out choral support for congregational worship.

COMPARISON OF AN ACCOUNTING BUDGET WITH AN ACTION BUDGET:

Compare the action budget on the right with the accounting budget on the left. They are both for the same year of the same congregation, but the categories are changed so that the emphasis in the action budget is on ministry rather than maintenance.

In changing from the accounting budget to the action budget in the example, items which clearly belonged in one of the new categories were assigned there. Then the more general items, such as postage, supplies, the total pastoral package, including the minister's travel and car allowance were divided and inserted into the appropriate program categories.

As your action budget becomes more complex, you may wish to allocate the building, maintenance, and associated expenses according to the amount the facilities contribute to the various programs. In that case, for example, you will want to allocate under "Ministry of Local Concern" an amount representing building use by outside organisations.

Step 4 - Communicating to the Congregation

The action budget and the various studies, research, and discussion which go into developing it provide excellent material for informing the people of the ministries being planned. The Mission Statement should be disseminated widely, certainly in the congregation paper, Sunday bulletins and discussed with various groups.

Annual objectives can be prepared in printed form and also presented in short talks during worship services.

Vision objectives of course, can be changed annually, and the congregations should be informed of progress made in achieving them.

An important use of the action budget for communication is during stewardship visits where it can be used to present the challenges for mission. It is easier to stress ministry and mission than maintenance and money. The approach will not tend to be "We need dollars to pay our bills" rather "Here is how we plan to pursue our mission during the coming year and what we expect to accomplish.

When using the action budget for communicating to the congregation it is important to enter against each area of ministry details of appropriate events and activities planned for the budget year.

For example

Ministry of Education	\$4,895
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These ministries include our regular Sunday School programs for child youth and adults. During the Lenten period an additional adult program of four discussions will be held. In September/October a nine session study of the Book of Romans will be led by our minister.

Some Advantages

Since this may be your first attempt to use action budgeting to help motivate your church in response to stewardship, regard it as a tool that will need continued refinement.

The first purpose of an action budget is to help church members understand its objectives and the cost to achieve those objectives.

The second purpose is to tell the story of your church's work in order to secure support where action budgeting has been used in stewardship efforts, a significant increase in pledge support has resulted.

A third purpose is the management of program priorities of your congregation. The church council can assess the value of its objectives and the appropriate resources necessary to implement the objectives.

Congregations that have used action budgeting over five years have found that they can measure trends and shifts in priorities and implement a change in future emphasis.

Reproduced by Accounting Services, Synod of Victoria, Uniting Church in Australia.

HERE IS A COMPARISON OF AN ACCOUNTING BUDGET WITH AN ACTION BUDGET

A BUDGET FOR OUR CONGREGATION			A PROGRAM OF MISSION THROUGH OUR CHURCH		
FOR PERSONNEL		\$ 85,550	MINISTRY OF WORSHIP 21%		\$ 28,188
Stipend	61,700				
Travelling	10,010		Worship Services, Bulletins, etc	500	
Other allowances	2,300		Music costs, organists fees	400	
Beneficiary Fund	8,000		Pastoral Time 25%	21,388	
Long Service Leave	550		Building Use 20%	5,700	
Insurance	950		Administration 10%	200	
Telephone	720				
Stamp and stationery	120		MINISTRY OF EDUCATION 22%		32,460
Visiting Preachers	1,200				
			Sunday School materials	500	
FOR WORLD CONCERN		6,200	Pastoral Time 20%	17,110	
Mission & Service Giving	5,000		Building Use 50%	14,250	
Christmas Bowl	600		Administration 30%	600	
Uniting	600				
			MINISTRY OF LOCAL CONCERN 42%		57,102
FOR WORSHIP		900	Religious Instruction	500	
Worship services, bulletins, etc	500		Pastoral Time 55%	47,052	
Music costs, Organist fees	400		Building Use 30%	8,550	
			Administration 50%	1,000	
FOR EDUCATION		500			
Sunday School materials	500		MINISTRY OF WORLD CONCERN 15%		6,400
FOR LOCAL CONCERN		500	Mission & Service Giving	5,000	
Religious Instruction Resources	500		Christmas Bowl	600	
			Uniting	600	
FOR PROPERTY		28,500	Administration 10%	200	
Loan Repayment	1,500				
Maintenance	10,000				
Insurance	6,000				
Utilites	11,000				
FOR ADMINISTRATION		2,000			
Telephone, Power, etc	600				
Stationery	500				
Postage	500				
Stewardship Expenses	400				
TOTAL PLANNED EXPENDITURE		124,150	TOTAL PLANNED EXPENDITURE 100%		124,150

Example 20 – Capital Budgets

Topic 11

ANYTOWN UNITING CHURCH - Capital Budgets 2015 to 2018

Estimated Future Capital Needs	2015	2016	2017	2018	Total
Renovations:					
- Covered walkway between hall and church				\$50,000	\$50,000
- repaint manse			\$5,000		\$5,000
	<u>\$0</u>	<u>\$0</u>	<u>\$5,000</u>	<u>\$50,000</u>	<u>\$55,000</u>
Proposed Funding:					
Gifts from members	\$5,000	\$5,000	\$5,000		\$15,000
Fundraising events	\$1,000	\$2,000			\$3,000
Development Fund Earmarked loan (6% interest)*				\$10,000	\$10,000
Property Sale Proceeds				\$25,000	\$25,000
Investments realised				\$2,000	\$2,000
	<u>\$6,000</u>	<u>\$7,000</u>	<u>\$5,000</u>	<u>\$37,000</u>	<u>\$55,000</u>

* Principal and interest repayments of \$2850.00 to be made over the following 5 years by transfer from the operating budget

Example 21 – Acknowledgement Letter

ACKNOWLEDGMENT LETTER

ANYTOWN UNITING CHURCH

Recorder's Address:

Dear Fellow Christian,

Re: Any town Uniting Church Stewardship Program 20X7 - 20X9

On behalf of the Stewardship Committee we wish to thank you for your continued support.

Your total contribution of \$..... during the twelve month period to 27/11/X8 is gratefully acknowledged.

Yours sincerely,

Recorder's Name

Basic Religious Charity checklist

This checklist applies only to congregations and presbyteries who are endorsed by the ATO as Charitable Institutions and recognised by the ACNC as a Basic Religious Charity and are intending to lodge their Annual Information Statement online.

This does not apply to organisations that:

- are intending to lodge their Annual Information Statement in paper form
- have PBI taxation endorsements; or
- have Deductible Gift recipient (DGR) status; or
- are registered charitable child care centres; or
- are educational institutions such as primary and secondary schools.

Note: The checklist is generic and would support all congregations/presbyteries. However, there may be cases where your 2019 Annual Information Statement is tailored to your individual congregation/ presbytery requirements.

How to complete the ACNC 2019 Annual Information Statement online

The table below sets out the standard responses to be provided by Uniting Church organisations that meet the definition of a Basic Religious Charity, when completing their 2019 Annual Information Statement on-line.

Online lodgement of completed forms

This Statement must be lodged online with the ACNC after 1 January 2020 and before 29 June 2020. However, due to Covid-19, the due date has been extended to 30 August 2020.

Since October 2018, you will need a registered email address and password to log in. If you require further assistance to log in, please contact the ACNC directly. Please note that due to the effect of Covid-19, the telephone advice line is currently closed until further notice. However you can still complete an [online enquiry form](#) to contact them.

Log in details:

1. Go to the ACNC website www.acnc.gov.au
2. Click on "Charity Portal" log in button
3. You will be asked to provide an email address. Please note that this has to be the email address that ACNC records such as the Address for Service email address
4. Enter your password. If you have forgotten your password, Click on the "Forgot your password" link and follow the prompts and a verification code will be sent to your email address

Checklist answers

Once you are in the portal, select charity by clicking on your church name. Please note an Annual Information Statement (AIS) needs to be completed for each Australian Business (ABN).

Then click on "Manage Reporting" and click "Start 2019 AIS" or "Resume 2019 AIS". Confirm Church details and click "Start". An introduction page will display, click "Next".

Question Response

About your Charity

This section gathers basic information about your ABN.

This information is pre-filled. Please check that the congregation/presbytery ABN is correct.

1. Are there any other names your charity is known by?

Add other names.

2. Provide public contact details for your congregation/presbytery.

The addresses you provide in this section will appear as your charity's contact details on the Charity Register.

The public can use these details, so it is best to provide a generic charity email address rather than a personal address.

After you enter your church's email address you will need to click the "Search" button to confirm. With the address type slowly and wait. A list of addresses will appear, select the correct address.

3. Provide your congregation/presbytery details for contact with the ACNC (its Address for Service).

If an email address is to be included it should be an email address specifically for the congregation/presbytery and not a personal email address. The ACNC will send correspondence to your charity's Address for Service email, and will use it as the primary contact point. Click the "Search" button to verify the address.

Re-enter email address.

Street address does not need to be provided.

4. Select your congregation/ presbytery's size based on the annual revenue for the 2019 reporting period.

Fill in appropriate number.

Reporting details

5. Is your charity an incorporated association?

Click the "**NO**" box.

6. Does your charity intend to fundraise in the next reporting period?

Click in the "**YES**" or "**NO**" box as applicable.

If "**YES**" the place an X in the **VIC** or **TAS** box as applicable and insert fundraising number in the Fund Raising licence number box (if applicable).

Please note that churches are not required to have fundraising licence number.

7. Basic Religious Charity Exemption, 7a o 7e are for charities with "advancing religion" as their only registered subtype.

- 7(a).** Click on the “**NO**” box.
- 7(b).** Click on the “**NO**” box.
- 7(c).** Click on the “**NO**” box.
- 7(d).** Click on the “**YES**” or “**NO**” box as applicable Generally, churches are **not** endorsed as Deductible Gift Recipients, therefore select “**NO**”. However, if the answer is “**YES**”, your congregation/presbytery is NOT a Basic Religious Charity (BRC) and must comply with the ACNC financial reporting regime.
- 7(e).** Click on the “**NO**” box.

Key Personnel

- 8.** Insert contact person's name, position, date of birth, email address and primary phone number. Email address and phone number need to be verified by clicking on the "Search" button.

9. Charity Responsible Persons

Review your Responsible Persons and update their details if required and remove those who are no longer members of your Church Council. Any change will require the date change was effective.

Add a Responsible Person if required (details required are family name, given name, date of birth, other known names, address and phone number).

Please note that only their name and position will appear on the ACNC Charity Register. All other details are used for verification purposes only.

Click the box to confirm that the responsible persons' details are correct.

Activities and beneficiaries

This section of the AIS asks questions about your charity's work and who it aims to help.

10. Did your charity operate in the 2019 reporting period?

Click “**YES**” or “**NO**”

- 11(a).** Select “Religious Activities” form the drop-down box.

- 11(b).** Please do not answer.

- 12.** How did your charity's activities and outcomes help achieve its purpose?

Insert:

The organisation pursued its charitable purposes by facilitating worshipping, witnessing and serving as a fellowship of the Spirit in Christ. Its members meet regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share in the wider responsibilities of the Church, and to serve the world.

- 13.** Please tick “**VIC**” and/or “**TAS**” box as applicable

- 14.** Please tick the “**NO**” box

- 15.** Who were your charity's main beneficiaries in the 2019 reporting period?

Select General Community in Australia.

- 15(b).** Please do not answer.

Annual Report

16. How would you like to provide a copy of your charity's annual report?
Please click "No annual report available".

People and Finance

Human Resources

- 17(a). Number of your charity's paid employees
Insert numbers as applicable. Include any minister or staff paid through Synod Centralised Stipend Payroll Service (CSPS).
Must enter a number in all fields if nil enter 0.
- 17(b). Insert full-time equivalent staff (FTE).
This is the sum of paid hours of all employees in a pay period/standard average hours full-time employees
18. **Unpaid volunteers**
Insert number

Financial Report Details.

Please note that the ACNC does not require **Basic Religious Charities** to submit financial returns and Basic Religious Charities should **not** submit an annual financial return.

Do you want to complete the Finance Section?

Please select "**NO**".

Other Reporting Obligations

Review and update information about your charity.

For congregations and presbyteries, the governing documents should be the Constitution and Regulations of the Uniting Church in Australia.

Charity subtype is "Advancing Religion".

Review Your AIS

You can review and print your completed AIS at this stage prior to submission.
Review and click back to various sections to correct any details.

Declaration

Please insert details of the person completing and signing the 2019 Annual Information Statement. This person must be on the list of responsible persons for the congregation/presbytery. For contact number and email address you will need to enter the details and then click the "Search" button to confirm.

Select authorised person or responsible person as appropriate.

Tick "Declaration" box and enter today's date.

Submit.

Receipt

Click on the “Review your AIS” button and print your completed AIS.

Further information

If you have any queries please contact Sanny Liu on 9116 1929 or email accounting@victas.uca.org.au.