



# Dollars & Sense

June 2014 Newsletter from the UCSA Resources Team

It's easy when life gets busy to focus only on the tasks in front of you, giving little or no thought to *how* and *why* you do what you do. The Resources Ministry Centre team recently had the chance to do just that. We spent time thinking about whom we serve - God, the Church and the individuals within it. We considered the contrasting responsibilities of our work groups but agreed that each team strives to serve the Church through the stewardship of its assets.

We used the metaphor of the body, as Paul explained to the Corinthians. Each of us is part of the body that makes up the Resources Ministry Centre which in turn, is part of the greater body of

the Church. Through this image we could appreciate that every body part is essential and plays a significant role.

The conversations helped crystallise the importance of having good working relationships with all the people we deal with. We agreed we would strive to provide exceptional, informed service to members of the Church. We identified some practical improvements we could make, such as responding to enquiries in a timely way, keeping jargon out of our language and making sure what we say is clear and straightforward. As the Church navigates its way through a period of change with diminishing resources and fewer volunteers,

our services must be as relevant and useful as possible.

We also reflected on the work of the many volunteers who serve on Committees and Boards within the Church, all of whom share the load of carrying out the mission of the Church. We are particularly grateful for the contribution of the Resources Board members who volunteer their time and governance expertise to managing the resources of the Church.

**Peter Battersby**  
**Executive Officer, Resources**

## Uniting Venues SA

The iconic Nunyara Conference Centre gives praise to the Lord for their recently constructed playing field, amphitheatre and camp fire. Nunyara has long been popular with church groups and youth camps and the new additions add to the venue's attractiveness. The playing field is expected to be used for a variety of purposes including team building games, jumping castles, relaxation or simply having a hit of cricket or a kick of the footy. The amphitheatre, constructed from four grassy terraces, has long been a vision of the venue and is perfect for outdoor worship services or the end of camp photo. Likewise,

the campfire has been on the list of 'things to do' for a while now and will add another dimension to your stay at Nunyara. What could be better than overlooking the lights of Adelaide on a cold winter's night whilst being huddled around a warm campfire? To book your next camp, conference or retreat at Nunyara, please contact 08 8278 1673 or email the venue [nunyara@unitingvenueessa.org.au](mailto:nunyara@unitingvenueessa.org.au) or check out [www.unitingvenueessa.org.au](http://www.unitingvenueessa.org.au).



### Finance

#### Card payments and PINs – changes to how you verify your transactions

Using a **PIN** (Personal Identification Number) will become the main form of card payment authorisation in Australia from **1 August 2014**.

This announcement, from the PINwise Industry Security Initiative means that you will no longer be able to verify transactions at the point of sale (POS) with a signature on Australian chip credit and debit cards.

If you don't already have or use a PIN, make sure you contact your card provider or bank to find out how to request one. (There is no change to contactless or online transactions).

#### Mission and Service Fund Response Forms 2014

Contributions from congregations provide vital funds for our work together as a Presbytery and Synod. If your congregation is yet to submit its Mission and Service Fund Response Form please complete and send in the form as a matter of urgency. Should you have any questions, please contact Peter Harbison on 8236 4270. Forms can be downloaded from <http://sa.uca.org.au/mission-and-service-fund>

#### Auditing regulations & lodgement of Financial Statements

Audited copies of congregational and parish financial statements should be lodged with the Financial Services Team by the **30th of June 2014** for the financial year ending 31 Dec 2013. Church Councils should refer to Section 3.8.7 of the 2012 UCA regulations for more information. These can be viewed at <http://assembly.uca.org.au/resources/regulations>

#### Congregational Booking Unit Withholding Tax – Payments when an ABN is not quoted

When your congregation receives an invoice for goods/services purchased it is important to check whether an ABN (Australian Business Number) has been quoted.

If there is no ABN, there are certain legal requirements, as set out by the ATO, regarding the payment of such invoices.

A factsheet is available on the Uniting Church website, on the CBU page:

[Uniting Church SA - Congregational Bookkeeping Unit](#)

#### Important ACNC Update

If your congregation is registered with the ACNC (Australian Charities and Not-for-Profit Commission), an **Annual Information Statement (AIS)** must be completed and submitted to the ACNC within six months of the end of your congregation's financial year.

Most South Australian Uniting Church congregations have a financial year ending on 31 December, and therefore the AIS will be due on **30 June 2014**.

Please [click here](#) for the latest information on the ACNC requirements.

For charities using the standard reporting period (1 July to 30 June) and those who have a reporting period end date up until 29 September 2013 the 2013 AIS due date is extended to 31 March 2014.

#### Payroll Information Annual Payment Summaries

Please ensure each employee at your congregation, whose pay is processed through Payroll Bureau, checks that the correct mailing address is held for annual Payment Summaries. These will be posted out towards the end of June 2014.

#### Superannuation Changes as of 1st July 2014

Currently, your congregation must pay a minimum of 9.25% of each eligible employee's ordinary time earnings each quarter in superannuation.

From **1 July 2014**, the Super Guarantee rate will increase to **9.50%**.

The Government has recently announced that the rate will remain at 9.50% until 30th June 2018.

From July 2018 the incremental increases of 0.5% will then occur annually until the rate reaches 12%.

#### Award Rate Changes

Minimum Modern Award pay rates will change as of **1 July 2014**, including penalty rates and loadings. The new casual loading will be 25%.

The Modern Awards transitional arrangements finish in June 2014 and the implementation of the full modern award will be in place as of July 2014.

This will mean employees who are paid the minimum wage rate in accordance with a Modern Award, or if award-free receive the

national minimum wage rate, will receive a pay increase in July in accordance with the National Minimum Wage Order made by the Fair Work Commission.

#### WorkCover Levy 2014/2015

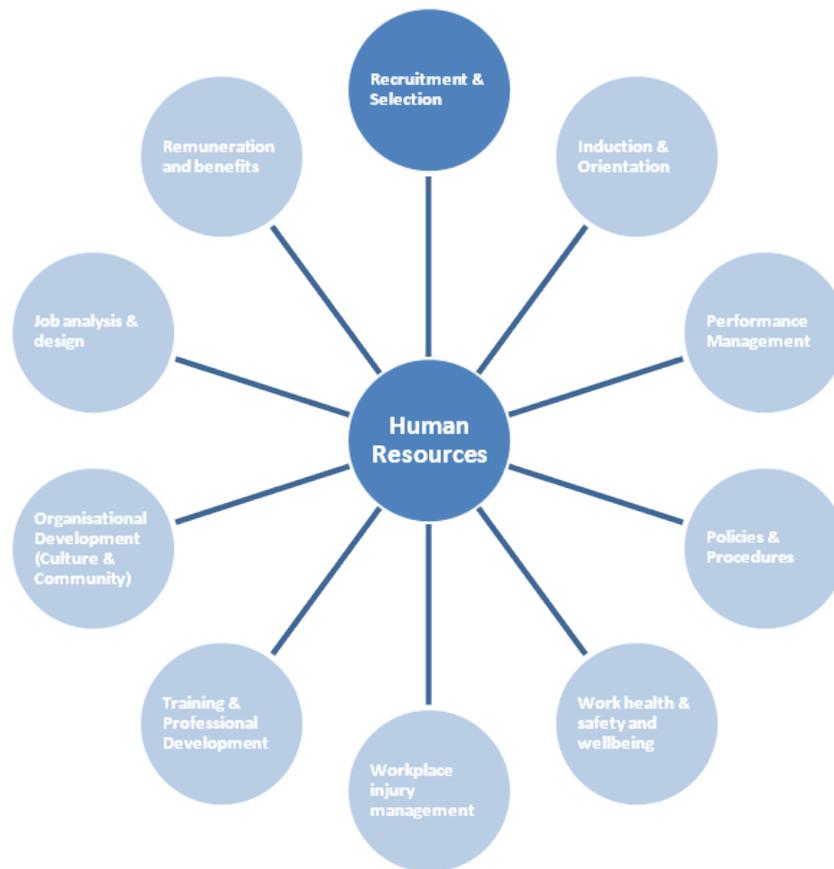
The Synod Payroll Bureau will be notified of the new WorkCover levy rate after the end of this financial year.

For pay processed through the Bureau this new rate will be reflected on September Tax Invoices / Payroll Statements.

#### Payroll cut-off times for time sheets and requests for changes

- Please note that new personnel information or requests to change any of your details must be lodged with the Payroll Bureau by the **1st of the month** for inclusion in that month's pay cycle.
- Timesheets and leave forms must be received by the **7th of each month**, signed by both the employee and the employer's Authorised Person or Authorised Delegate. Payroll forms are available from the Bureau or the Uniting Church South Australia website. All timesheets should reflect hours worked and any leave taken within that month. <http://sa.uca.org.au/finance/payroll-bureau-service>

The Payroll Bureau Help Desk is available Monday to Friday between 8.30am and 4.30pm, excluding Public Holidays by phoning (08) 8236 4241 or email [payroll@sa.uca.org.au](mailto:payroll@sa.uca.org.au)



**Uniting Church SA values people and is committed to providing a safe, healthy and productive work environment. Human resource management practices can influence behaviour, attitudes and performance within the workplace.**

As indicated in the February 2014 edition of *Dollars & Sense*, Uniting Church SA Human Resources (UCSAHR) can provide congregations with advice, resources, assistance and expertise from a first-tier enquiry basis to more complex and specific human resource and work health safety congregation issues. This edition focuses on the Recruitment & Selection circle.

**Recruitment and Selection** of staff requires a *fair* process based on merit principles and meeting legislative obligations to ensure that people are employed in a compliant way. This applies to all aspects of the recruitment and selection process including: identifying a need to recruit, position description and person specification design, advertisements and advertising methods, interview process, selection process and offers of employment.

To assist and guide congregations and Church Councils with the recruitment and selection processes, there are a number of resources and guidelines available. Some of these include:

- Uniting Church SA Recruitment & Selection Policy [click here](#)
- *Guidelines for Recruitment and Selection for Congregations* document [click here](#)
- Interview Questions guidelines (samples available from UCSAHR on request)
- Employment contract templates based on specific terms and conditions (templates available from UCSAHR on request)

**For further information please contact UCSAHR on: 82364234 or email [humanresources@sa.uca.org.au](mailto:humanresources@sa.uca.org.au)**



## Property Services - Hiring out property

Our church properties have great spaces to hire out for meetings, community groups, craft groups, other churches, wedding receptions, birthday parties and much more. Additionally, there are spaces that may be leased to organisations on an exclusive basis. It is a great way to build or maintain links with the local community as well as the obvious benefit of the generation of some income for the church and having a presence or additional presence on the church premises.

So if you hire out your church property – what do you need to do?

There are three different possibilities:

Use of church property	Description	Agreement
<b>Non-exclusive use</b>	Where another person/organisation has non-exclusive use of church property regularly or from time to time or on a once-off basis	Licence Agreement – Non-Exclusive (managed by Church Council)
<b>Partial exclusive use</b>	Where another person/organisation has some exclusive use of church property together with shared spaces	Licence Agreement – Exclusive (managed by Property Services)
<b>Exclusive use</b>	Where another person/organisation has full exclusive use of a part of the church property or a shop premises	Commercial lease (managed by Property Services)

### Non-exclusive use of church properties

When hiring out church premises, a Licence Agreement must be completed. A Licence Agreement is used where another person or organisation wishes to have non-exclusive use from time to time of church property, including if the property is only required for one occasion.

Property Services provides Licence Agreements in:

- ‘short form’ - for simple agreements, one off hire etc
- ‘long form’ – the Schedule of this agreement includes extra information including specific conditions, keys provided etc.

The Licence Agreements can be sent as ‘Word’ documents to the congregation so a ‘master’ Licence Agreement can be created including details of congregation, contact person, premises address, congregation’s bank account details etc. If forwarding the Licence Agreement to a User (hirer) by email, please change to a ‘pdf’ document so the document can’t be changed easily.

Some further information:

- A guidelines/information sheet with information regarding your premises can be added to the Agreement.
- Licence Agreements are updated regularly (at least annually).
- Maximum term for the agreement is 12 months but can be renewed by mutual agreement.
- Users (with some exceptions) must provide evidence of current Public Liability Insurance.
- The Licence Agreement must not be amended. However, we are committed to developing the Agreement further and are open to suggested amendments.

The Licence Agreements are regularly updated and available by email.

To request the latest Agreements and general information, please email [property@sa.uca.org.au](mailto:property@sa.uca.org.au).

### Partial exclusive use or exclusive use

Licence Agreements – Exclusive and Commercial leases are managed by Property Services. For all partial exclusive use or exclusive use hire of property, please contact Lynne Aird.

For further information regarding the hiring out of church property, please contact Lynne on 8236 4210 or [laird@sa.uca.org.au](mailto:laird@sa.uca.org.au).

### Have you got a backup?

Probably the first words you will hear from an IT person when you tell them your PC has crashed.

If you have information on your computer that you care about, then you NEED to backup.

### These are NOT backups!

Here are some things that are NOT backups.

- Backing up your laptop to an SD Card in the same laptop is not a backup
- Backing up to a hard drive that is 6 inches away from your computer is not a backup
- Backing up your MYOB data file by copying it to another folder is not a backup
- The photos that are still in your camera memory are not a backup

### The Backup Rule of Three

Here's the rule of three. It's a long time computer-person rule of thumb that you can apply to your life now. It's also called the Backup 3-2-1 rule.

- **3 copies of anything you care about** - Two isn't enough if it's really important.
- **2 different formats** - Example: Dropbox & DVD or Hard Drive & Memory Stick, or more
- **1 off-site backup** - If the house burns down, how will you get your memories back?

### Why so paranoid?

Simple. Because if you care about your work, photos and data, you would be sad if you lost it.

Think about all the times you've heard about a friend who has lost everything. A decade of photos. Years of email.

Try restoring from a backup to practice. Backups always succeed. It's restores that fail.

### What should I do?

At a minimum people should consider the following:

- Have TWO physical backups (hard drive, memory card) with a copy of everything, at least weekly. You can automate this.
- Backup everything that has data that matters. That means phones, too.
- Have a cloud backup storage provider (Google Drive, DropBox, SkyDrive, something)
- Don't trust the cloud, make sure you have a backup of data stored there too.
- Rotate the physical backups between your house and somewhere else.

### Final thoughts...

- Get onto Google, there are plenty of articles out there from respected computer sites and personal bloggers to choose from.
- Read up about Windows built in backup software.
- Apart from hardware costs (buying hard drives) you should be able to set up an excellent backup strategy for free.

Adapted from <http://www.hanselman.com/blog/TheComputerBackupRuleOfThree.aspx>

