



Dollars & Sense

December 2014 Newsletter from the UCSA Resources Team

As we approach the end of the year I would like to sincerely thank you for the important work you do within your congregation. Christmas can remind us of how generous God is to us, and your contribution to your Congregation is one of many ways you have reflected His generosity to others.

Although much of what you do is behind the scenes, it is of great importance to the ongoing life and ministry of the church. Rev Nigel Rogers reminded us of this in his induction message sharing that each part of the body has an important role to play. Thank you for your generosity and expertise that you offer your Congregation and the wider Uniting Church.

A significant event in the life of the Church is the Presbytery and Synod AGM held in October. These three days are a great chance to meet Congregational leaders. I was really encouraged this year by the positive feedback and sharing that took place around the Presbytery and Synod's financial situation. The last few years have

seen diminishing finances available to the Church but following the AGM, there was a stronger sense that together, with God as our guide, we can find our way through these challenging times.

I would encourage you to take the time to read the articles in this issue. I trust as you read them you will be encouraged, and will learn more about the Resources Team and the services available to you. Please remember we are here to help you, so feel free to call, write or email if you have any questions. Our desire is to partner with you, to help make serving your Congregation easier.

On behalf of the Resources team I wish you a Christmas full of joy and peace and I look forward to serving together in 2015. All the best and once again, thanks!

Peter Battersby
Executive Officer, Resources

Work, Health and Safety

My name is Wayne Booth and as we enter the season of goodwill to all people, it would seem to be the perfect opportunity for me to introduce myself as the new WHS Coordinator at UCSA. For those of you, like me, who are easily confused with the endless acronyms in our society, WHS stands for Work, Health & Safety (or if you still prefer OHS&W?).

To aid the introduction, the following are some of the questions I've been asked the most since arriving in Adelaide from the UK 18 months ago:

G'day, how ya goin'?... Really great thanks, my family and I have been made to feel really welcome here and have settled well, however, we did arrive just in time to endure the cricket!

Why Adelaide?... The official reason is that my wife (an ICU nurse) was offered a position here first... it's as simple as that. The unofficial reason is, as a keen cyclist, the opportunity to sample the Tour Down Under was too much to resist. Also, despite Yorkshire being known as 'God's own County' as well as being the largest and arguably most beautiful of them all: it rains a lot.

Aren't you too young to be working in Health & Safety?...

My personal favourite but needless to say, I'm older than I look. I've also been involved in facilitating a lot of youth work so maybe this has helped too. It was a passion for youth work that led me into my career in safety, and I've spent the previous 12 years working as a WHS Manager in the non-profit training and education sector in the UK. This has allowed me to experience safety management in a wide ranging number of industries and environments; and as a Methodist, even the Church too!

I hope I've provided a little light entertainment and confirmed that when you work in an often difficult and serious field such as WHS, you can still take time to smile. I work Tuesday – Thursday at the Synod office and can be contacted on wbooth@sa.uca.org.au or by phone on 8236 4214. If you want any information or advice on WHS matters, I'll be very happy to help. Please stay healthy, safe and have a very Merry Christmas.



Property Services - Sharing mission & ministry together in the northern suburbs

As a "pilgrim people, always on the way" (Basis of Union), we fulfil the mission of God across our state together. We share our resources, encourage each other in mission and support one another in prayer. Following are two missional adventures in the northern suburbs of Adelaide that we share together.

Would you, your congregation or your small group consider giving a legacy for mission and ministry in the northern suburbs today?



Dinka Faith Community – offering support & hope

The identity of the Uniting Church in South Australia is being shaped and enhanced through our brothers and sisters from diverse cultures around the world. The Dinka Faith Community serves the emerging and growing Sudanese population in the outer northern suburbs of Adelaide including offering newly arrived refugees a place of support, hope and worship. Worship is undertaken in a mix of English and 'Dinka' – a South Sudanese indigenous language. Recently, the Dinka Faith Community has been given custodial use of the church at Elizabeth North, (thanks to the generosity of the former St Stephen's congregation) as a new centre of worship and ministry.

A wonderful invitation is extended to the wider church to share in this vital ministry. The Dinka Faith Community is seeking assistance to fund repairs, some refurbishment work, building a fence around the site and to meet the ongoing ministry and worship needs of the community.

Uniting Church SA has initiated a church wide appeal to share in this missional adventure. For further information regarding property assistance, please contact Geoff Watson, Manager, Property Services on 8236 4209 or gwatson@sa.uca.org.au. For further information regarding the vision and ministry of the Dinka Faith Community, please contact Rev Amel Manyon on 0431 202 744 or manyon.amel@yahoo.com.au.

To donate – go to <http://sa.uca.org.au/donate/>



Playford Uniting Church – transforming futures

The northern suburbs of Adelaide were established with a dream – a dream of welcome, housing, work and a new life. Fifty years later, Playford is the fastest growing region in the state, but the promise of a future has faded somewhat. Inspired by the good news of Jesus Christ, the new Playford Uniting Church has a grand vision of a transformed community.

In an area where many believe things can't change, the Uniting Church has chosen not only to stay but to build. Seeking a strong church presence in this region, a highly visible site has recently been purchased for a new church and community centre located on Curtis Road in the Playford Alive development. The building has been carefully designed along modest lines to meet existing and future needs in consultation with the new Congregation.

This is a real and exciting opportunity for the wider church to assist in funding this critical church outreach project in the Playford Alive development. We invite Congregations to give prayerful consideration to giving a gift that invests in God's mission in the northern suburbs and assists Playford Uniting Church to transform futures.

Uniting Church SA has initiated a church wide appeal to share in this missional adventure. For further information regarding the project or assistance needed, please contact Geoff Watson, Manager, Property Services on 8236 4209 or gwatson@sa.uca.org.au. For further information regarding the vision, please contact Rev Peter Riggs on 0421 243 889 or enquiries@playforduc.org.au.

To donate – go to <http://sa.uca.org.au/donate/>

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.

Uniting Church SA Human Resources (UCSAHR) can provide Congregations and Church Councils with advice, resources, assistance and expertise from a first-tier enquiry basis through to more complex and specific human resource and work health safety issues. This edition focuses on the Performance Management processes circle:



Performance Management requires a structured process of a *Performance Appraisal & Development Plan (PADP)* for employees. This provides an opportunity for a manager / supervisor to jointly set goals and objectives for the staff member's position and then be able to review how the staff member is performing against the agreed expectations. This process will also allow for discussion and consideration as to how the manager / supervisor can assist the staff member in their professional and personal development.

To assist and guide Congregations and Church Councils with performance management processes, including if a staff member is not meeting the expected work performance standards, there is advice and resources available.

For further information please contact Presbytery & Synod Human Resources on: 8236 4234 or email humanresources@sa.uca.org.au



Financial Services

Christmas 2014 Synod Office Hours

The Synod Office will be closed from 2.00pm on Wednesday 24th December and will re-open on Monday 5th January 2015. UC Invest will be available during normal business days through the Christmas period – please check the UC Invest website for opening hours.

Ministers' Stipend Sheet 2015

The Ministers' Stipend, Allowances and Charges Sheet for 2015 rates is now available on the Uniting Church website <http://sa.uca.org.au/stipends>

Beneficiary Fund and Home Endowment Fund information will be updated as soon as available.

2015 Mission and Service Fund contributions – response forms

Response forms for 2015 Mission and Service Fund contributions can be downloaded from [Uniting Church SA - Mission and Service Fund](#). Please print, complete and return your form by **19 December 2014**.

If your congregation wishes to have the 2014 contributions recorded in the 2014 financial year (ending 31 December) please send in your cheque or ring to arrange an alternative payment method before Friday 19 December 2014 (08 8236 4270).

Auditing regulations & lodgement of 2013 Financial Statements

Audited copies of congregational and parish financial statements were due to be lodged with the Financial Services Team by the **30th 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>

Christmas Bowl appeal

The Christmas Bowl is the appeal of 'Act for Peace', the international aid agency of the National Council of Churches in Australia. Cheques and queries should be directed to: Act for Peace, Locked Bag Q199 QVB NSW 1230. Free Call 1800 025 101.

Congregational Bookkeeping Unit:

ACNC Update – important information and dates

The due date for the 2013 Annual Information Statement (AIS) was:

- **31 March 2014** for charities with a 30 June reporting year end
- **30 June 2014** for charities with a 31 December reporting year end.

For all other reporting year end dates, charities are given a six month period between the end of their financial year (reporting period) and the date when their 2013 Annual Information Statement was due.

The ACNC will publish an 'overdue' status on the ACNC Register from early November 2014. Penalties may be issued to charities that are found to be deliberately not meeting their obligations.

Charities that also fail to submit their 2014 AIS may have their charitable status revoked and lose entitlement to Commonwealth charity tax concessions.

The uncertainty surrounding the ACNC's future may be one reason why some charities have not realised they are still legally obliged to file their AIS. Some charities believe that the ACNC has already been wound up.

However, the first ACNC Repeal Bill is still sitting in the House of Representatives and the second intended Bill, that will outline the replacement arrangements, is yet to be introduced in Parliament. Until the second Bill is passed by both Houses and receives Royal Assent, the ACNC is obliged to fulfil the objects of the ACNC Act, and therefore all reporting obligations remain.

If your congregation has not yet lodged its 2013 AIS, please do so immediately by logging on to charity.acnc.gov.au and following the Uniting Church 2013 AIS Response guide which you can find at <http://sa.uca.org.au/documents/finance/acnc/2013-AIS-RESPONSE-GUIDE.pdf>

MYOB - END OF YEAR ROLLOVER

Even though you have not completed the 'Start A New Financial Year' process, MYOB *will* allow you to enter transactions for the new year.

You should **NOT** roll over to start a new financial year in MYOB until your auditor has signed off. Once you start a new financial year, it will not be possible to make any changes in the year just ended.

For instructions on the End of Year rollover process once your audit and any adjustments are complete, check out: <http://sa.uca.org.au/documents/finance/congregational-bookkeeping-unit/pass-the-baton->

[documents/MYOB-Instruction-Manual-for-Treasurers.pdf](#)

Petty Cash – best practice

Petty cash is a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible to pay by cheque or electronic transfer, because of the inconvenience and costs of writing, signing, and then cashing the cheque, or processing the electronic transaction.

Oversight of petty cash is important because of the potential for abuse. The following controls should be applied over petty cash:

- Petty cash must be kept at a secure place (e.g. a cash box).
- Petty cash should be locked away in a safe when not in use.
- The person responsible for managing petty cash must keep supporting invoices in respect of payments made through petty cash.
- A limit of \$80 per individual purchase should be set. Amounts higher than this should be paid by cheque or EFT, and not using petty cash.
- Surprise cash counts should be conducted by another person from time to time to ensure the accuracy of the cash balance stated in the petty cash register.
- The amount spent, and the remaining cash in the tin should be reconciled back to the approved float or imprest amount each time reimbursement is requested.
- The amount of petty cash float should not be set too high. For most organisations \$200 should be more than sufficient.

Further information on petty cash handling can be found at <http://sa.uca.org.au/documents/finance/congregational-bookkeeping-unit/resources/FAQ-Cash-Handling-Petty-Cash.pdf>

Cash Handling – Collections, Counting & Banking

Internal control procedures for the receipt of cash helps your Congregation to prevent loss due to fraud and accounting errors.

Basic Principle: No one person, or related people should be allowed to collect, handle or transport and deposit cash/cheques without some additional control feature to ensure that all funds are accounted for.

Examples of such controls are as follows:

- Encouraging the use of cashless methods of payment including credit cards and E-Give where appropriate.
- Ensuring adequate secure containers such as lockable cash tins are provided.
- Ensuring money is handled by two or more people who are unrelated.
- Rotate collection and counting teams and individuals each week so that no two persons are repeatedly on the same team.
- Ensuring unsecured cash is never left unattended.
- Ensuring the amount of money stored is covered by the Congregation's insurance policy.
- All money collected should be deposited in the bank without deduction. Expenses must not be deducted out of amounts collected. They should be paid separately by petty cash, cheque or EFT.
- Segregating the duties of collectors, counters and bankers from those who record and manage the financial affairs of the congregation.
- Establish a system for reporting and investigating discrepancies.

Further information on safe and secure collections, counting & banking can be found at <http://sa.uca.org.au/documents/finance/congregational-bookkeeping-unit/resources/FAQ-Cash-Handling-Collections-counting-and-Banking.pdf>

Payroll Information:

December Payroll - change to cut-off time for submission of time sheets

Due to the shortened working month in December please submit all timesheets and leave forms to the Payroll Bureau by **THURSDAY 4th December.**

Please note - any leave reflected on timesheets should be accompanied by an authorised leave form.

Payroll Bureau Administration Processing Fee increase

The Payroll Monthly Administration Fee will increase from 1st January 2015 in order to partially recover costs associated with providing the Payroll Bureau Service.

The new rates are:

\$19.25 (excluding GST) \$21.18 (including GST)

Superannuation Changes – Super Stream

New Government legislation for Super Reform:

There are over 800,000 Australian employers who are required to make super guarantee contributions on behalf of their employees.

For many, this can be a complex process with multiple funds to contribute to – each with their own specifications for accepting the contributions data and payments.

From 1st July 2014, employers with 20 or more employees will see this simplified when they begin to make contributions using Super Stream. They have up to 12 months to make the change.

From 1st July 2015, small employers (with 9 or fewer employees) will start making contributions using Super Stream and will have up to 12 months to make the change.

Congregations that are processing their own payroll may have the opportunity to use the small business superannuation clearing house.

This clearing house is a free online service that simplifies the super guarantee payment process for businesses with 19 or fewer employees. This information explains how the service operates, who can use it, its key features and employer eligibility. For more information, please check the ATO website:

<https://www.ato.gov.au/super/superstream/in-detail/contributions/superstream--simplifying-employer-contributions/>

Insurance Services

Hello again from the Insurances Services Department. Since I last introduced myself to all of you we've certainly been busy in the world of Insurance. We have a new Insurance Officer to assist you in your enquiries. Her name is Susanne Alley and she will be introducing herself to you in due course if you haven't already spoken to her.

Apart from organising all the new insurance contracts that expired on 31st October 14, I have been looking at ways to help reduce costs for the church and my first area to review was looking over the last year's claims that were lodged to see what was happening and where. I noticed a few Congregations had some claims involving broken windows - and believe it or not they were having difficulty in getting them repaired quickly. After discussing the reasons with the Congregations, it appears some of you find it hard to get companies to come out and get the glass fixed quickly. The problem with this is, apart from the buildings looking untidy and rundown, there is also a security risk to consider. Damaged properties can attract more vandals and potential burglaries. Well, the good news is O'Brien Glass (who also own Clarkson's Glass) have offered to look after the Uniting Church anywhere in South Australia in both Auto glass (windscreens, sides and rears) and building glass. They are an approved repairer with our insurer VERO which makes it even easier to lodge a claim.

So if you have any broken windows or door glass panels that need urgent attention, ring Clarkson's on 13 16 16 identify yourself as a Uniting Church Congregation and they will send out their repair team. Alternatively you can contact us on 08 8236 4222 and we can assist you in the repair process.

Keep a lookout over the next few issues of Dollars and Sense, for some more tips on how to keep your insurance costs down by minimising and controlling risks, so you don't have claims.

In the meantime, if you have any questions about insurance don't hesitate to contact the Insurance Services Department on 08 8236 4222 or via email at insurance@sa.uca.org.au

Cheers
Tony Phillips and Susanne Alley