



Dollars & Sense

June 2015 Newsletter from the UCSA Resources Team

Seasons

Seasons are a part of our life and a change in season can herald endings and new beginnings. As I write this article I'm still adjusting to the change from daylight savings but while there are things about summer that I'll miss, there are parts of winter I look forward to.

In our work we experience seasons of a different sort. Like most Congregations we are coming to the end of our financial reporting season. Within the Resources Ministry Centre over 30 financial accounts are prepared for auditing and final sign off by the Resources Board or Uniting Church Investment Committee. These will be presented at the June Presbytery and Synod meeting. As I look over the accounts I have been reflecting on how important the "reporting season" is in the life of our church. Annual reporting allows accountability and it is a time to reflect on achievements made and challenges

faced over the past year. It's an important time to consider progress towards goals and to identify discrepancies and discover possibilities.

The financial reports we receive from Congregations tell a story about the life of each church community, its financial health and where attention was focussed. This often reflects the passions of the Congregation and its priorities. As we review each of these reports we recognise the time and effort that has gone in behind the scenes - collecting monies, banking, record keeping, reporting and lodging the report – by faithful members of the Congregation. Thanks to each of you for your part in this, as together, we steward the resources of our church in order to give glory to God and further His mission.

As with each season, the Financial Services Team has recently experienced some beginnings and endings. We are pleased to welcome Sarah Kon to the part-time role of

Financial Accountant. Sarah will be working in Finance and Payroll and brings a wealth of accounting knowledge and experience. Equally we were saddened to farewell Paul Lucas (Finance Officer / UC Invest Administration Officer) and Yvette de Reuver (Payroll Assistant) from the team. We thank both Paul and Yvette for the contributions they made to the life of the church through their roles and wish them well for the future.

I hope this edition of Dollars and Sense provides helpful and relevant information to support you in your role within your Church. As always we welcome your feedback, comments and questions. If you are not sure who to ask, send an email to resources@sa.uca.org.au and it will be forwarded to the best person to assist with your query.

Peter Battersby
Executive Officer, Resources

April 2015

Nunyara hosts Retired Ministers Luncheon

On 7 April 2015, Nunyara Conference Centre hosted the annual Uniting Church Retired Ministers luncheon. The luncheon was attended by approximately 125 retired ministers and spouses and has become an annual event at Nunyara in Belair.

This year's luncheon commenced with time for mingling with old friends whilst enjoying hot tea or coffee served with fresh homemade scones, jam and cream. The luncheon is a great opportunity to catch up with former colleagues from across the greater Adelaide area.

Formalities commenced with a presentation on the camps and conference centres by Mark Lee, General Manager of Uniting Venues

SA. This was followed by the annual beneficiary fund presentation, words of appreciation by the moderator Deidre Palmer, and a time of worship.

The next luncheon is scheduled to be held Tuesday 29 March 2016 with details to be released closer to the time.

The Lord continues to provide his blessing on Nunyara; the Retired Ministers Luncheon is one such example of this.

Mark Lee
General Manager, Uniting Venues SA



Work Health & Safety (WHS)

Safe-Tea Break

Welcome to the second instalment of 'Safe-Tea Break' - an opportunity to take 5 minutes to consider all matters WHS. I'm hoping that if you're reading this that you have also read the first instalment in the March edition, but if you haven't, please do! As a reminder in this year's four editions of Dollars and Sense, I'm aiming at getting us back to basics by providing some simple guidance to those looking at where to start, and a review opportunity for those who are further on.

Our main focus in WHS is always around accident/incident prevention. Sadly though, it's easy to forget this underlying principle when faced with the legislation that we are required to comply with. Believe it or not, the regulations, codes of practice and associated guidance are based on tried and tested ways of implementing successful accident/incident prevention strategies. When the regulations are implemented successfully, they not only reduce the possibility of us falling foul of the law for non-compliance, they do their intended job of reducing the risks for all of us.

Deciding what your risks are is the next important step in managing safety, and is again an area where we can often get

confused and end up putting it off. Risk assessment doesn't have to be arduous, overly time consuming or cover every last tiny risk in minute detail. It is a tool that allows us to consider what the real risks are, place them in an order of priority and implement control measures to remove or reduce the risks. The good news is we have a Hazard Management Policy, Hazard Register and General Risk Assessment documents available for your use on our website. These can be accessed using the following link: <http://sa.uca.org.au/human-resources/workplace-policies/hazard-management-policy-and-procedure>

Step 2: Assess the Risks

- Conduct a tour of the site and list all the hazards on a hazard register, confirm any current controls in place and how well they are reducing the risk.
- Ensure you speak to the people who are undertaking regular tasks at the site as some hazards are only apparent when an activity is being performed, which may be infrequent.
- Choose an appropriate risk assessment tool to further assess more complex and/or higher risk hazards you identify

and decide what additional controls are required.

- When implementing additional controls and/or a safe operating procedure, ensure those who need to be made aware of them receive the appropriate training and supervision.
- Have a plan to review the hazard register and conduct further site tours on a regular basis, and update it when there are any new or significant changes.

If this is your Congregation's first formal hazard management activity, focus on where the real dangers are. Regularly reviewing your hazard register will allow it to develop over time and help keep it relevant to your Congregation.

If you would like to discuss this or any other WHS related matters, I work Tuesday – Thursday at the Synod office and can be contacted on wbooth@sa.uca.org.au or by phone on 8236 4214.

Wayne Booth
WHS Coordinator

Insurance Services

With the year progressing at full speed, we hope you can stop for a moment and read about a couple of things we would like to bring to your attention.

Firstly, for all of those Congregations who have a manse, I thought it is important to remind you that if the manse is left unoccupied for a period of more than 60 days a \$10,000 excess applies to any property claims that may occur. This condition has been on the policy for a number of years, but I'm not sure if you were aware of it. If you do have a property that is unoccupied longer than 60 days, you should also make periodic inspections at least every 30 days to ensure no damage has occurred. If you do discover any, it should be reported to the Insurance Services Department as soon as possible. Also in cases like these you should turn off any utilities such as gas, water, electricity to ensure no leaks may cause a loss.

The second matter I would like to bring to your attention is theft of cash. We have

been advised that a few Congregations have reported cash being stolen from church buildings or whilst being kept in private homes. Just so you are aware, if the cash is kept in a locked safe or locked room and forcible entry is used to steal the cash, a \$500 excess applies to any loss/claim lodged. However, if the cash is not kept in a locked room and/or secured cupboard, safe and is stolen **without the use of forcible entry or is in the open air**, a \$1,000 excess applies to this type of loss/claim. It may be prudent for those keeping amounts of cash on their premises and not able to bank regularly, to consider getting a small safe, and securing it to a brick wall or floor.

Many churches today are being targeted by thieves as they know that many of them do keep valuables or cash and are generally unprotected. Over the last few months we have had a series of burglaries and thefts in the Salisbury, One Tree Hill, and Golden Grove areas and it's possible that it could be the same group, so please be aware of security.

We have the contact details of a security company, and would be happy to give you an introduction if you need further advice. At the end of the day we want to make sure that church property and members are safe from any losses, which will also keep all our insurance premiums low.

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

Tony Phillips and Susanne Alley
Insurance Services

Human Resources and WHS - It's all about people...

Uniting Church SA values people and is committed to providing a safe, healthy and productive work environment. Human Resource and WHS 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 **work health, safety and wellbeing** circle.



Uniting Church SA has developed a number of work health and safety (WHS) resources including policies and procedures covering a range of topics. Current WHS policies and other information can be accessed on the following link <http://sa.uca.org.au/human-resources/>. The policies and information underpin legislation, regulations and code of practices, primarily within the jurisdictions of Work Health & Safety Act 2009. It is envisaged that 2015 will see additional WHS resources developed and implemented throughout Uniting Church SA and its Congregations. It is strongly recommended that Church Councils become familiar with their requirements and adopt and/or adapt policies for use within the Congregation.

For further information please contact Presbytery & Synod Human Resources on: 82364234 or email humanresources@sa.uca.org.au
WHS Coordinator on: 82364214 or email whs@sa.uca.org.au



Property Services - Bequests and Wills - how to leave the Uniting Church a gift

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. Leaving a bequest to the Uniting Church is a great way to invest in God's mission by leaving a legacy for mission and ministry.

A bequest can be left to the Uniting Church specifically to the Uniting Foundation, a particular Congregation, a Uniting Church organisation or for a specified purpose within the Uniting Church.

In the Uniting Church, The Uniting Church in Australia Property Trust (S.A.) is the legal entity in which all property and finances are vested. Hence the Property Trust needs to be named and then additional information provided to direct the gift accordingly.

We suggest seeking legal advice from a solicitor or legal advisor to ensure that taxation and other implications are fully considered for the particular circumstances.

Bequest wording:

The following suggested bequest wording is provided to assist people who wish to leave a gift to the Uniting Church in their will.

I give and bequeath (description of gift, eg specific amount or percentage of estate or balance of estate) to The Uniting Church in Australia Property Trust (S.A.)

a. for the use and benefit of (name of beneficiary – examples listed below)

- (name of congregation) Uniting Church, (address) - eg West Uniting Church, 7 West Tce, Adelaide
- the Uniting Foundation
- Uniting College for Leadership & Theology
- the Synod of South Australia
- UAICC (Uniting Aboriginal and Islander Christian Congress)
- Frontier Services
- the Uniting Church in Australia (Assembly)
- name of Uniting Church body or group

b. for the purpose of (optional – if the bequestor is wishing the bequest or legacy to be used for a specific purpose)

- mission outreach
- children's / youth / seniors' ministry
- pastoral care
- social justice
- international or cross cultural mission
- Indigenous ministry
- theological education

c. If this gift cannot take effect for any reason, for the use and benefit of such Congregation, foundation, institution, council, committee, department, college, board or agency of the Uniting Church in Australia as The Uniting Church in Australia Property Trust (S.A.) considers most nearly fulfils the charitable purposes I intend to benefit.

The bequest wording is also available on the Uniting Church SA website. For further information, please contact Lynne Aird, Property Administrator, on 8236 4210 or laird@sa.uca.org.au

Financial Services & Screening Services Unit

Finance - general:

2015 Mission and Service Fund contributions – response forms

Thank you to everyone who has already submitted a response form.

If you haven't yet submitted your Congregation's 2015 Mission and Service Fund contribution response form please download, print and fill in a form from [Uniting Church SA - Mission and Service Fund](#)

Should you require assistance or a hard copy of the form please call Peter Harbison on 08 8236 4270 or for country callers 1300 766 956.

Audited 2014 Financial Statements - Congregations and Parishes

Audited copies of Congregational and Parish 2014 financial statements are due to be lodged with the Presbytery and Synod office (Financial Services Team) by the 30th June 2015.

This should include an Income Statement (containing all revenue and expenses), a Balance Sheet (showing assets and liabilities) and an Audit Statement confirming that the accounts have been audited.

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 Bookkeeping Unit

Music and Copyright

APRA has a policy of permitting performances of musical works in its repertoire during church services (for example, worship services, weddings and funerals) without the payment of a fee.

You will, however, need a licence from APRA if music is performed on your church premises in any other context, such as at concerts, youth group events, meetings, social groups and fêtes. Please ensure that your Congregation are not paying for licences unnecessarily, and that if you do require a licence, you have paid the appropriate fee. For more information, please see <http://www.apraamcos.com.au/media/6630/churches-peg.pdf>

ACNC Update – Your Congregation’s 2014 Annual Information Statement

The due dates for the **2014 Annual Information Statement** (AIS) are:

- **31 January 2015** for charities with a 30 June reporting year end
- **30 June 2015** 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 2014 Annual Information Statement was due.

Each Congregation is responsible for lodging their own AIS, in order to retain their charitable status. Failure to lodge an AIS means that your Congregation may become liable to pay income tax and lose all other tax concessions.

To lodge your 2014 AIS, please log on to <https://charity.acnc.gov.au>

A 2014 AIS Response Guide has been published by CBU to assist you in completing the statement. You can find this on the UCSA website at <http://sa.uca.org.au/documents/finance/acnc/2014-AIS-RESPONSE-GUIDE.pdf> For more assistance call Marie-Ann on 8236 4215.

Payroll

WorkCover Levy rate

The Synod Payroll Bureau will be notified of the new WorkCover levy rate after the end of financial year. This will be reflected on September Tax Invoices / Payroll Statements.

End of financial year – Payroll payment summaries

Each employee should check that the UCSA Payroll Bureau has the correct mailing address for Payment Summaries, which will be posted out towards the end of June 2015.

Time sheets and leave forms

Timesheets:

- Should reflect all hours worked and all leave taken within the calendar month, including the type of leave (e.g. annual leave, sick leave, leave without pay)
- Leave reflected on a timesheet should be supported by an authorised leave form
- All timesheets should reflect the information below (see table), including a.m. or p.m. for start and finish times.

Including this information, and providing leave forms where applicable, will ensure that the correct pay is calculated and the correct amount of leave is recorded.

Leave forms:

- Can be located on the UCSA website <http://sa.uca.org.au/finance/payroll-bureau-service>
- Please ensure it is:
 - Signed by the employee & authorised by the person they report to.
 - Submitted to the Payroll Bureau at the end of each month along with timesheet. Either post, fax or scan & email (Fax Number 08 8236 4286 Email payroll@sa.uca.org.au)

Should you have any queries please don't hesitate to contact Payroll at payroll@sa.uca.org.au or call 08 8236 4241.

Superannuation Changes – “Super Stream”

New Government legislation for Super Reform means that from **1st July 2015**, small employers (with 19 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.

For more information, including how the service operates, who can use it, its key features and employer eligibility please check the ATO website below:

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

Administration - Police Checks:

Keeping your police check up-to-date or applying for a new check

Whilst the majority of police check applications are processed (and a result received) within 24 to 48 hours, some applications can take longer where there is a name match.

Please bear this potential for delay in mind when applying for a check related to attending a specific event (e.g. KCO). Applying well in advance assists the event co-ordinators, and helps to even out the amount of applications received close to an event.

Information relating to the requirement for a current police check and application forms can be found on the Uniting Church SA Called to Care webpages [Uniting Church SA - Called to Care](#)

Date	Day	Start Time	Break	Finish Time	Hours of Work	Leave Type
PAYROLL ADMINISTRATION						