



Dollars & Sense

November 2018 Newsletter from the UCSA Resources Team

Dear friends

Recently in the Synod office, Rev Mark Schultz led a devotion time centred on 'Peace'. It caused me to think of how challenging it is to find peace amongst the busyness of our lives, especially as the end of the year approaches. As I am writing this note, preparations are underway for the annual Presbytery and Synod meeting, the city is dressing up for the Christmas pageant (which marks the beginning of present buying season) and meanwhile there are only 7 weeks to go until the end of the year to complete all the jobs on my list.

In that reflection time, Mark asked us to think about places where we find peace. 'Places in nature', 'quiet places', 'near the water' and 'long drives in the car' were common responses. It's in that quietness that we can separate from our busyness, and let our thoughts turn to higher things as we rest for a moment in the peace offered by God.

I recognise that you carry much responsibility within your church and you face similar pressures. As the year draws to a close, amongst the many things you do, may you find time to be in your place of peace. Thank you for your efforts throughout this year and for your contribution to the kingdom of God. I hope over this Christmas and New Year season you can *let the peace that comes from Christ rule in your hearts* (Col 3:15).

Grace and peace

Peter Battersby
Executive Officer, Resources

Uniting Venues

Social Justice and Aboriginal Studies programs – transforming student opinions

Beyond Limits Outdoor Education was founded in 2012 based on adventure-style team building activities incorporating kayaking, mountain biking, beach games and team building activities.

Initially providing programs at Adare and Nunyara, Beyond Limits has grown to include programs at Tarooki (Robe), Wallaroo, Port Hughes and Deep Creek Conservation Park.

In 2015, Beyond Limits provided its first program with a social justice theme leveraging off the many social justice services Uniting Church SA and entities associated with the Uniting Church provide throughout the State. The annual program provides awareness of many of the issues impacting refugees and the homeless and is a signature event for Beyond Limits as well as the school involved.

This year, a second school participated in a social justice program and for the first time Beyond Limits hosted a program with an Aboriginal studies theme. Year 7 students participated in dance, painting and basket weaving workshops and played traditional Aboriginal games in Belair National Park.

The photo below shows students receiving a lesson on cooking Kangaroo tail at Colebrook Reconciliation Park near Blackwood.



Further information about our social justice and Aboriginal studies programs is available by contacting us on 08 8278 1883 or by email - beyondlimits@unitingvenuesa.org.au

Insurance Services

With the insurance year ending on the 31 October each year, Insurance Services, in conjunction with our insurance broker, has negotiated renewal terms for the next 12 months. Our renewals will be sent out as soon as we are advised by our brokers of the new premiums.

We are coming into the season of fetes and fairs. If you are thinking of having an event and require a certificate of currency for Public Liability to give to your local council, please call us and we can arrange to send you a copy for the 2018/19 insurance year.

While we are on that subject, Insurance Services has been receiving increased enquiries in regard to joint events that involve more than one organisation. Where joint ecumenical events take place it is expected that each denomination shares the responsibility of providing public liability insurance.

We can provide a Certificate of Insurance for the Uniting Church on the understanding that each denomination has also provided its own document of cover. The certificate, together with a letter stating that the congregation is taking part in a joint ecumenical event which names the other church, local churches or other organisations involved, should be given to the local council or the property owner concerned. The other organisations should also supply their own Public Liability evidence.

If you have any other questions about insurance, please contact Susanne Alley or myself in Insurance Services on 08 8236 4222 or email us at insurance@sa.uca.org.au

Tony Phillips
Manager, Insurance Services

Property Services

Leases

Within the context of the Uniting Church we have two types of leasing arrangements: Commercial and Residential.

The Property Services Team can assist you by coordinating the relationship between congregations and industry professionals with agreements and lease documentation. These industry professionals include real estate agents, conveyancers and lawyers.

With the ever-changing legislation within the property industry congregations are encouraged to move towards engaging real estate agents to market and manage their properties rather than managing the properties themselves.

How can we help you?

The Property Services Team has a number of real estate agents for both types of lease arrangements and can provide congregations with a referral. We can also assist with seeking appraisals from real estate agents on a congregation's behalf for both commercial and residential properties.

Before you consider a lease

It is important to note that agreements with real estate agents are in the name of The Uniting Church in Australia Property Trust (S.A.). ("the Property Trust"). Documents must be reviewed and signed by Property Services staff on behalf of the Property Trust. Congregation members do not have delegated authority to sign any documentation on behalf of the Property Trust.

The smoothest way to operate a residential lease is when the property is managed by a real estate agent.

- The residential lease is signed by the agent on behalf of the Property Trust and congregation.

- The real estate agent manages and communicates directly with the congregation on all tenancy matters i.e. statements, maintenance items, etc.
- In the case of tenancy disputes or vacating the property, the agent manages all of these arrangements.
- The congregation notifies Insurance Services insurance@sa.uca.org.au and Property Services property@sa.uca.org.au of any change to the occupancy of the tenancy.

Commercial leasing is more complex and requires more input from Property Services and the professional industry.

- The real estate agent engaged acts on behalf of the congregation to seek suitable tenants and negotiate the terms of lease.
- A Lease and Disclosure Statement is prepared by the Synod's conveyancer, at the cost of the congregation. The documents are reviewed by the congregation and Property Services.
- Property Services arranges the Lease and Disclosure Statement to be executed by seal.
- The real estate agent manages and communicates directly with the congregation on all tenancy matters i.e. statements, maintenance items, etc.
- In the case of tenancy disputes or vacating the property, the agent manages all of these arrangements.
- The congregation notifies Insurance Services insurance@sa.uca.org.au and Property Services property@sa.uca.org.au of any change to the occupancy of the tenancy.

Property Services supports the congregation during the whole process of leasing including disputes and any questions along the way.

Leasing from others

When a congregation is seeking to lease a space from a third party the lease documentation should be in the name of the Property Trust. When congregations are tenants, the leases would be managed by the owner (or their agent) of the property who would negotiate and prepare the documentation. In some cases when a congregation is a tenant, the preparation of documentation is a shared cost between lessor (owner) and lessee (tenant).

When a congregation is a tenant, there is a requirement to have a Memorandum of Understanding (MOU) in place between the church council and the Property Trust prepared by Property Services and signed by the congregation. This document ensures the church council understands the financial responsibility of leasing a space that is not owned by the Property Trust.

If you have any questions around leasing please contact Trish Johnston, Property Coordinator tjohnston@sa.uca.org.au

Trish Johnston
Property Coordinator

Work Health & Safety (WHS)

Safe-Tea Break

Welcome to the final instalment of 'Safe-Tea Break' for 2018 - and my ongoing quest to try and demystify WHS. In this issue I'm focussing on 'Things that go bump in daylight!'

Collisions with stationary and moving objects pose a regular and often painful reminder that our eyes and spatial awareness are not infallible. We often see reports of accidents where two people have collided, people have walked into various fixtures and fittings and drivers who have collided with posts, other cars and parts of church buildings. Thankfully most of the time it's mostly our pride that receives the biggest blow and physical injuries and damage are not long term.

It's easy to assume that this is just a normal part of life and treat such incidents as being just down to human error alone. However, we should still be ensuring we are minimising the risk of these kinds of incidents as far as is reasonably practicable. Contrary to the popular misconception that WHS will not be happy until everyone is wrapped in cotton wool (!), what we would prefer are often simple actions taken in areas that are obvious and known to increase or contribute to these types of incidents.

There are even many provisions included in the current Building Code of Australia that are intended to help reduce collisions and the dangers from impacts. One such example is:

BP1.3 Glass installations that are at risk of being subjected to human impact must have glazing that:

- a. if broken on impact, will break in a way that is not likely to cause injury to people; and
- b. resists a reasonably foreseeable human impact without breaking; and
- c. is protected or marked in a way that will reduce the likelihood of human impact.

The potential dangers from glass windows and door panels is obvious and known. Yes, I've walked into a closed door glass too and I vividly remember the occasion when our family dog jumped straight through the lower pane of glass on our front door in an attempt to see off an unsuspecting visitor! Thankfully this only resulted in a short trip to the vet for a couple of stitches; however impacts with glass, particularly by vulnerable people, can be much worse.

While the building code generally applies to new construction and significant building alterations, if we need to replace or make safe existing windows or glass panels then this should be done in accordance with the relevant standards.

The following are some simple actions we can take to try and reduce the potential for collisions:

- Mechanically hold doors open during periods of high use, or restrict them when they should not be used.
- Ensure large clear glass panels are clearly marked (manifested) appropriately.
- Maintain appropriate supervision during child free play and physical activities and hold them away from hazardous areas such as where hot drinks are present.
- Make use of trolleys and lifting aids wherever possible when moving hazardous items and seek assistance if necessary.
- Keep corridors and walkways clear and free of unwanted obstacles.
- Ensure lighting into all accessible areas both inside and outside of the building is good and that light switches are clearly visible and located for easy access. Consider installing motion sensing lighting wherever possible.
- Physical barriers such as fencing, bollards and wheel stops should be considered where pedestrians and property are at high risk of impact from moving vehicles.

Finally, because there are always likely to be numerous codes and standards required to be met when making building alterations both inside and out (which can be complicated by other factors such as heritage status) we would always recommend using the experience and knowledge of relevant professionals for such work. If in doubt, please contact UCSA Property Services for further advice relating to property compliance matters.

If you would like to discuss this or any other WHS related matters, I work Tuesday, Wednesday & 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

Finance - General

Synod Office opening hours at Christmas and New Year

The Synod Office will close at 5pm on Friday 21 December 2018 and will re-open on Wednesday 2 January 2019.

UC Invest will operate reduced business hours during this period, and further information will be available on the UC Invest website.

2018 Mission & Service Fund Contributions

If congregations would like 2018 contributions receipted and recorded as part of their 2018 financial statements please ensure contributions are sent to the Financial Services Team before 5pm on Friday 21 December 2018.

This applies to congregations paying by cheque or EFT. Any contributions paid by Direct Debit will be collected from the nominated bank account on Thursday 27th December.

Please download the Contribution Form from the following link and return it to the Synod Finance department. Your prompt attention to this is appreciated.

Forms can be downloaded from <http://sa.uca.org.au/finance/mission-and-service-fund>

Should you have any questions about completing the form or payment methods please contact Peter Harbison on (08) 8236 4282 and for Country Callers 1300 766 956.

Audited Financial Statements for 2017

Faith Communities, Congregations and Linked Congregations ('parishes') are reminded that copies of audited financial statements should have been forwarded to the Synod office **by 30 June 2018**.

Financial statements consist of a Balance Sheet, an Income Statement (Profit & Loss) and an Audit Statement. Audit regulation 3.8.7 can be viewed at <https://assembly.uca.org.au/images/resources/Regulations-Policies/2015-Regulations-updated-August-2017.pdf>

Any queries please contact: Peter Harbison (08) 8236 4282 Country Callers 1300 766 956.

Advance Notice: 2019 Mission and Service Fund (M&SF) response forms

Treasurers are reminded that M&SF direct debits for 2018 contributions will cease at the end of December 2018. New contribution response forms are requested for congregations' 2019 contribution.

The 2019 contribution should be based on 2018 income year-to-date and extrapolated to the end of 2018.

Forms for 2019 should be submitted by 20th December 2018 and can be downloaded from <https://sa.uca.org.au/finance/mission-and-service-fund>

Police Checks for upcoming events

The latest application and consent form for a police check can be downloaded from <http://sa.uca.org.au/safe-church/screening-process> Please destroy any stocks you might have printed of the old form as these are no longer able to be accepted.

You will notice that the Identification requirements have been updated. There is an information sheet on the UCSA/Safe Church web page to help. In particular at least one document must include your photograph or a certified photograph provided to the verifier.

If your Congregation is planning events involving children and youth over the school holidays please submit any police check forms to the Screening Services Unit (SSU) as soon as possible. If a youth or other person genuinely does not have the required four identity documents (including photographic ID) please contact the SSU to discuss.

Should you have any queries please contact: Peter Harbison (08) 8236 4282 Country Callers 1300 766 956 Email: ssu@sa.uca.org.au

Payroll

2018/19 Return to Work SA (formerly WorkCover) levy rate

The UCSA Payroll Bureau has been notified of the new levy rate for the 2018/2019 Financial Year.

The rate is reflected from September Tax Invoices / Payroll Statements and is 0.72%.

December 2018 Payroll Cut-off Times

Please aim to submit all Timesheets (relating to November) to the Payroll Bureau by **Monday 3rd December**. This will greatly assist Payroll in completing the final pay cycle for the year.

Any leave reflected on November timesheets or planned to be taken in the month of December, should be reflected on a signed & authorised leave form. Leave forms are available on the UCSA website.

Timesheets & Leave forms can be scanned & emailed to payroll@sa.uca.org.au or posted or faxed to (08) 8236 4286.

Please remember that unused annual leave being accrued and recorded in the Payroll system remains a financial liability of the congregation.

Payroll Bureau Administration Processing Fee increase – 2019

The Payroll Bureau Service Fees will increase from 1st January 2019 in order to partially recover costs associated with providing the Payroll Bureau Service.

The new rates will be	With GST	Without GST
Set Up of New Payroll Company	\$120.00	\$109.10
Set Up New Employee	\$59.97	\$54.52
Payroll Monthly Admin Fee	\$23.07	\$20.97
Termination of MOU	\$29.98	\$27.26
Reprocessing Fee	\$29.98	\$27.26

Further information is available by emailing payroll@sa.uca.org.au

Annual leave records - Ministers

Congregations should ensure that they maintain records for Ministers taking annual leave.

Synod by-laws 11.1 set out the standard guidance regarding annual leave:

11.1.6 Annual leave for Ministers shall be four (4) weeks per calendar year taken within that year by arrangement with the Congregation or other appropriate body.

Leave Request Forms – an important document of record

It is vital that Leave Request Forms are completed & signed by the employee & the authorised person they report to, and submitted to the Payroll Bureau in a timely manner.

This ensures that records are correct and up-to-date prior to Payroll processing.

All unused annual leave being accrued and recorded in the Payroll system remains a financial liability of the Congregation.

Long Service Leave provision – lay employees

Congregations should ensure that they are maintaining a provision for Long Service Leave for lay staff employed.

Full and part time lay personnel will be entitled to Long Service Leave under the terms and conditions of the Long Service Leave Act 1987.

On completion of ten (10) years continuous service with Uniting Church SA, long service leave will be allowed to be taken. Per the Uniting Church SA Personnel Handbook this is generally a minimum amount of two (2) weeks at a time convenient to both the individual and their employer.

Single Touch Payroll – do you run a payroll process at your congregation?

Does your congregation process its own payroll? Do you have 19 or less employees?

If so you will be required to commence Single Touch Payroll reporting from **1 July 2019**, subject to legislation being passed.

Actions required by your congregation if you process your own payroll:

- Find out when STP-enabled software will be ready from the supplier of your payroll software.
- Ask your payroll service provider how to get ready.
- Review your current payroll processes to see if they can be updated.
- Develop an implementation plan.

More information is available on <https://www.ato.gov.au/Business/Single-Touch-Payroll/>

If your pay is processed through UCSA Payroll Bureau, you can already access pay information (salaries/wages, PAYG and Super information) through your own myGov account. Payroll Bureau implemented this monthly mandatory reporting requirement from 1 July this year. This also means

- Employers may not need to provide the ATO with an end of year payment summary
- Payment Summaries at the end of the financial year (30 June) may not be necessary once an employer starts reporting through STP
- In the future, STP information will be used to prefill your activity statement

Diane Hughes
Manager Financial Services