



## Contribution Response Form

Thank you for your commitment to the Mission and Service Fund. This fund provides vital financial support to every aspect of our Church's mission. Together, congregations and faith communities make a significant contribution to the work of the wider church through allocating 10% of their monies received to the Presbytery and Synod Mission and Service Fund. Without these contributions, the mission of the Uniting Church is restricted.

Each year treasurers are requested to confirm (for budgetary purposes) the anticipated contributions towards the Mission and Service Fund. Congregations who currently contribute by direct debit are also requested to advise the new amounts to be debited. Please complete the attached response forms and return to this office by **14 December**.

### Calculating your Mission and Service Contribution

Contributions are based on 10% of defined income (projected to 31 December) which is the total monies received to which your Congregation is entitled, less:

- monies received where the Congregation is acting as a 'temporary banker' for funds raised which will be distributed to other bodies outside of the Congregation, e.g. Pancake Day or Lenten Appeal;
- grants received from the Synod, e.g. Uniting Foundation;
- monies received for specific projects/funds e.g. purchase of a new roof.

Where income is received from rental property the net income is to be included (e.g. after deducting agent fees, repairs to rental properties).

### If your congregation is part of a 'parish'

If you are completing the response form on behalf of your member congregations it is important that a breakdown in dollars by congregation is provided. Where this is not provided the Financial Services Team will allocate by congregation based on previous years' contributions or split equally. Cheques received without a breakdown in the remittance advice will be split and allocated on the same basis. Direct debits from 'parishes' will show as individual debits (for each member congregation) rather than one ('parish') amount.

Parishes and member congregations normally account for offering income in one of two ways:

**Method 1:** consolidate to one set of financial statements. If there is only one set of books each member congregation's offerings are listed and totalled. This total is used in the Mission and Service Fund calculation process.

**Method 2:** both the 'parish' and member congregations maintain separate sets of accounts and thus financial statements. In some cases member congregations pay a percentage of their offerings to the parish fund. The FULL offerings received should be recorded as Income by the congregation; payments (or allocations) to the 'parish' should be recorded under Expenditure. (The 'parish' should then record all allocations as parish Income.) The FULL (not NET) congregational offering figure should be included in the Mission and Service Fund calculation process.

### Returning your forms:

Please return:

- Completed *Contribution Response Form*
- Completed *Payment Options Form*
- Completed *Direct Debit Authority Form (if applicable)*
- 

Please return your forms by **14 December** to:

**Uniting Church SA, Financial Services Team**  
**GPO Box 2145 ADELAIDE SA 5001**  
or [finance@sa.uca.org.au](mailto:finance@sa.uca.org.au)

Should you require any assistance please phone (08) 8236 4270 or 1300 766 956 (country)



# Customer DDR Service Agreement

## Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between 'Uniting Church SA Synod 085107' and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

### Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the item/s stated on the Direct Debit Request

### Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day after the scheduled drawing date.
- We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice may state the new amount, frequency, next drawing date and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please contact us.

## Your rights

### Changes to the arrangements

If you wish to make changes to the drawing arrangements, please contact us in writing. These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the DDR; or
- cancelling the DDR completely.

### Enquiries

Direct all enquiries to us, rather than to your financial institution, and these should be made at least two working days prior to the next scheduled drawing date.

### Privacy Act

All information collected on this form is managed in accordance with the Uniting Church SA Privacy Policy 2014. It has been collected for the primary purpose of a DDR Service Agreement. All personal customer information remains confidential except that information provided to our financial institution to initiate the drawing to your nominated account. If you need clarification about what constitutes an authorised activity or you have any other privacy related queries, please contact Malcolm Wilson on (08) 8236 4206 or [privacy@sa.uca.org.au](mailto:privacy@sa.uca.org.au)

### Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting our staff.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
  - within 7 business days (for claims lodged within 12 months of the disputed drawing) or
  - within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the drawing amount if we can not substantiate the reason for the drawing.

*Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.*

## Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that on the drawing date there are sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution, we will contact you. Any transaction fees payable by us in respect of the above may be charged to your Church.



# Contribution Response Form

For the form to fill properly, please do not use "\$," comma or full stop. Enter numbers in green boxes.

**Congregation Contributions:** Please complete boxes A, B and C for your Congregation and, if applicable, for each member Congregation belonging to your Parish/Linked Congregations. This information is needed for ALL congregations regardless of payment method.

**Network Contributions (Optional):** Please complete box F if you wish to have this direct debited along with your Mission & Service Fund Contribution. Network Contributions for **3Dnet, Hope and Northern Rural Mission Networks** are not processed by the Synod office and should therefore be paid to them direct: DO NOT COMPLETE box F for these networks.

<b>A</b> Congregation Name	<b>E</b> Monthly M&SF contribution <i>Divide D by 12 months</i>
<b>B</b> Network Name	
<b>C</b> What was your defined income for the current year for Mission & Service Fund purposes? See 'Calculating your Mission and Service Contribution' on page 1.  <i>Use only numerical digits eg. "100000"</i>	<b>F</b> Annual Network contribution <i>Please contact your network to ascertain the rate or dollar amount to be levied in the next year.</i>
	<b>G</b> Monthly Network contribution <i>Divide F by 12 months.</i>
<b>D</b> Annual M&SF contribution <i>The figure in C times 10%.</i>	<b>H</b> Total Monthly contribution (E+G)

<b>A</b> Congregation Name	<b>E</b> Monthly M&SF contribution <i>Divide D by 12 months</i>
<b>B</b> Network Name	
<b>C</b> What was your defined income for the current year for Mission & Service Fund purposes? See 'Calculating your Mission and Service Contribution' on page 1.  <i>Use only numerical digits eg. "100000"</i>	<b>F</b> Annual Network contribution <i>Please contact your network to ascertain the rate or dollar amount to be levied in the next year.</i>
	<b>G</b> Monthly Network contribution <i>Divide F by 12 months.</i>
<b>D</b> Annual M&SF contribution <i>The figure in C times 10%.</i>	<b>H</b> Total Monthly contribution (E+G)

<b>A</b> Congregation Name	<b>E</b> Monthly M&SF contribution <i>Divide D by 12 months</i>
<b>B</b> Network Name	
<b>C</b> What was your defined income for the current year for Mission & Service Fund purposes? See 'Calculating your Mission and Service Contribution' on page 1.  <i>Use only numerical digits eg. "100000"</i>	<b>F</b> Annual Network contribution <i>Please contact your network to ascertain the rate or dollar amount to be levied in the next year.</i>
	<b>G</b> Monthly Network contribution <i>Divide F by 12 months.</i>
<b>D</b> Annual M&SF contribution <i>The figure in C times 10%.</i>	<b>H</b> Total Monthly contribution (E+G)

<b>A</b> Congregation Name	<b>E</b> Monthly M&SF contribution <i>Divide D by 12 months</i>
<b>B</b> Network Name	
<b>C</b> What was your defined income for the current year for Mission & Service Fund purposes? See 'Calculating your Mission and Service Contribution' on page 1.  <i>Use only numerical digits eg. "100000"</i>	<b>F</b> Annual Network contribution <i>Please contact your network to ascertain the rate or dollar amount to be levied in the next year.</i>
	<b>G</b> Monthly Network contribution <i>Divide F by 12 months.</i>
<b>D</b> Annual M&SF contribution <i>The figure in C times 10%.</i>	<b>H</b> Total Monthly contribution (E+G)

**IMPORTANT NOTE:** If the direct debit form is received after 21 January the first monthly direct debit will be backdated to January, unless a cheque is received for the prior months or if specific instructions are received. Please ensure that your bank account has enough funds for these transactions.



## Payment Options Form

### Payment Method

Please indicate your congregation's payment method:

- |              |   |
|--------------|---|
| Direct Debit | A completed <i>Direct Debit Authority Form</i> is attached.<br><br><i>Direct Debit Authority</i> is already in place - amendment of contribution values are advised on the response form. |
| Cheque       | Made payable to ' <b>Uniting Church South Australia</b> ' and advise which month and congregation(s) it relates to.   |

### Congregational Approval

I certify that the information has been provided in accordance with the directions and/or procedures of my congregation or 'parish'/linked congregations.

Representative of the Church Council or Parish/Linked congregations

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Congregation Contact Details

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Please return this *Payment Options Form*, the *Contribution Response Form* (and *Direct Debit Authority* if applicable) to:

**Presbytery and Synod of South Australia**

**Financial Services Team**

GPO Box 2145, Adelaide SA 5001

finance@sa.uca.org.au

Fax: (08) 8236 4280

*Enquiries:*

Phone: (08) 8236 4270 1300 766 956 (country callers)



# Direct Debit Authority

## Mission and Service Fund Contribution

### Payment Method

We request you, '**Uniting Church SA Synod 085107**', to arrange for funds to be debited from the nominated account at the financial institution shown below according to the schedule specified below.

We acknowledge receipt of and understand the Customer DDR Service Agreement:

Bank Account Name: \_\_\_\_\_

Account Address: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Commencing in: \_\_\_\_\_ (month) \_\_\_\_\_ (year)

Please debit our account on the 25th of each month for **Mission and Service Fund** contribution.

Congregation Name: \_\_\_\_\_

Please debit our account on the 25th of each month for **Network** contribution.

Network Name: \_\_\_\_\_

### Authorisation (two bank account signatories required)

1. Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

2. Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### Privacy Statement

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