



## The Presbyterian Church Property Trustees

### **PIF STATEMENTS WILL NO LONGER BE POSTED**

Due to the rising cost of printing and postage, we will no longer be posting out the quarterly PIF statements. Statements from December 2016 onwards will need to be accessed electronically.

The majority of parish Treasurers or Administrators who are registered as the Authorised User of their parish PIF account, have internet access to the account. This allows the User to view transactions or download statements at any time, and many already take advantage of being able to do so.

Interest is credited each calendar quarter and shows in the PIF account by about the 10<sup>th</sup> day of the month following the end of the quarter.

As well as being able to download and print statements at any time, Authorised Users can also process withdrawals and record deposits. Many parishes also have the advantage of internet banking that allows them to direct credit deposits to the PIF account - which is much more convenient than banking a cheque.

If you've been registered as the Authorised User of your parish's PIF account in the last two or three years, you will have received a personal User ID and password and detailed instructions to access the PIF and perform the various functions available.

There may be a few parishes where the Authorised User does not have internet or is not comfortable using it. In these cases, a second Authorised User could be registered to give the parish this capability. All logons are personal to the individual and for the protection of all concerned, passwords must not be shared.

If you're the Authorised User, try logging in and have a go at accessing your statement or processing the next withdrawal you need. It's quite straightforward. Once you're familiar with the process, you'll wonder why you didn't do it sooner.

Instructions for accessing your parish's PIF account to view and print your statements are attached to this newsletter.

### **This means that our CPT newsletters will also no longer be posted out**

Each quarterly newsletter is published on the Trustees' page of the Church's website. We will also distribute this by email as widely as we can and ask Presbyteries to also circulate each newsletter to its parishes.

This move into the "electronic world" doesn't mean we're no longer here to help. Please feel free to call Pat, Kos or Marion at the CPT office on (04) 381 8290 or toll free 0800 559 874 or email [trustees@presbyterian.org.nz](mailto:trustees@presbyterian.org.nz) if you have difficulty logging in or just need a bit of coaching.

## Does your parish rent out a residential property?

### Smoke Alarm & Insulation Requirements for Tenanted Residential Properties

If a parish is renting out a residential property e.g. a manse, it must comply with the legislation requiring the installation of smoke alarms and insulation.

- **Smoke alarms** must be installed in all tenanted residential properties from 1<sup>st</sup> July 2016. It is the landlord's responsibility to ensure that smoke alarms are in good working order and meet the Residential Tenancies Act requirements. Tenants are also required to replace expired batteries and to advise the landlord of any problems with the alarms. Further information is available at [Smoke alarms » Tenancy Services](#)
- **Insulation** must be installed in all tenanted residential properties by 1<sup>st</sup> July 2019. Landlords are responsible for ensuring that insulation is installed and meets the requirements of the Residential Tenancies Act. Landlords are also required to provide a statement on new tenancy agreements about the location, type and condition of insulation in the home for any new tenancy from 1<sup>st</sup> July 2016. Further information is available at [Insulation » Tenancy Services](#)

### P-lab Contamination Risk in Tenanted Properties

Parishes that rent out residential properties need to be particularly vigilant with regard to the possibility of p-lab activity taking place at their properties. Unfortunately, drug dealers come in all shapes and sizes and many could easily be taken for an everyday mum or dad. What could be more respectable, or a better cover, than renting a property owned by a local church?

Apart from the obvious dangers posed by p-lab contamination, the clean up costs can run into tens of thousands of dollars with the very real possibility that your insurance will not cover the full cost.

For information about landlords' obligations visit [Renting a property affected by methamphetamine \('P'\) » Tenancy Services](#)

### CPT will be at General Assembly

Kos, Pat and some of the Trustees will be attending this year's General Assembly in Dunedin. We'll be happy to make time, where possible, if any parish representatives would like to discuss any matters relating to the Trustees or just have a quick chat and put faces to names.



# The Presbyterian Church Property Trustees

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## PIF STATEMENT ACCESS INSTRUCTIONS

### USER ID & PASSWORD

- As the Authorised User for your parish PIF account you will be given a user ID and password when you are set up.
- **If you forget this:**  
Email [trustees@presbyterian.org.nz](mailto:trustees@presbyterian.org.nz) or phone (04) 381 8290.

### LOG IN

- Go to [www.presbyterian.org.nz](http://www.presbyterian.org.nz), click on the Find Something Fast tab at the top of the screen, then select Church Property Trustees.
- Click on the link under Presbyterian Investment Fund (PIF) in the left column, then click on the log-in access in the centre column  
<https://bfs.booster.co.nz/Account/Logon.aspx>

### VIEWING AND PRINTING STATEMENTS

- Click on Reports (Cash Transactions) on the bar under the logo at the top



- Enter the start and end dates required (format: dd-mmm-yyyy, eg. 01-Oct-2016)
- Enter your Client ID (i.e. PIF account number) and click **Add**
- Click **Generate Report**
- To print your report, click on the **printer** icon on the toolbar above the report or right click on the page and select print.

### FOR ASSISTANCE:

If you have any difficulty accessing your statement, please contact Pat Griffin at the CPT office on (04) 381 8290 or toll free on 0800 559 874 or by email at [trustees@presbyterian.org.nz](mailto:trustees@presbyterian.org.nz) or [pat@presbyterian.org.nz](mailto:pat@presbyterian.org.nz)