

TREASURERS' NEWS

The latest news for Presbyterian & Cooperating Venture parishes

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Treasurers' News

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Welcome to our April newsletter...

This is our first newsletter for 2022. The year is flying past, and we are into April - the last Treasurers' Newsletter was in December. This newsletter will update you on the Finance Department. The Finance team has been working under the Red Traffic Light system, working from home for the last few months. Many of you are in a similar position and I thank you for continuing to support your parish in less-than-ideal circumstances. I am sure our entire Church prays this will allow us more freedom in 2022 whilst keeping our communities safe.

We are finalising the 2021 PCANZ Consolidation over the next few weeks. It has been a mammoth task and we have limited resources at our disposal. The annual financial consolidation is with us to stay and so we need to think about improvements to processes and resources. Over the next few weeks, we are looking at improvements that will help the 2022 Consolidation, and we hope to announce those changes in the next Treasurers' Newsletter.

Thank you for your assistance in the 2021 consolidation. Our auditors are reviewing the consolidation to improve the processes. The recommendations will be incorporated into the year-end pack we will send you.

Contact Martyn Vincent if you have any questions on the Financial Consolidation or Charities Services filing. For more general and assessment enquiries, email Katrina Graham.

We look forward to continuing to work with you throughout 2022.

FINANCIAL CONSOLIDATION

30 JUNE 2022

We are working on the timetable for the 2022 Financial Consolidation, we will send you a detailed timetable for the 30 June 2022 Financial Consolidation. Note that the deadline for parishes and trusts trial balances to be sent to us will be brought forward to **31 August 2022**. The earlier deadline is to enable us to complete the accounts, submit them to our auditors, and file the accounts to the Charities Services by the end of December. If you have any comments or suggestions to aid with the 2022 consolidation, please email [Martyn Vincent](#).

Yearend Financial Reporting Packs

In May we will send out the reporting packs for parishes. The pack will include a variety of documentation which will aid the 2022 Consolidation, helping both parishes and the PCANZ for the 2022 Consolidation.

Some forms you will be familiar with, such as the financial pack and the statistical pack, with some improvements and helpful suggestions.

Agreed Upon Procedures (AUP)

We are preparing the Agreed Upon Procedures (AUP) review for parishes to complete. The AUP will cover standard procedures that good financial governance should follow in any organisation. For example, retention of supporting documents for payments, two signatories required for payments of accounts, regular council meetings to review the accounts of the parish etc. These are a few examples there will be others, and we will keep the AUP process simple and easy to follow.

The AUP will also form part of the annual financial review process by our review process and will aid our auditors, Ernst & Young, in their audit of the Group Consolidated accounts. The AUP will focus on key financial controls, and we are planning that it should not be too onerous to complete by parishes.





As you may be aware, the PCANZ Book of Order was amended last year so that if a parish wished to have their own financial review or audit that the reviewer or auditor must be approved by PCANZ.

Parishes must have an annual financial review or audit as required by Charities Services. Under the PCANZ Book of Order, the reviewer or auditor must be approved by PCANZ as part of the PCANZ Group. There are statutory and regulatory guidelines on who may complete a review or audit. It has become clear to us that many parishes are unaware of the details in the regulations, the parish reviews or audits are not being completed by a suitably qualified person or firm. Attached to this newsletter is a detailed summary of the regulations and definition of suitable qualified persons or firms.

Contacts for support

Where to find accounting advice and support

- For XERO users, if you need accounting advice, please contact Laurenson's, particularly if you want ongoing support. Email Laurenson's [Rowena Janes](#).
- If you have non-Xero accounting questions, please contact Church finance, email [Martyn Vincent](#).
- Another accounting supplier to consider for ongoing accounting support is CATAS (Church and Trust Accounting Services). They supply a full range of accounting services and cater for charities, phone (04) 282 1377 or [email](#) them. They are based in Christchurch and have clients throughout New Zealand.
- There are many chartered accounting firms throughout New Zealand that can supply help, advice and support for your parish. However, we recommend that you consider either Laurenson's or CATAS as above, they have experience with the charity sector, and in particular, church organisations.



Appendix 1

[Download here](#) 'Requirements for PCANZ Parishes Review or Audit' - a detailed summary of the regulations and definition of suitable qualified persons or firms.