

FINANCIAL STATISTICS

Guidelines to completing the Financial Statistics form

1. Offerings and Donations

All regular giving for the general purpose of the church, including envelope giving, general donations and special appeals for the purpose of meeting church operational expenses.

2. Charitable appeals

Money specifically raised or received for charitable appeals beyond the parish, not for church operations.

3. Funds received for Mission

Grants and donations received specifically for local and overseas mission purposes.

4. Specific Funds received for capital works

Money received for specific presbytery approved building projects, including the purchase or construction of a building, or the refurbishment or major maintenance of a building used for parish purposes.

The parish is to have a presbytery recommendation of the building project to the Church Property Trustees (CPT) and CPT approval prior to the receipt of funds for the building project. Funds received for the project should be separately identified at collection and properly accounted for. Proposals which involve expenditure of more than \$50,000 require presbytery approval.

If the above criteria are met then all funds that are raised will be eligible whether in reasonable anticipation of construction, to meet direct project costs, or to repay a loan that funded the building.

Note: if capital funds for building works are invested, the interest income earned on those funds is assessable income.

5. Other grants received

Any grants received for the purpose of funding church operations. Includes Press Go or Presbyterian Foundation grants. Does not include donations received.

6. Wage Subsidy received

Any funds received as part of the Government's Covid-19 wage subsidy scheme.

7. Legacies and bequests

All legacies and bequests, general or specific, from parishioners and others.

8. Realised capital gain on sale of property

Any gain received on the sale of church property.

9. Property income

Total income received from the rental or hire of manses, church buildings, and any properties held for the purpose of generating income (including revaluation of investment property).

Note: total property income should be recorded and should not be netted off against property costs. Property costs should be separately disclosed under "property expenses" (see 17 below).

10. Investment income

Interest and dividends earned on cash, shares, term deposits and investments, including Presbyterian Investment Fund deposits.

Note: if capital funds for building works are invested, the interest income earned on those funds should be reported here.

11. Income from services and activities

Income earned from activities such as opportunity shops and fairs, and income-generating services such as weddings or funerals.

12. Sundry income

Any other income or sundry receipts as reported in the Statement of Financial Performance that is not recorded in other income categories.

13. Ministers' stipend and allowances

Local and national ordained ministers' costs including gross stipend, seniority, reimbursing and other allowances (excluding housing allowance). For Presbyterian churches this entry will include the church contribution to the Ministers' Beneficiary Fund.

14. Ministers' housing costs

The gross amount of any housing allowance paid to a minister or rental expense paid to a third party and added to a minister's stipend package. This is recorded separately to other ministers' allowances as it is deducted from assessable income for calculation of Assembly Assessment.

15. Other Ministry Costs

Any costs of ministry that are not paid to the minister in the form of stipend and allowances. Include travel expenses (paid to a provider or by way of reimbursement) office or administration expenses incurred specifically by the minister (as opposed to the church office – refer note 16) and any employment costs (salary, allowance, and expenses) of non-ordained or supply ministry.

16. Other staff costs and expenses

Expenses relating to non-ministry or lay employees, including administration staff and child and youth workers. Includes gross salaries, wages and allowances, staff training expenses and reimbursement of expenses, ACC, and church-funded pension expenses. Excludes unpaid and volunteer expenses (refer note 17).

17. Property expenses

Expenses relating to the maintenance and operation of church buildings and any properties held for the purpose of generating income, including repairs and maintenance, rates, and insurance premiums. Excludes building purchase and improvement costs (which should be capitalised) and rental costs incurred on behalf of a minister.

18. Administration and office expenses

Office expenses, communications, computer costs, travel, depreciation, consultancy, Assembly Assessment and presbytery levies, and non-property related insurance premiums.

19. Local Mission

All expenditure for mission within New Zealand, including disaster relief, local mission projects and contributions and expenses excluding wages and salaries (Refer note 16) paid to volunteer and unpaid mission workers including child and youth workers. Local mission expense includes the on-payment of donations received for specific or general purpose New Zealand based mission projects, as well as grants paid from church funds.

20. Overseas Mission

Grants, donations, and mission expenses paid to overseas agencies, workers, or projects, including the on-payment of donations received for the purpose of overseas mission.

21. Sundry expenses

Any other expenditure incurred not already reflected above, including any Sunday school, youth, Bible Study, and worship costs.

22. Land and buildings

Land and property owned and operated by the Church, excluding investment property. A market valuation (Quotable Value) of building is preferred but if this is not available, a Rateable Valuation (RV) is acceptable. Do not use the insurance valuations for recording the value of buildings as these cover buildings only, not land. The entry should include the value of any mortgaged property.

23. Fixed assets

All capitalised and depreciating assets (motor vehicles, computer equipment, furniture, and fittings). Valuation is at net book value (cost less accumulation depreciation).

24. Cash and investments

Cash accounts and investments at balance date, including deposits in the Presbyterian Investment Fund and other financial institutions, shares, and the rateable value of any investment property owned by the church for the purpose of generating income.

25. Accounts receivable

Loans and accounts owed to the church at balance date.

26. Liabilities

Any amounts owed to third parties at balance date, including accounts payable, creditors, commitments, loans, and mortgages.

27. Equity

This is an accounting entry and is the difference between total assets and liabilities.