



Presbyterian Church of Aotearoa New Zealand

FINANCE NEWSLETTER 149

TO: Parish and Presbytery Treasurers
FROM: Brendan Sweeney, Manager, Financial Services
DATE: 20 December 2012

1.	Email access to Assembly office
2.	Church Management Project update
3.	Parish statistics
4.	Office closure over Christmas and New Year

1. Email access to Assembly office

My apologies to those that have been unable to contact assembly staff by email. Due to a contractor error the service has been down since last Thursday, but that has just been restored at time of writing (3.00pm Thursday 20 Dec) for incoming and outgoing emails. Email accumulated over the last week is still not accessible to us but I'm told will be in the next day or two. In the meantime if there is important or urgent mail you wish to get to us, please re-send. When the backlog is available it will obviously take a little time to clear. Again, I apologise and very much appreciate your patience and understanding.

2. Church Management Project update

The update of a Church administration manual has been progressing over the past few weeks and is nearing final draft stage. As reported the main work streams are:

- an electronic guideline document that will incorporate Church employment, finance and administration matters
- A road show, planned for next year, to introduce presbyteries and parishes to changes in the reporting standards and Charities Commission reporting requirements
- The development of Church accounting software that will be made available to parishes to assist in meeting new standards.

A draft of the guideline will be circulated to Presbyteries and other groups in the next few months for review and comment. Please note that as revised accounting standards have not yet confirmed, they are unlikely to be covered in detail in the draft but will be detailed in a subsequent update, and treasurers informed accordingly

3. Parish Statistics

Thank you to those parishes that have completed statistics forms to 30 June. The deadline for completion was 28 September 2012 and many parishes still have not complied. As you know the filing of statistics and finance reports is required to maintain the parish tax exempt status under the Charities Act, so if you have not completed returns please do so or advise me if there are any issues.

4. Assembly Office Closure over Christmas and New Year

The General Assembly office will be closed from Friday 21 December to Monday 7 January 2013, although I can be contacted by email or cell phone (027 272 8407) if there is any urgent business. Direct debits for Assembly Assessment usually processed on the 25th of each month will be processed on Thursday 27th December 2012.

Thank you for your support over the past year. All the best to you and your families for Christmas and have a wonderful new year.

Brendan, Margaret, Katrina, Miki

