



## FINANCE NEWSLETTER 169

**TO:** Parish Treasurers, Presbytery and Parish clerks  
**FROM:** Brendan Sweeney, Manager, Financial Services  
**DATE:** 22 December 2014

1.	<b>Church Management Support guide update</b>
2.	<b>2014 GA Accounts</b>
3.	<b>Thank You Payroll</b>
3.	<b>Assembly Office Christmas Break</b>

### 1. Church Management Support guide update

The CMS guide has been update and is posted on the website:

<http://www.presbyterian.org.nz/for-parishes/treasurers-information-church-management-support-guide>

To access this manually, please go to [www.presbyterian.org.nz](http://www.presbyterian.org.nz) and go to “find something fast” and then the “Treasurers Information” tab. Specific changes to the document are:

- Section 1.1, page 5. Church governance and administration roles
- 1.2.1, page 6. Updated links to support tools: Xero for parishes, Infoodle church membership and receipting software and Thank You Payroll
- 1.5, page 12, Finance (including financial reporting standards for charities, and including links to resource material for the planned presentations on accounting standards and charities registration
- 1.6.3, page 33. Parish statistics and financial reporting standards

- 1.7, page 33. Church registration with Charities Services
- 1.10.4, page 48. Property Insurance
- 3.3.1.5, page 86. Calculation and tax on ministers housing allowance

## **2. 2014 GA Accounts posted on website**

The audited finance report for General Assembly to June 2014 has also been posted on the website:

[http://presbyterian.org.nz/sites/public\\_files/for\\_parishes/June\\_14\\_GA\\_Finance\\_Report\\_Final.pdf](http://presbyterian.org.nz/sites/public_files/for_parishes/June_14_GA_Finance_Report_Final.pdf)

Please contact me if you require further detail or clarification of the report.

## **3. Thank You Payroll**

In the past few months I have been investigating the work of Thank You Payroll, (<https://thankyoupayroll.co.nz/>, an agency established to manage the payroll and associated tax functions for small organisations. Their services are free of charge to churches because they are subsidised by Inland Revenue Department through the IRD payroll subsidy scheme.

Thank You Payroll's has a large customer base and reports on performance are positive. It is my recommendation that churches consider them to manage the payroll of ministry and staff. Once a partnership is established, there will be a requirement for churches to update hours of work each pay cycle, through the Thank You Payroll website, and to transfer the gross payroll amount in advance of the paydate. However the reduction in administration and payroll risk, as well as the absence of any fees, makes agency in my opinion an option worth consideration.

This office currently manages the payroll for about 30 parishes. While we perform this task to a very high standard, there is some risk in terms of backup for the payroll function. For this reason it is my intention to transfer this service to Thank You Payroll from the beginning of the new tax year, 1 April 2015, (and to transfer the general assembly staff payroll as an unconfirmed date later in the year). This will of course require the agreement of churches we manage payroll for, and they will be contacted with the transition plan early in the New Year.

#### **4. Assembly Office Closure over Christmas and New Year**

The General Assembly office will be closed from Wednesday 23rd December to Monday 5 January 2015, 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 25<sup>th</sup> of each month will be processed on Monday 29th December 2014.

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.

