



# Presbyterian Church of Aotearoa New Zealand

## FINANCE NEWSLETTER 176

**TO:** Parish Treasurers, Presbytery and Parish clerks  
**FROM:** Brendan Sweeney, Manager, Financial Services  
**DATE:** 30 August 2015

1.	<b>Posting of Annual Accounts on the charities website</b>
2.	<b>Church Payroll Service Offer</b>

### 1. Posting of Annual Accounts on the charities website

Now that churches have individual charities registration, there is a requirement to post annual accounts on the charities register. This has a deadline of six months after balance date which means churches with a June balance date should post accounts by December 31 this year. This year's accounts may be posted in the format that they are currently produced. From 2016 accounts should be in the format required under the new accounting standards.

On registration, Charities Services issued your church with CC number and password. Use these to access the Annual Return page of the charities website.

<https://www.register.charities.govt.nz/AnnualReturn/Step0GettingStarted>

You may refer to the Charities Services guidelines, below, for the process, and I am happy to assist if required. Note Charities Services charge about \$50 to post accounts on the website, and about \$70 to process a manual return.

<https://www.charities.govt.nz/im-a-registered-charity/annual-returns/how-to-complete-an-annual-return/>

### 2. Church Payroll Service Offer

Last week I sent out a communication recommending Church and Trust Accounting Services to parishes who are considering outsourcing or changing agencies for payroll and church administration tasks. If you did not receive it that notification and supporting documents are posted on the PCANZ website:

[http://presbyterian.org.nz/sites/public\\_files/for\\_parishes/Letter\\_to\\_parishes\\_re\\_CA\\_TAS\\_payroll.pdf](http://presbyterian.org.nz/sites/public_files/for_parishes/Letter_to_parishes_re_CA_TAS_payroll.pdf)