



Presbyterian Church
of Aotearoa New Zealand

TREASURERS' NEWSLETTER

June 2020 - Issue 224

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Welcome

Welcome to our June newsletter.

It's hard to believe that it's nearly the end of June already and we have passed the shortest day! I hope this newsletter finds you well, and that you are keeping warm in these colder months. It is a busy time of year for all of us involved in finance, with the end of the financial year approaching for many, and the annual update in Assembly Assessment. The Assembly Office team is happy to help with any questions you have – please give us a call, or email Katrina Graham katrina@presbyterian.org.nz.

New Assembly Assessment rates apply from 1 July 2020

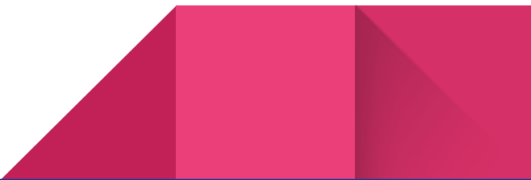
Invoices for both Presbyterian and UCANZ parishes are in the process of being sent out. For those parishes that pay by direct debit, no action is required. If you pay by direct credit, please update your bank details to the new amount payable; this can be done online if you use internet banking.

Parishes were advised of the new Assembly Assessment charges earlier this month. Please contact Katrina Graham at katrina@presbyterian.org.nz if you would like any further information or assistance regarding your Assembly Assessment payment.

As the Assembly Assessment charges have now been finalised, no adjustments can be made, unless they result from a calculation error.

Financial year-end – what Assembly Office needs from you

For many parishes, June is the financial year-end. This is the case for the Assembly Office. It is also the first year we will be preparing consolidated financial statements.



Every treasurer should have been contacted by their presbytery treasurer support person over the last six months and asked to provide information to help us with the consolidation. If you haven't been heard from your support person, please contact them for more information about what is needed (contact details are at the end of this newsletter).

Below is a summary of what we need from you and by when.

Bank confirmation letters

Bank confirmation letters were sent out to all treasurers in February 2020. These should have been completed, signed by your authorised signatories and lodged with your bank. Please contact your treasurer support person if you either have not received these, or not yet lodged them with your bank.

Information required now

Bank account numbers

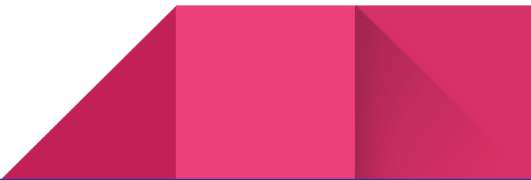
If you are using Xero *and* have given us access: no further action is required.

If you are using Xero *and have not* given us access: please, either provide us with advisor access to your Xero account, or provide bank account numbers to your presbytery treasurer support person.

If you are using another accounting system or a manual system: please provide your bank account numbers to your treasurer support person.

Why do we need this information?

Confirmation letters from the trading banks often do not provide a parish address, and simply refer to "St Andrews" or "St Johns". The Presbyterian Church has lots of St Andrews parishes, and it is nearly impossible to match the confirmation to the correct St Andrew's if we do not have the bank account numbers to match against.



A copy of last year's trial balance

If you are using Xero *and* have given us access: no further action is required.

If you are not using Xero *or* have not given us access to your Xero account: please provide us with either an excel or csv copy of your trial balance. *If possible, please provide this as a csv or excel format file, not PDF.*

Why do we need this information?

We have developed a software application which will take each parish's individual trial balance and map it to a single master chart of accounts. We want to get as many parish trial balances mapped to our master set prior to year-end, to save work once we receive your 2020 information.

Information required by 20 August 2020

A copy of your 30 June 2020 trial balance (or year-end balance if not June 2020)

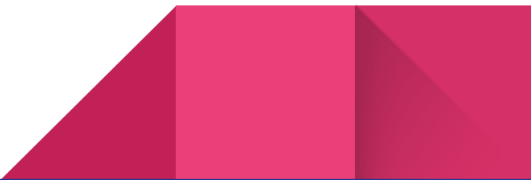
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Please note:

- This does not need to be an audited or reviewed finalised set of figures.
- This does not need to have been signed off by your parish council

We need your trial balance as soon as possible to allow us to complete our accounts. Please do not wait until your figures are approved by your parish council.



I know that this is a very busy time for treasurers, and I am very thankful for your help and support.

Please [click here](#) for more information on the consolidation, including a summary of frequently asked questions.

Please contact your presbytery treasurer support person (listed below) with any questions you have, or email PCANZFC@presbyterian.org.nz

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|---------------------|-----------------|--|
| Te Aka Puaho | Tania Rose | taniarose@akeaccounting.co.nz |
| Alpine Presbytery | Gail Weaver | treasurersupport@alpinepresbytery.org |
| Presbytery Central | Peter MacKenzie | support@presbyterycentral.org.nz |
| Kaimai Presbytery | Martyn Vincent | martyn@presbyterian.org.nz |
| Southern Presbytery | Roslyn Boyes | OtagoSouthland@presbyterian.org.nz |
| Northern Presbytery | Cunny Atchison | ph 09 5222 170 |
| Pacific Presbytery | Jenny Erhard | treasurersupport@pipresbytery.org.nz |

Annual stipend adjustment

Please [click here](#) to see the correspondence regarding the delay in the annual stipend adjustment.

Treasurer Zoom training courses

Over the past couple of weeks, and continuing next week, we have provided free online training courses for treasurers. The current courses cover preparing for the year-end accounting process. The response to attend these courses was huge, with over 90 spots filled in less than a week.

Off the back of these successful courses, we would like to do more online training. Over the coming month, we will be looking at putting further courses together. Please email either myself sandra@presbyterian.org.nz or Martyn Vincent martyn@presbyterian.org.nz if you have any topics.