



Presbyterian Church
of Aotearoa New Zealand

TREASURERS' NEWSLETTER

May 2020 - Issue 223

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Welcome

Welcome to our May newsletter, which finds us at Covid-19 Level 2, and the beginning of a return to normality. The Wellington-based Assembly Office team have returned to the office on a part-time basis, with most staff alternating between working from home and the office. Our Dunedin-based staff are remaining at home throughout Level 2. As always, we are available to help you wherever we are based. Please [click here](#) for our contact details.

I hope that Level 2 has meant some additional freedoms for you, too, and that you have been able to spend some time with friends and family.

Moving away from cheque payments

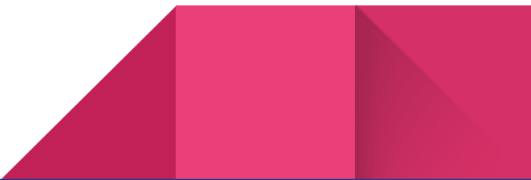
As I am sure you are aware, many banks and organisations are ceasing to accept cheques as a method of payment. Many parishes currently pay their assembly assessment by cheque and may be concerned about future payments. To assist with this, we can set up a direct debit facility with your parish. This will allow us to process the payment of our invoices without requiring any action from you. [Please click here for a direct debit form](#). Please complete the form and return it to katrina@presbyterian.org.nz.

Statistics forms for 2020

The church statistics forms for 2020 are now available for completion: [download the forms here](#). Please ensure these are completed and returned to our office by 31 August 2020. If you have any questions, please contact katrina@presbyterian.org.nz.

New staff

We are pleased to introduce our two new staff members: Matthew Hague and Kate Wilson started with us in earlier this month.



Matthew will be taking on the role of Director of Compliance and Human Resources. Matthew comes to us from the New Zealand Defence Force where he held the role of Deputy Chief Legal Advisor. As a qualified lawyer, we are looking forward to the input and knowledge Matthew will be able to provide.

Kate has recently shifted to Wellington from Dunedin, where she worked for Highgate Presbyterian Church. Kate will be working four days a week - Monday to Thursday - from 9am to 2pm in the Compliance Support Role both assisting Matthew and working directly with parishes and ministers.

I am sure you all join with me in wishing both Matthew and Kate a warm welcome.

Loading information into Xero

One of the lessons we have all learned from Covid-19 is the importance of having online access to our records. If you are using Xero, there is the ability to load documents into the transaction details.

When entering details for a new bill, there is an icon next to the reference box. Click on this to upload a copy of the invoice (see below image). This is a great way of keeping supporting documentation online and makes everything easy-to-find.

The screenshot displays the Xero bill entry interface. At the top, there are fields for 'From', 'Date' (set to 26 May 2020), 'Due Date', 'Reference', and 'Total' (0.00). A document icon is visible next to the 'Reference' field. Below these fields, the currency is set to 'NZD New Zealand Dollar' and 'Amounts are' is set to 'Tax Exclusive'. The main area is a table with columns for 'Item', 'Description', 'Tax Rate', 'Cost Centre', 'Projects', and 'Amount NZD'. A 'RELATED FILES' dialog box is open in the center, containing the text: 'Upload your files to store them alongside all of your financial documents. Added files will only be visible to users with access to your company.' The dialog has two buttons: '+ Add from file library...' and '+ Upload files...'. At the bottom of the table, there are buttons for 'Add a new line' and 'Assign expenses to a customer'. The summary section shows 'Subtotal 0.00', 'GST 0.00', and a bolded 'TOTAL 0.00'. At the very bottom, there are 'Save', 'Approve', and 'Cancel' buttons.

We recommend that you use this facility to store an online copy of all payments made. This will also come in useful when your accounts are being reviewed, as your reviewer will be able to see supporting documentation by simply clicking on the link.

This option is available for all areas within Xero including invoices and journals.

Techsoup discounts for churches

Every parish with a charity number can register with Techsoup to access discounted software deals... and discounted refurbished hardware.

At time of writing, Techsoup offered more than 40 second-hand smartphones with six-month warranties, including Apple iPhone 7 and Samsung Galaxy S8 and S9. Over 200 refurbished computers are available, including 25 refurbished laptops and tablets - HP, Dell, Asus, Lenovo, Acer and Samsung – that are either i5 or i7 and priced from \$104 to \$200. Thirty refurbished i5 and i7 desktop computers are priced \$50 to \$150, and 20 monitor screens are priced from \$9 to \$25.

Techsoup refurbished computers have the option to buy add-ons at a discounted rate, including warranty upgrade to 12 months, larger hard drive and extra RAM, Windows 10 with Microsoft Office 2010 Home and Business for \$47, antivirus \$20 for 12 months, and heavily discounted software including Adobe design products. If you want to buy a new discounted computer, Techsoup has a link to a discounted Lenovo microsite. [Learn more on the Techsoup website.](#)