



Presbyterian Church
of Aotearoa New Zealand

TREASURERS' NEWSLETTER

February 2020 - Issue 220

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Welcome

Welcome to the first newsletter for 2020!

We hope you had a lovely break over Christmas and New Year and enjoyed spending time with family and friends. It is hard to believe that it is already February. The new year is marching on, and with it brings a return to work and all things financial!


Consolidation Update

Treasurer Support Roles

I am pleased to announce that each presbytery has now appointed a treasurer support person to assist treasurers with the wonderful job you all do for your parishes. We at Assembly Office and presbytery really appreciate all of the, often voluntary, time you put into your role. The contact details for each presbytery treasurer support person is as follows:

- 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

Contact these people to assist with any aspect of your role as a treasurer. They will also be happy to assist you in setting up Xero, or will point you in the direction of someone who can help.



Group Registration

After further discussion with Charities Services and our auditors, we will be starting the Group Registration process from 1 July 2020 onwards. This means that for the current financial year, you will need to continue to produce your own financial statements and file them with Charities Services as you have in the past. Please also continue to appoint your own reviewer or auditor. All changes to these processes will begin for the new financial year starting 1 July 2020.

Charities Officer resource


We have been fielding questions from parishes around the appointment of, and rules surrounding, charities officers. As a result of these enquiries, we have sought advice from Charities Services and are working closely with the Book of Order Advisory Group to produce a resource for both sessions and officers themselves, which will provide guidance on key matters. We expect that this document will be made available to parishes and presbyteries in early March.

Tax credit receipts

We wish to advise that due to IRD requirements, Assembly Office receipt books for tax credit donations are no longer able to be used.

Please [click here](#) for a link to the relevant pages on the IRD website.

Every receipt issued for a tax credit needs to include:

- Be in the name or spouse's name
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- Show the amount and date of the donation
 - Clearly state that it is for a donation
 - Be signed by an authorised person
 - Be on the organisation's letterhead, or show its name and official stamp
 - Include your organisation's IRD number, and /or Charities Services number
 - Show the word "copy" or "replacement" if it is a replacement receipt.

Unidentified deposits

We have been receiving deposits into our bank account 020-500-0086963-00 without any clear information on who they are from or what they are for. When making deposits into our account please use one or all of the following in the priority order:

- **your POI** (person of interest) number that Assembly Office has assigned to you. The POI number is the four digit number on all your invoices and statements after your parish name.
- **Invoice number** that the payment is related to.
- If you are an individual with no POI number identified after your name on the invoice, please use your first name and surname.

If you are unsure of your POI number, please contact katrina@presbyterian.org.nz

