

1. Christchurch earthquake relief

Obviously all our thoughts and prayers are with the people of Christchurch at this time. As Martin Baker said in his email of 3 March, this office is committed to working closely with the Christchurch Presbytery Earthquake Steering Committee in providing whatever emergency relief and longer term support we can.

Damage to Church property is still in early assessment phase but initial reports indicate two Churches have been destroyed and several more have suffered major structural damage. Assessment could take some time due to the scale of damage in the city. Reports also indicate that no injuries have been suffered in Church property.

General Assembly office has opened an earthquake relief appeal that, thanks largely to generous support from PSDS, already holds about \$35,000 in donations towards supporting the Churches in Christchurch. We have offered to underwrite the immediate operating costs of affected parishes from these donations, and contributions from General Assembly reserves, and have offered short term relief from Assembly Assessment payments.

While the response to these offers are being received and costed, any donations intended for specific Church related use can be made to this office. Any parishes that are experiencing business interruption or an inability to pay employees and creditors as a result of the earthquake are invited to contact me to discuss emergency relief.

2. PCANZ half-year financial performance summary

The un-audited statements of financial position and performance for General Assembly for the six months to 31 December have been reported to the Resource Committee. The financial performance is summarised:

	Actual	Budget
INCOME		
Cooperating Parish Contributions	190,139	186,500
Assembly Assessment	1,440,427	1,443,000
Financial Services Recharges	100,000	55,000
Grants and Donations Received	801,611	355,500
Investment Income	587,865	572,500
Property Income	76,201	73,500
General Assembly	188,535	188,000
Other Income	244,513	249,000
TOTAL INCOME	3,629,291	3,123,000
EXPENDITURE		
Salaries and Stipends	730,814	743,000
Staff Travel and Expenses	285,246	287,500
Beneficiary Fund	604,060	622,000
Grants and Donations Paid	595,628	408,000
Property Costs	74,045	82,000
Administration	446,246	294,000
Provision for Doubtful Debts	86,500	86,500
General Assembly	158,302	188,000
Student Training	332,726	348,500
Sundry Costs	87,246	100,000
TOTAL EXPENDITURE	3,400,813	3,159,500
OPERATING SURPLUS	228,478	(36,500)

Key points to note:

- a) Income was \$506,000 or 16% over budget.
 - No budget had been created for Press Go donations received. Actual; recorded donations were \$205,000.
 - Unbudgeted donations of \$81,000 were received from Council of World Mission, \$30,000 from APW and \$40,000 from Presbyterian Church of Korea.
 - Budgeted full year FSD administration fees of \$90,000 were charged to the Presbyterian Insurance Group in September.

- b) Expenditure was \$241,000 (8%) under budget.
 - Press go grants paid were \$205,000
 - Administration costs are \$152,000 over budget mainly due to unplanned conference costs of \$50,000 and legal costs of \$78,000.

- c) Assembly Assessment collection rate is about 91% which is slightly below budget and less than the collection rate at December last year.

Please note that these figures have not been audited and transactions and reporting are subject to internal assembly office controls only. Please contact me if I can provide further detail on the report.

3. FSD Parish Payroll Offer

You may recall that in the past Financial Services Department has offered a payroll and tax services payment service for parishes. We are aware of the complexity of managing parish payroll, and as our payroll processes and resources are now more robust than when the service was discontinued in 2006, we have decided to re-introduce the offer. Key points of the service are:

- The parish remains the employer of ministers and lay employees, and PCANZ Financial Services Department will act as a pay agent.
- PCANZ will make fortnightly or monthly stipend, wage and allowance payments to ministers and employees, and make any necessary payroll deductions
- FSD will make PAYE, ACC, Kiwisaver and Beneficiary Fund payments to IRD and AON, on behalf of the parish
- The parish will transfer gross stipend, salary and allowances to FSD prior to employee payments
- There is a nominal administration fee payable to PCANZ of \$10.00 (plus GST) per employee per pay period.
- FSD will produce payslips and annual pay summaries for and employees and parishes.

We have produced an enrolment pack of information that includes

- Terms and conditions
- IRD Form 330 Employee Tax Code Declaration
- Parish and Employee detail form (to be signed by the parish and employee)
- Sample timesheets and leave forms

Please contact Margaret Fawcett at this office for further information and an enrolment pack.

Brendan Sweeney
Finance manager