

Church Treasurer's Manual



SEVENTH-DAY
ADVENTIST CHURCH

Greater Sydney Conference
Seventh-day Adventist Church

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Introduction

“God is a God of order as evidenced in His works of creation and redemption. Consequently, order belongs to the essence of His Church. Order is achieved through principles and regulations that guide the Church in its internal operations and in the fulfilment of its mission to the world. In order for it to be a successful ecclesiastical organisation at the service of the Lord and humanity, it needs order, rule, and discipline. Scripture affirms that ‘all things be done decently and in order’ (1 Cor. 14:40 NKJV)” — Church Manual Ch.1 (Revisions 2010).

Good stewardship of scarce resources has always been dependent on well-grounded accounting records, founded on consistent principles and rules.

“Christians are God’s stewards, entrusted with His goods and, as His partners, responsible to manage them in harmony with His guidelines and principles. The divine counsel is that, as His stewards, we are to “be found faithful” (1 Cor. 4:2 NKJV). Though the question of stewardship covers many aspects of Christian life and experience, without doubt the stewardship of our means is vitally important. It concerns the entire Church family and involves our recognition of the sovereignty of God, His ownership of all things, and the bestowal of His grace upon our hearts” — Church Manual Ch.11 (Revisions 2010).

Acknowledgement & Preface

The Greater Sydney Conference (the “Conference”) finance department gratefully acknowledges the North New South Wales Conference in the development of this Treasurer’s Manual. This manual has been largely adapted from the North New South Wales Conference’s original Treasurer’s Manual January 2012 edition.

This Treasurer’s manual is accurate as at publication date. Please contact the Conference office for any further clarifications.



Section 1 — Role of the Church Treasurer

Ethics of Church Officers

Moral and Religious Fitness: "Moreover you shall select from all the people able men, such as fear God, men of truth, hating covetousness; and place such over them to be rulers of thousands, rulers of hundreds, rulers of fifties, and rulers of tens" (Exodus 18:21, NKJV).

"Therefore, brethren, seek out from among you seven men of good reputation, full of the Holy Spirit and wisdom, whom we may appoint over this business" (Acts 6:3, NKJV).

"Those who hold responsible positions in the church may have faults in common with other people and may err in their decisions; but notwithstanding this, the church of Christ on earth has given to them an authority that cannot be lightly esteemed." – 4T Extracts from Church Manual Ch.8 (Revisions 2010)

The Treasurer

"Because of the important functions of the Treasurer, it is wise to choose one who can be re-elected to provide continuity in record keeping and reporting. Large churches may elect assistant treasurers as needed."

"The Treasurer can greatly encourage faithfulness in the returning of tithe and deepen the spirit of liberality on the part of the members. A word of counsel given in the spirit of the Master will help members to render faithfully to God His own in tithes and offerings, even in a time of financial stringency."

"The gathering and handling of funds for the Lord's work is a sacred responsibility. The proper channel through which these funds flow is first from members to the local church, where the Treasurer receives the funds. The Treasurer disburses funds intended for local church purposes. The Treasurer holds in trust and passes on to the Conference funds intended for Conference or general purposes. The Treasurer of the local church works under the direction of the board. Treasurers of any level (local church, Conference, Union, or Division/General Conference) do not act

Conflict of Interest

The Treasurer should always be aware that in the role as Treasurer, there could be conflicts of interest or perceived conflicts of interest in dealings with the church board or in a business meeting, or with members in some circumstances. For example, a conflict of interest would be where a member of the church board is a building contractor and quotes a price to the church board for the building of an extension. In that instance, the board member should be excused from the board during discussions on price and comparisons with other quotes. The nature of the conflict of interest and the absenting of the board member/builder should both be minuted by the recording secretary. Another example is where a church member receives approval after the purchase of a piece of equipment, and is perchance a signatory to the church bank account. The member should not be a signatory to any reimbursements made to him/her for the purchase. Where a member of the Treasurer's family requires reimbursement for things like the purchase of junior Sabbath School supplies, it is considered best practice that the reimbursement cheque be signed by two other signatories, neither of whom is the treasurer him/herself. Another similar conflict of interest situation could also occur where a church pastor is seeking funds for an evangelistic outreach from local church funds. The pastor in that case should not be a signatory to any cheques paid to him. In every board or business meeting where there is a real or perceived conflict of interest, the nature of the conflict of interest and the persons/groups affected by the conflict of interest should be noted in the church board or business minutes as and when such conflict occurs. It is understood that in small churches where there may be only two or three signatories to the local church bank account, a conflict of interest is almost impossible to avoid. In those cases trust and openness is the only protection and defence. For more information on cheque signatories, see "Exoense Payments" (p12)

independently. They disburse funds only by action or authority of responsible committees” – Church Manual Ch.11 (Revisions 2010).

A summary of a Treasurer’s Responsibility is outlined in Appendix 1A. The balance of this manual fills in many of the details of a church Treasurer’s duties and professional considerations.

Segregation of Duties

In an ideal world, it is an honour to be trusted implicitly to handle trust money. In the real world those who handle trust money need to be protected from real temptation, from misunderstanding, from unsubstantiated rumours, etc.

“Segregation of duties simply means the assigning of different people the responsibilities of authorising transactions, recording transactions, and maintaining custody of assets. It is intended to reduce the opportunities to allow any person to be in a position to both perpetrate and conceal errors or fraud” — Australian Society of Accountants Audit Standards.

Therefore, for the protection of the Treasurer and the protection of trust funds, it is recommended that, where possible, treasury duties be divided between people of trust. In larger churches this is much easier to do. As a principle, it is recommended that the church board/Treasurer divide the treasury duties along the following guidelines.

- a) Collection of tithes and offerings — shared between more than one deacon and the offering count is done in concert with more than one person. That may include the Treasurer/assistant and a rotation of deacons/Sabbath School secretary or an elder.
- b) Receipting must be done by the Treasurer or assistants.
- c) Banking may be done by an assistant, a trusted elder or a trusted church member. Rotate this responsibility from time to time.
- d) Payments of expenses require two independent signatories. The first signatory approves the appropriateness of the payment including authorisation, budget provision etc. and writes the cheque/arranges the payment. The second signatory reviews the validity of the documentation and the validity of the payee, along with the amount to be paid.
- e) Preparation of monthly tithes and offering reports (“T&O reports”) can either be done by the Treasurer or their assistant.
- f) The bank reconciliation should be done where possible by someone who is not responsible for the receipting or banking (preferably not the one responsible, where practical, for the banking).

In smaller churches, these duty segregations may be impossible to achieve. However, the church board/business meeting is the final check and balance on the Treasurer's responsibility and it behoves the members of the church at their board meeting to diligently review the Treasurer’s financial report, ask searching questions, seek quality answers and then affirm the Treasurers report (preferably accompanied by a bank reconciliation statement) by vote if they are satisfied with the whole report



Appendix 1A - Responsibilities of the Church Treasurer

The duties of the ministry to which a person is called when he or she becomes a church treasurer can best be described in the following ways:

1. Tithes and offerings

The Treasurer receives the tithes and offerings, which come in on Sabbath morning. It is a generally accepted safeguard to have two or more deacons count the loose offerings as soon as possible after they have been received before the money is turned over to the Treasurer. Ideally, the church will make provision for the safekeeping of the church monies in a safe in the church office or arrange to use a bank deposit box.

2. Receipting

All funds received should be receipted as soon as possible. The offering envelopes are opened and checked to see that each amount received tallies with what is written on the envelope. All the money is receipted, totalled and a weekly analysis is filled out to reconcile with what has to be banked. The keeping of these records is vital, not only for the auditor who will be checking them each audit year, but for the members as well who may need a list of their contributions.

3. Banking

It is the responsibility of the Treasurer to deposit church monies in the church's bank account. This should be in the Cash Management Facility (CMF) account and completely separate from that of the church Treasurer's personal account. The CMF account will be in the name of the local church according to legal requirements.

4. Records

The church treasurer needs to prepare the Treasurer's report each month. This lists the total amount received for the month comprising Conference, Union and Division funds. The money for this must be forwarded with the monthly report. This is paid by CMF transfer authority covering the amount of tithe given and the offerings received that is designated for the Conference, Union or Division, or where this facility is not available, by cheque.

5. Personal receipts

The receipts for tithes and offerings given by the members should be distributed to them on a regular basis in the manner the local church has agreed upon.

6. Accounts payable

Authorisation for the disbursing of church funds for church operation is generally given in the annual church budget. Special projects or items not in the budget must be authorised by the church board or by a church business meeting.

7. Financial statements

The Treasurer should prepare a monthly financial statement and distribute copies to the church board at their meeting. This statement should include the balance status of all budgeted accounts as well as the total received in tithes and offerings, a detailed record of all disbursements made and the reconciled bank account balances.

Section 2 — Transaction Processing

Receipting

“Receipts should be issued promptly for all money received from members, no matter how small the amount, and a strict account of all receipts and payments should be kept by the Treasurer” — Church Manual Ch.11 (Revisions 2010).

Minimum details

Every receipt must have the following elements:

- date
- payee
- details of donation
- value of donation
- signature of Treasurer/assistant
- a sequential receipt number.

Errors and Cancellations

Simple corrections on a receipt may be crossed out and counter-initialled by the Treasurer/assistant. Otherwise the whole receipt must be cancelled by writing “cancelled” across the face of the top receipt. The cancelled receipt must be retained with the duplicate copy and given to the Conference office with the monthly report.

Anonymous Donations

Where the donor has not identified themselves the word “Anon” or “Anonymous” shall be written as the giver. It is best practice to distribute the anonymous receipt in the same way as receipted tithe is distributed and listed in your local church bulletin or some other church public notice so the donor may have the opportunity to see that the donation has been recorded.

Offering Cash Counting

“All general offerings not in envelopes should be counted by the Treasurer in the presence of another officer, preferably a deacon, and a receipt given to such officer” — Church Manual Ch.11 (Revisions 2010).

The deacons or assistants should count the cash offerings in pairs and record it in an offering record book. The amount that has been counted should reconcile with the amount banked and the receipts that are made. It is important that there are at least two signatures in this record book as best practice. An example of an offering record book can be found in Appendix 2A. The offering record book will accompany the cash offering as it is passed onto the Treasurer.



The offering record book should be available to any church member who seeks confirmation (without prejudice) of church offering counts.

Tithe Envelopes

“The Treasurer should always remember that relations with individual members are strictly confidential. The Treasurer should never comment on the tithe returned by any member, or on the income or anything concerning it, except to those who share the responsibility of the work. Great harm may be caused by failure to observe this rule” — Church Manual Ch.11 (Revisions 2010).

It is recommended that tithe envelopes be counted as total value of tithe/offerings from the total disclosed on the face of the envelopes and the number of envelopes collected in the offering bag be recorded.

It is the Treasurer/assistant’s responsibility to open the tithe envelopes and record with an initial on the face of the envelope the actual count of the envelope’s contents. Any variation should be communicated with the donor at the earliest opportunity. It is further recommended that all tithe envelopes be retained by the Treasurer in a secure place until the Conference has audited your treasury documents. This will allow time for the Treasurer, donor or Conference to communicate any variations with the count and/or the receipting process.

Where donors continue to leave previous receipts in the tithe envelope, it is the Treasurer/assistant’s responsibility to notify the donor of the habit and request that the donor retain the receipt for the purpose of confirming the Treasurer’s receipting process.

Cash Security

Common sense and caution is the best security for cash in transit from the deacon’s room to the bank. The weekly receipts of offerings, tithes and other income **should be banked complete in one bank deposit format by the second business day after the weekend.**

Insurance of Cash in Safe & Cash in Transit

Refer Appendix 3A for Cash in Transit and Cash in Safe Protection available from Risk Management Service.

Banking

CMF is provided and operated by the South Pacific Division (the “Division”) for the purpose of pooling denominational funds to optimise earning potential. Funds held in the CMF are usually accessible on a daily basis. All funds (Conference, local church, and local church auxiliary) are to be deposited by the Treasurer into the CMF bank account.

“All church bank accounts are exclusively for church funds and are never to be combined with any personal account or funds” — Church Manual Ch.11 (Revisions 2010). The banking should be done by the Treasurer/assistant or a trusted church member under segregation rule guidelines and church board knowledge.

Refer to Appendix 2B for operating instructions and the form required to update authorised signatories and mailing address.

The Conference does not endorse a second local bank account for the church to use. This is because the entire Treasurer’s banking and financial requirements can be fulfilled with CMF. Also this ensures maximum interest income earnings on the CMF account and good stewardship.



It is strongly discouraged that the weekly collection of tithes and offerings be banked net of cash expenses paid out to persons requiring reimbursement of expenditure. For example, if it is necessary to make reimbursement for supermarket/stationery dockets, then a local church cheque should be drawn, appropriately signed then included in the weekly banking to make up the amount paid out as a cash reimbursement.

When weekly collections are banked intact, it is much easier to successfully complete the bank reconciliation. The deposit on the bank statement matches the total collection of tithes and offerings for the week on the receipts, the weekly analysis and the report to the Conference.

Deductible Gift Recipients (DGRs)

The Seventh-day Adventist Church holds a number of Deductible Gift Recipients (DGRs) that churches and people can donate to. Most of these, unless an auxiliary account, should be transferred to the Conference in the T&O report every month. The Conference will then distribute the funds to the appropriate accounts.

A Treasurer must use the correct type of receipts given by the Conference for the donor. The receipt may be invalid if a correct receipt is not used.

For more information about the types of DGRs available to donate to, please refer to Appendix 2C.

Income NOT to be receipted

The following forms of income shall not be receipted by the Treasurer, but shall be passed on to the appropriate recipient or returned to the donor to be mailed to the appropriate recipient.

- a) Distributions from a trust.
- b) Distributions from an estate that is destined to a third party.
- c) Distributions destined for ACA Ltd.
- d) Any other distributions destined for a third party that requires a tax deductible receipt.



Credit Card processing Guidelines

When a local church Treasurer receives a tithe envelope with a credit card slip enclosed, they should go directly to the eGiving website (<https://egiving.adventist.org.au>) and process the donation. When asked for an email address, the recommendation is that the Treasurer have the confirmation email sent to themselves. Once you have received this, you can then forward it to the donor if appropriate to do so. This should be the only receipt necessary and the Treasurer will not have to make another one.

eGiving and other direct deposit amounts are to be recorded in monthly totals as notified by CMF or other local accounts as a separate line below the weekly banking total on the weekly analysis slip and add the date as well. It is not necessary to write a separate weekly analysis slip. However, do not forget to show the eGiving total on the monthly T&O report with the split between Conference and local church funds.

Refer to Appendix 5A for an example of processing a credit card donation through eGiving.

Interest recorded on the bank statements should be recorded as a separate receipt and deposit in exactly the same manner as eGiving (see above). This will facilitate a simple and improved process of doing the bank reconciliations.

Offerings for Auxiliary Funds/Organisations

"The funds of auxiliary organisations, often donations given for specific purposes, are raised for that special part of the church's work for which the auxiliary organisation is established. Such funds are held in trust by the Treasurer, and they too may not be borrowed or in any way diverted by the Treasurer or the board from the objective for which they were raised" — Church Manual Ch.11 (Revisions 2010).

Where funds are received firstly by the local church Treasurer and receipted into Local Church Funds and then subsequently passed onto an auxiliary organisation other than through T&O reports, the following direction is given by the Church Manual:

"The Treasurer shall give receipts for all funds received. On receiving money from the Treasurer, the secretary of the auxiliary organisation shall give a proper receipt to the Treasurer" — Church Manual Ch.11 (Revisions 2010).



For Auxiliary funds that are not part of the regular tithes and offering stream it is recommended that the local church Treasurer pass on those funds when necessary by either using the local church cheque duly signed in accord with cheque signing principles or using CMF for an Electronic Funds Transfer (EFT).

GC/Conference/Local Funds

"All offerings and gifts contributed by individuals for a specific fund or purpose must be used for that purpose. Neither the Treasurer nor the board has the authority to divert any funds from the objective for which they were given" — Church Manual Ch.11 (Revisions 2010).

The Conference issues a list of offerings (Offering Calendar) each year that shall be adhered to. As a principle, the Treasurer/assistant must allocate all offerings in accord with the publicly published or announced purpose or project.

Treasurer of a Company

"The Treasurer of the company shall keep record of all money received and disbursed and shall send promptly, at the time established by the Conference, all tithes and offerings, other than funds collected for local purposes, to the Conference" — Church Manual Ch.11 (Revisions 2010).

Expense Payments

Expenditure of the local church can generally be classified into two groups:

- 1) **Fixed costs** over which there is little or no control by the board. These include utility costs, council rates (if any), water rates/usage, power levies and supply, building and contents insurance, music copy licence, pest control, fire risk inspections etc. All of these are the cost of being in a location, using public supplied amenities/supplies and maintaining the right to exist and operate in your location. All these types of expenditure should be included in the approved annual church budget and would not need any further authorisation by the board or business meeting during a financial year.
- 2) **Variable costs** over which the board has absolute or nearly absolute control, such as evangelism programmes and supplies, Sabbath school/church supplies, equipment, kitchen supplies, general stationery, maintenance of plant and buildings etc. Most of the anticipated variable costs should be carefully estimated and included in the annual church budget as approved by the business meeting.

Documentation

In every case there should be an invoice or other form of generally accepted documentation to validate the reason for drawing a payment for supply. It is the duty of the Treasurer to ensure that all payments are properly validated by such documents even if the Treasurer needs to supply a blank form (available from stationery stores as duplicate invoices) to the claimant to complete with claimant's personal /business name/title, date, details of supply and the amount claimed and the claimants signature.

Authorisation

In the event where the expenditure has not been anticipated or included in the church budget, the Treasurer should seek authorisation from the board or business meeting before payment of the expenditure (a quorum or a phone around the senior officers of the church may expedite the approval process). However, the item should be raised at the next board or business meeting for endorsement and a minute to that effect should be recorded. Signatories to the CMF account should be authorised by the business meeting and recorded in the minutes. It is recommended that church officers who will remain local members for some time be authorised. It is recommended that the senior elder, Treasurer, clerk and any other responsible member as the church sees fit be the signatories. No fewer than three and not necessarily more than seven signatories in larger churches. Any two signatories as a minimum to sign the cheques, keeping in mind the avoidance of real or perceived conflicts of interest issues.

It is strongly advised that no signatory sign any cheque until they have first sighted the supporting documentation authorising the payment. The second signatory to a payment is like, for example, the senate of a parliament giving the final approval.

The practice of pre-signing cheques is a high-risk activity and may lead to financial abuse. It is recommended that where feasible, signatories are members of the church board.

In the case of signing CMF cheques it is mandatory that the signatories sign on the bottom left hand side of the cheque form.

As with cheques, when using CMF Online as your banking tool, you should also have at least two signatories authorising the payment online.

Goods & Services Tax (GST)

Goods and Services Tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia. The Greater Sydney Conference of the Seventh-day Adventist Church is registered for GST and must include GST in the price of most goods and services it sells or provides (called 'taxable sales'). It can claim GST credits for the GST included in the price of certain things it purchases.

Salaries & Wages

No wages or salary shall be initially paid from local church funds. To do so is illegal and a breach of several statutory laws.

Firstly, the Australian Tax Office (ATO) demands that any form of wages or salaries shall be recorded in standard format and income tax deducted if the amounts paid is in excess of their minimum levels. In any event, PAYG certificates have to be issued to the recipient of such payments regardless of whether income tax is deducted or not.

Secondly, state legislature requires that every employee or dependent contractor without an ABN must be covered by a Workers' Compensation policy based on the wages/salary and nature of the employment/contract. The corporate church cannot cover any such employee or dependent contractor for any injury incurred whilst acting as an employee or dependent contractor.

The Conference runs a special fortnightly payroll for any such employee/dependent contractor and only needs to be advised of details of employment. Refer Appendix 2D for the form to use in such cases.

Example

A charity has chosen to treat its sales at an annual fete as input taxed. The stalls at the fete are staffed by volunteers. The charity buys a red rose for each volunteer to wear while serving at the stalls.

The charity CANNOT claim GST credits for the GST in the purchase price of the red roses as they are purchased for the purpose of making input-taxed sales at the fete.

If an organisation is entitled to claim GST credits (including when it reimburses a volunteer for an expense), it needs to hold a tax invoice. The volunteer needs to request a tax invoice from the supplier and pass that tax invoice to the organisation.

The organisation can still claim the GST credits even if the tax invoice is in the name of the volunteer. An organisation does not need a tax invoice to claim a credit if an expense is \$82.50 (GST inclusive) or less. All that is required is some other documentary evidence of the expense, such as a cash receipt, cheque butt or bank statement (refer NAT 4612-04.2008). There are some goods and services that do not have GST included in the sale price. These are either GST-free or input-taxed sales.

An organisation cannot claim GST credits for the GST in the price of purchases that it makes (whether for a volunteer or not) that are for the purpose of making input-taxed sales. When an organisation makes an input-taxed sale, it does not have to remit GST on the sale. However, it is not entitled to claim any GST credits for the GST in the purchase price of things that it buys to make that sale. Only certain types of sales are input taxed. Charities and gift-deductible entities may choose to treat sales at fundraising events as input taxed.

The current practice of recording GST claims that are not yet reimbursed (paid) by the Conference is to disclose that amount as an outstanding deposit/s on the bank reconciliation statement. As reimbursements appear on the CMF statement the outstanding GST items are deleted from the bank reconciliation statement. If there is any variances between what is claimed in GST refunds and what is reimbursed, that variance needs to be treated as an expense in the T&O report in the month it occurs.

Concessions for non-profit entities and charity institutions

- Gifts: A gift to a non-profit organisation is not subject to GST
- Non-commercial activities: Where sales are made and the payment received is less than either 50% of the market value or 75% of the amount paid to acquire the goods sold then the sale is GST free.
- Donated 2nd hand goods: Sale of donated second-hand goods is GST free provided there is no change in the character of the goods.
- Refer to Appendix 2F for an internet tool for checking if an entity is registered for GST.



Conference Accounts

Conference/Adventist Book Centre accounts shall be paid in a timely manner (i.e. within 30-days of notice). It is the Treasurer's responsibility to firstly ensure the numerical accuracy of the invoice, and secondly have the appropriate authorisation to pay the account. Further it is the Treasurer's responsibility to reconcile the Conference/ABC statement with outstanding invoices/charges to the church. ABC account queries are to be directed to the ABC business centre on (02) 8876 5200.

It is the Conference's responsibility to promptly respond to any queries the Treasurer/assistant may have with any invoice to the church account.

Kfund

The KFund is for those churches that do not have a CMF account and need to send in a cheque or pay by Electronic Funds Transfer (EFT) each month to offset their tithes and offerings that have been collected at their church. Each month the Conference will process a debit amount to this account for the amount of tithes and offerings reported to the Conference. A payment for the same amount should accompany the T&O report and will be credited to the account so ideally this account will have a zero balance. If it doesn't, it requires urgent rectification

Kchurch

The KChurch is an account in which the Conference charges each church for items that the church requests or are passed on to the Conference for payment. Items include items like insurance, wages, copyright or cost of resources. The Conference sends out statements for the above accounts each month, which alerts the church to what needs to be paid back to the Conference. This account should be paid in full each month within 30-day of notice.

To pay your KChurch account, the Treasurer can put a request through the tithes and offering system under "Greater Sydney Conference" in Expense Entry. This amount will automatically be deducted from the church's CMF account and transferred to the Conference CMF account. Another option to pay off the KChurch account is to use CMF Online to organise an EFT payment.

On the long report/Excel spreadsheet there is a section near the bottom called "Local Funds Transferred to Conf. (details below*)". Please record the amount you want to pay on that row. Then you must put in the details in the section labelled "Current Account Details". The Conference will then withdraw this amount from your CMF account and apply it to the KChurch account. The final option is to send a cheque to the Greater Sydney Conference and it will be receipted to your KChurch account.

Bank Reconciliation

Bank reconciliations are the final proof of the accuracy of banking, recording of bank interest, eGiving, recording GST refunds/payments and the recording of cheques already presented to the bank as well as the numerical accuracy of your monthly reports to the Conference and the final church fund's balance. Therefore, the bank reconciliation is a vital link in the internal control function of the Treasurer's work.

You will need bank statements before your monthly report can be submitted. In the case of CMF statements, you will receive it by the end of the same month, with the exception of June and December, when the CMF statement can be a little later than usual. With CMF Online you can have access to your bank statements immediately when CMF have completed the month's statement.

The Conference mandates that the current bank reconciliation accompanies copies of the bank statement and the church T&O report to the Conference. Those using the online tithes and offerings system should also send the bank reconciliation and bank statements despite not having to send a hardcopy of the report.

It is recommended that the bank reconciliation relating to the final month of each quarter be attached to the quarterly financial report that is presented to the church business meeting.

For tips on Bank Reconciliations, refer to Appendix 2E.

Church Treasurer's Supplies

For church Treasurer supplies you can contact the Conference office and request for the finance team to issue these items you require. The supplies will be put into your church mailbox which is located in the room behind the receptionist's desk. If the supply you require is a form or report, it can be emailed to you. Items a Treasurer may use are as follows:

- Tithe envelopes
- Offering record books
- Weekly analysis of receipt pads
- Receipt books
- Monthly report books
- Report return envelopes
- Deposit books
- Cheque books
- GST report forms
- Etc.



Appendix 2A - Offering Record Book

For security and accuracy, all offerings should be counted by at least 2 responsible persons, who should sign their names at the bottom of the page.

DATE: _____

Offering 1:	
Notes \$100.00	
50.00	
20.00	
10.00	
5.00	
Coins \$2.00	
1.00	
0.50	
0.20	
0.10	
0.05	
Total	\$
Cheques Total	\$

Offering 2:	
Notes \$100.00	
50.00	
20.00	
10.00	
5.00	
Coins \$2.00	
1.00	
0.50	
0.20	
0.10	
0.05	
Total	\$
Cheques Total	\$

Totals:	
Notes \$100.00	
50.00	
20.00	
10.00	
5.00	
Coins \$2.00	
1.00	
0.50	
0.20	
0.10	
0.05	
Total	\$
Cheques Total	\$

Staple/Paste Receipts Here

Offering 3:	
Notes \$100.00	
50.00	
20.00	
10.00	
5.00	
Coins \$2.00	
1.00	
0.50	
0.20	
0.10	
0.05	
Total	\$
Cheques Total	\$

Offering 4:	
Notes \$100.00	
50.00	
20.00	
10.00	
5.00	
Coins \$2.00	
1.00	
0.50	
0.20	
0.10	
0.05	
Total	\$
Cheques Total	\$

Summary	
Offering 1	
Offering 2	
Offering 3	
Offering 4	
Total Cheques	
Grand Total	

Signed _____

Signed _____

Note to the Church Treasurer: You must write a receipt for each offering recorded here. The receipt should be made out to the Head Deacon, or whoever has counted the offerings and passed the money to you. Paste the original receipts on this page.

Appendix 2B - Cash Management Facility

CHURCH OR ACCOUNT NAME: _____

CMF ACCOUNT NUMBER: _____ DATE: _____

Please record **ADDRESS** for mailing of statement :

NAME: _____

ADDRESS: _____

_____ POSTCODE _____

PHONE (Home) _____ (Work) _____ Fax _____

MOBILE PHONE _____

E-MAIL ADDRESS (If Any) _____

ALL SIGNATORIES now authorised to operate the account

Family Name

Given Names

Church Position Signature

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AUTHORISED BY: (Church Pastor or Head Elder and one other to Sign)

Church Pastor _____ Church Elder _____

Treasurer _____

Other (Include Position held) _____

PLEASE COMPLETE THIS FORM & MAIL TO THE CONFERENCE OFFICE
Conference to mail copy to Division.

CASH MANAGEMENT FACILITY OPERATING INSTRUCTIONS

The Seventh-day Adventist Church Ltd operates one bank account with Westpac and has allowed local churches, conferences and institutions to use the facility to earn maximum income from idle funds. As a participant in Cash Management Facility (CMF) you receive from the CMF a monthly statement of transactions through your account. All CMF funds are invested under the policy guidelines of the South Pacific Division of the SDA Church, to earn interest income. This income is distributed at the end of March, June, September and December, having accrued on the daily balance in your account. **Deposits in CMF accounts are secured by the investments of CMF. The Seventh-day Adventist Church Ltd offers no guarantee or security to depositors beyond those investments.**

RECONCILIATIONS

Please check all entries promptly and notify either your local conference or Cash Management Facility of any errors.

CONTACT WITH WESTPAC

Westpac recognises only CMF authorised signatures and instructions and orders of cheque/deposit books from CMF. **PLEASE do not** embarrass these offices by approaching Westpac for any purpose other than the deposit of funds.

AUTHORITIES/CHANGES OF ADDRESS

Periodically you will receive, with your statement, a form for advising changes in address and local signatory authorities. Please send this form duly completed to the conference.

PLEASE DO NOT ATTEMPT TO ADVISE WESTPAC OF THESE CHANGES.

STATIONERY

All stationery will be supplied through your conference office. Send the order form in the deposit book/ cheque book to the conference. Ensure you include the name of your church.

PLEASE DO NOT ATTEMPT TO OBTAIN A CHEQUE OR DEPOSIT BOOK FROM WESTPAC.

DEPOSITS

The deposit forms supplied are specially encoded to identify the deposit as yours. **DO NOT DEPOSIT ANY FUNDS USING AN UNENCODED FORM.** If you do, you will lose interest until the deposit is identified, and processing will be inefficient. **PLEASE HELP US TO AVOID THIS.** Please also double check all additions and cheque listings for accuracy, and if changes are made be sure the butt is also changed. Be sure all cheques listed are included with the deposit slip. **ENDORSE CHEQUES WITH THE NAME "SEVENTH-DAY ADVENTIST CHURCH LIMITED" TO AVOID BANK PROBLEMS.** Also write or stamp your church's name on the back of each cheque to help identify who banked it should it be returned unpaid.

To speed up banking **Business Express Deposits** may be used subject to the following **conditions:**

A comprehensive analysis of cash and cheques deposited must be retained as proof of deposit.

This must be signed by two people verifying its accuracy and the envelope's identifying tag attached.

The serial, BSB and A/c No. must be listed on the envelope and an encoded deposit slip included inside.

CHEQUES

All cheques **must** be signed by Seventh-day Adventist Church Ltd signatories recognised by Westpac using the cheque-signing machine at the conference office. We recommend payments be prepared monthly, with payment advice and stamped addressed envelope, and sent to the conference with the monthly offerings report. The conference will sign the cheques and mail them for you immediately. Two local signatures should be on the **LEFT**-hand side of the cheque, thus giving the conference authority to sign on your behalf.

Cheques should not be made out to cash. * PLEASE DO NOT PAY OUT ANY CHEQUE UNLESS MACHINE SIGNED **A stop payment on a cheque needs to be communicated to the conference not Westpac.

TRANSFERS

Do not pay the conference by cheque. When sending your monthly report to the conference, authorise the transfer of amounts due to them from your CMF account to their CMF account. Note that late transfers will be backdated and interest is adjusted accordingly.

**SEVENTH-DAY ADVENTIST CHURCH LIMITED
CASH MANAGEMENT FACILITY INTERNET**

Access Required – Local Church Treasurer

I have read the terms and conditions relative to this website and understand that my signature constitutes my acceptance of the terms of the agreement. I understand that a password will be allocated to me and it is not to be used by anyone other than myself.

Church Treasurer – Please complete 1st section, have pastor sign and then forward form to Local Conference.

Church Treasurer's Details

Name of Church: _____ Conference: _____
Treasurer's Name: _____ Phone: _____
(First, Initial, last)
Birth date: _____ Fax: _____
Password Question: _____ Email: _____
Password Answer: _____ Address: _____
Signature: _____ Date: _____

Do you have access to the Electronic Tithes & Offerings YES / NO

NB: Password question and answer will be used to identify a user when they call for assistance – i.e. what primary school I went to, Mothers maiden name etc.

Please request your Church Pastor to authorise this access below and then forward this form to your local Conference Treasurer.

Church Pastor's Details

Pastor's Name: _____ Signature: _____

Conference Treasurer's Details

Treasurer's Name: _____ Conference: _____
Signature: _____ Date: _____

My signature on this form constitutes a request for Cash Management Facility internet access to be granted to the church treasurer listed above.

Conference Instructions

To speed up processing please fax the completed form to Virgilio Cadungog (02) 9489 0943 or email to vcadungog@adventist.org.au. Please also post the original to Seventh-day Adventist Church Ltd, Locked Bag 2014, Wahroonga, NSW 2076
Attn: Virgilio Cadungog



**SEVENTH-DAY ADVENTIST CHURCH LIMITED
CASH MANAGEMENT FACILITY INTERNET**

TERMS AND CONDITIONS OF USE

Please read carefully before requesting access.

The intranet <https://tithes.adventist.org.au> is owned by the South Pacific Division of the Seventh-day Adventist Church (ABN 67 096 202 433). The Cash Management Facility website is accessed through this intranet, this website is operated by the Seventh-day Adventist Church Limited (ABN 29 113 941 343).

As a user of the system it is important that you understand the key terms and conditions associated with the use of the software. Please take the time to read this information, before completing the request for access accompanying this document.

1. Acceptance of Terms of Use and Amendments

Each time you access the Cash Management Facility Website you agree to abide by these terms of use and any amendments that are made and notified to you over time.

2. Our Service

While every effort has been made to ensure that the website will perform the functions for which it has been designed, we cannot guarantee that it is free of any defects. However, if any faults are detected we will work with our software developers to rectify them in a timely manner.

Entries processed through the Westpac Banking Corporation account operated by the Seventh-day Adventist Church Limited (032000 837333) will normally be reflected in accounts on this website by 10:00am the following NSW business day. On occasion particular entries may take slightly longer than this. If this time frame cannot be met on a particular day we will endeavour to advise of the delay on the website.

Requested transfers between Cash Management Facility accounts will normally be reflected in the accounts by the next business day.

3. Your Responsibilities and Registration Obligations

In order to use the Cash Management Facility website you must request access to the website from Seventh-day Adventist Church Limited. You agree to provide truthful information when requested and advise when access is no longer required. When registering, you explicitly agree to these terms and conditions.

All requests for access from church treasurers must be authorised by the Conference treasurer and access will be terminated upon receipt of a request to terminate access from the Conference Treasurer.

4. Privacy Policy

Registration data and other personally identifiable information that we collect is subject to the terms of our Privacy Policy.

5. Registration and Passwords

By completing the Access Required form you are requesting access to the Cash Management Facility website. This website has been provided to allow clients of the Cash Management Facility to view their accounts. Access to the website is provided via a secure portal which allows users entry into the South Pacific Division Intranet, once access to the intranet is gained users can enter the Cash Management Facility website. Access to both the intranet and the Cash Management Facility website is provided via a username and password.

Passwords allowing access to the South Pacific Division intranet are selected randomly and issued initially by helpdesk staff caring for this intranet. Your username will be sent to you by email – to the email address you supply on your application form. The initial password is given to you *separately* by one of these methods – over the phone, by mail, or by fax.

Your username for the Cash Management Facility website will be sent to you by email – to the email address you supply on your form. The initial password will be given to you separately by one of these methods – over the phone, by mail, or by fax. If you already have access to the South Pacific Division intranet you will require only the username and password for the Cash Management Facility website to be issued.

Your passwords are unique and belong to you and are to remain confidential.

You accept responsibility for all use of the Cash Management Facility website using your username and password and for preventing unauthorised use of your login ID.

You agree to immediately notify the Cash Management Facility if you believe there has been any breach of security such as the disclosure, theft or unauthorised use of your username and password.

You should never leave the computer you are using without logging out first.



Privacy Policy of South Pacific Division of the Seventh-day Adventist Church

The South Pacific Division of the Seventh-day Adventist Church “SPD” is a Division of the General Conference of Seventh-day Adventists. The principal object of the SPD is to aid and forward, principally in Australia, New Zealand and the South Pacific Islands the objectives of the Seventh-day Adventist Church in proclaiming to all nations the everlasting Gospel.

By using this Cash Management Facility website, you agree to the Privacy Policy of the SPD set out below. SPD reviews its Privacy Policy periodically and reserves the right at its discretion, to modify or remove portions of this policy at any time. This page should be reviewed periodically so that you are updated on any changes. SPD recognises the importance of protecting the privacy of personally identifiable information collected about users of the System.

Personal Information

Personally identifiable information about users of this system is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with information or a service you have requested.

Sometimes SPD engages in activities with other church related entities with whom personal information is jointly collected or shared. In situations where your information will be shared, it is recommended that you also review the privacy policy of other church related entities.

Use of Information

Personally identifiable information that users submit to this system is used only for the purpose which it is submitted unless we disclose other uses in this Privacy Policy or at the time of collection.

Use by Third Parties and Public Information

SPD may use reputable third parties to manage activities available on our sites including, but not limited to statistical analysis and charts. These parties may have access to personally identifiable information submitted by users who participate in those activities. Similarly, we may contract with third parties to handle the fulfilment requests for information and services. In such instances, SPD instructs those third parties to use personally identifiable information only for the specific purpose for which it is collected.

Use of Aggregate Data

We may collect certain non-personal information to optimize our Web pages for your computer (ie, the identity of your internet browser, the type of operating system you use, your IP address and the domain name of your Internet service provider). We may use such non-personal information for internal purposes, including but not limited to improving the system.

SPD may use personally identifiable information in aggregate form – not individual – to improve this system and make them more responsive to the needs of our users. This statistical compilation and analysis of information may also be used by SPD or provided to others as a summary report for advertising or research purposes.



Disclosure

Personal information may be disclosed in special situations where SPD has reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring or interfering (intentionally or unintentionally) with SPD rights, property, users, or anyone else who would be harmed by such activities. Also SPD may reveal information when it believes in good faith that the law requires it.

Security

SPD strives to ensure the security, integrity and privacy of personally identifiable information submitted to its Systems, and periodically reviews and updates its security measures in light of current technologies. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure. Although SPD strives to protect your personal information, we cannot ensure or warranty the security of any information you may transmit to us. Once we receive your transmission we make our best effort to ensure its security on our systems.

Changing Personal Information

You have the right to request access to and to change personal information SPD has obtained from you at any time.

Cookies

Cookies are data that a Web site transfers to an individual's hard drive for record-keeping purposes. Cookies, which are an industry standard used by most Web sites, including those that may be operated by SPD can facilitate a user's ongoing access to and use of a site. They allow us to track usage patterns and to compile data that can help us improve our website. If you do not want information collected through the use of Cookies, there is a simple procedure in most browsers that allows you to deny or accept the Cookie feature. However, cookies may be necessary to provide you with all website services.



Our Public Policy Statement on Privacy

The following is a copy of the Published SPD Statement about privacy.

We Care About Your Privacy

SPD acknowledges the importance of your privacy and the safeguarding of your personal information.

Your personal information allows us to provide a service that you may request and in compiling records to assist SPD in its proper function. If you do not provide your information we may be unable to provide the information or service you require. Our aim is to protect and maintain your personal information in a manner that ensures its privacy, security and accuracy.

All personal information provided to SPD is subject to the standards set out in the National Privacy Principles for the handling of personal information. We will only collect information relevant to our objectives and services.

Information relating to persons serving on SPD committees may be retained to maintain company records and provide necessary information and services.

The personal information collected and maintained by SPD may comprise your name, address, contact details and information specific to a function or requested service. The information submitted to us may be shared with other related church entities.

The information we retain allows us to properly function and provide requested services.

Your personal information may be shared with other related church entities or other organisations that deliver services on our behalf. Although these organisations may be subject to the *Privacy Act 1988* in their own right, we require them to conform to our privacy standards as well as comply with the Act. They will not be permitted to retain any personal information about you unless you have expressed an interest in services provided by them.

We use appropriate technology and documented employee procedures to ensure that your personal information is secure. Only SPD and others authorised to handle personal information on our behalf have access to your personal information.

We will, with your help, aim to keep our records accurate, complete and up to date. We will remove identification from any information that we no longer require. You can notify us at any time if you do not wish to receive any information or service we can provide. We do not and will not sell personal information we collect.

You have the right to request access to your personal information held by SPD. There is generally no charge for access to your personal information unless provision of the information that you are seeking requires significant SPD resources. We will provide the information within a reasonable timeframe and advise you if costs will be incurred.

If you require more information, if you have an issue or if you have any suggestions on how we can improve our service please contact: **The Privacy Officer**

Email: spd.info@adventist.org.au

Telephone: (02) 9847 7333

Mail: Locked Bag 2014, WAHROONGA NSW 2076

Appendix 2C - Deductible Gift Recipients (DGRs)

Seventh-day Adventist Church – Greater Sydney Conference

ABN 141 454 635 59

Instructions for Local Church Treasurers

Seventh-day Adventist Church has established a few tax deductible gift funds. Donations to these funds must only be used for the purpose they were designated for.

When the local church receives a financial donation to a Fund, the church Treasurer must give the donor a receipt in the name of the Fund, and comply with all applicable laws in relation to any such gift, contribution or donation, including without limitation, the provisions of the Charitable Fundraising Act.

To ensure that all donations given to the Fund are receipted in the correct manner, and also to ensure that all applicable laws are abided by the local church Treasurers receipt any donations made by church members into the church CMF bank account. The Fund donations will then be transferred to the Conference with the normal transfer at the end of the month.

There are different DGRs that donors may wish to donate to. The donor must clearly specify which Fund the money should go to.

The following are a list of DGRs the Greater Sydney Conference has available:

- ADRA Blacktown
- ADRA Australia (various projects)
- Church Fund for Needy
- Sydney Adventist School Building and Maintenance Fund (SASBMF)
- Greater Sydney Conference School Scholarship
- Seventh-day Adventist Schools Library Fund
- Christian Services for the Blind

The use of these funds will be at the discretion of those officers in charge of the DGR and in line of the purpose of the respective Fund.



Appendix 2D - Greater Sydney Conference Time Sheet

Employees Name: _____

Fortnight Ending: _____

Date	Day	Job Details	Time on Job		Total Hours	Office Use
			From	To		
Total Hours						

Your Signature: _____

Supervisor Signature: _____

The government legislation dictates that an employer pays superannuation guarantee for an employee who earns \$450 or more in each monthly period. This figure is unknown at the stage of your request to pay this employee, however, it will be charged to your KChurch account.

Appendix 2E - Tips for Bank Reconciliations

Note: these tips relate to the bank reconciliation where you start with the bank balances and end with a figure that agrees with the balance of funds on the church Treasurer's report for the month ending that closely corresponds with the date of the closing bank balance on the bank statement/s.

1. Firstly ensure that the starting balances of your current bank statements are the same as the ending balances of your last reconciled bank statement.
2. Secondly tick off any outstanding items from the last bank reconciliation. It is recommended that you put an identifying mark such as a circle "O" (outstanding) or an "R" (reconciliation) against any item not ticked off. This should prompt you to "carry forward" those items to the next reconciliation.
3. Compare the cheque payments and funds transfers out with presented cheques and fund transfers on the bank statement/s. We assume that un-presented cheques and fund transfers will ultimately be deducted from the bank balance in time so we will deduct them from the bank balance/s on the reconciliation form.
4. Compare the deposits made with the bank statements. We assume that un-presented deposits will ultimately be added to the bank balance we add them to our bank balances in our reconciliation.
5. If there is interest or online deposits on the bank statement and not in the report, it is best to add those items into the report before completing the reconciliation. These should be written in as individual banking deposits, which in fact they are just that.
6. Where there is a GST refund credit showing on a CMF statement, the current practice is to tick it off against a carried forward GST item outstanding from a previous month's reconciliation. Do not forget to pick up a current month's GST claim outstanding and include it in the current month's reconciliation. (Note: where the alternative treatments of GST claims outstanding are treated as GST claims on the Conference and show as a negative fund balance in a separate column on the T&O Report and the GST refund deposits is shown on the CMF statement then treat the refund amount as a separate deposit. Therefore when the refund is shown on the CMF statement the receipt would directed to the GST column thus reducing the negative balance which in reality was the amount the Conference owed the church in refund monies. From time to time that column will need review to ensure that past month's negative GST balances were offset with recent GST refund deposits. Any imbalances in the GST column can be corrected by a transfer from a local church expense fund.)
7. Where a cheque amount in a previous T&O report is different to the cheque amount shown in the bank statement, it is an easy matter to still treat the original cheque value as an un-presented cheque in the reconciliation but show the bank disclosed amount in brackets immediately under the cheque amount in the reconciliation. The figure in brackets is then treated as a minus against the total of cheques outstanding. This way it is clear to you what has happened to that cheque and you can make an adjustment in your current or next T&O report (see point 09).
8. Where deposit amounts shown in a previous T&O report are different to the deposit amounts shown in the bank statement it is an easy matter to still treat the original deposit value as an un-presented deposit in the reconciliation but show the bank disclosed amount in brackets immediately under the deposit amount shown as outstanding in the reconciliation. This way it is clear to you what has happened to that deposit and you can make an adjustment in your current or next T&O report (see point 09).
9. You will need to investigate whether the bank has made the mistake or you have incorrectly shown the deposit amount in your T&O report. If it is the bank's error then contact the bank and get them to make



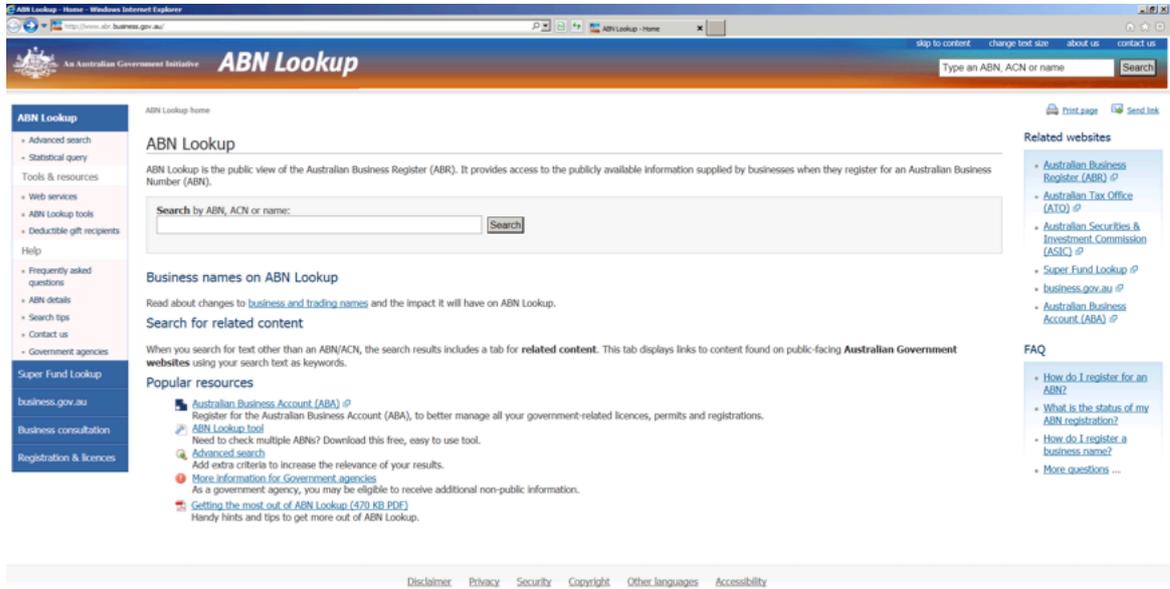
amends. If your T&O report is in error then an adjustment is necessary in that report. Ensure you have the right correction and initial the alteration. Differences that occur between your current T&O report and the current bank statements should be adjusted with explanations in the current months T&O report before completing the reconciliation.

Things to avoid during the month

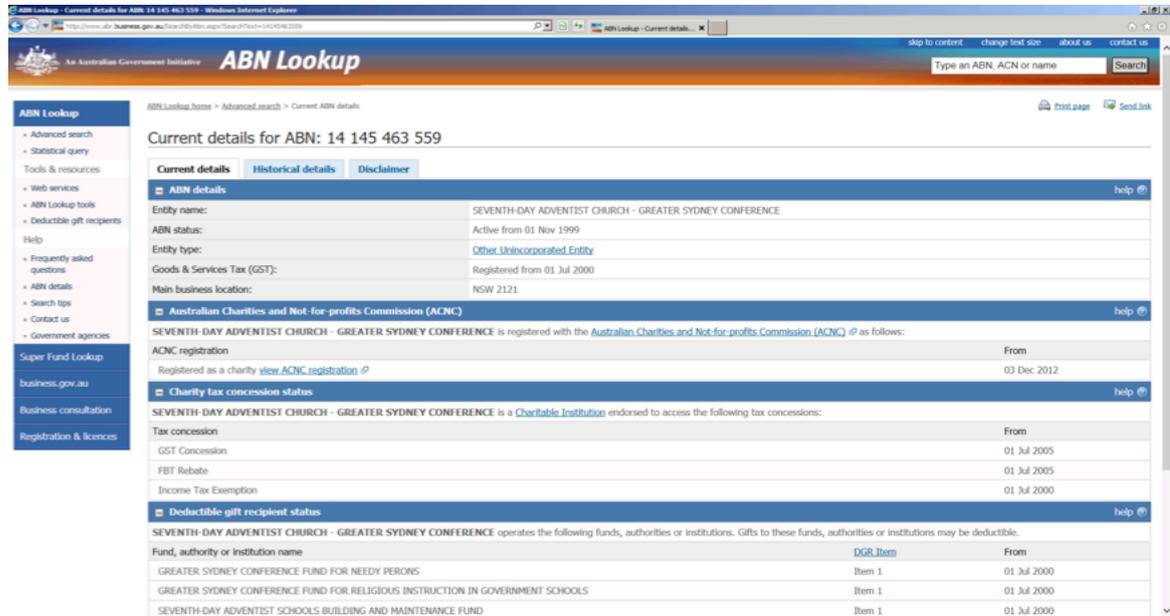
- a) Writing in the value of an online deposit before seeing the CMF statement for the month.
- b) Writing in the value of interest received before seeing the CMF statement for the month.
- c) Forgetting to ensure that the total banking agrees with the total of funds received for the week.
- d) Splitting the banking into separate deposits. It is important to have the money received on Sabbath deposited in full to the CMF bank account.
- e) Writing payment cheques and forgetting to include the GST
- f) Writing different amounts on the cheque and on the cheque butt.

Appendix 2F - GST

The website to check it registered for GST is: <http://www.abr.business.gov.au>.



Look for GST Registration status: Registered from 01 July 2000.



Once you have confirmed that the supplier is registered for GST, create a GST report and attach the invoices in order of the GST report summary and submit to the Conference with your monthly report to the finance department.

Section 3 — Risk Management and Compliance



Audits

“Every set of accounting records, from those of the local church to those of the General Conference, are subject to audit by auditors appointed for the purpose. This rule, which also applies to every denominationally affiliated institution, provides the maximum of safety in the handling of funds” — Church Manual Ch. 11 (Revisions 2010).

The business world considers audits as the “watchdog” of financial activity not the “hound dog.” The watchdog is there to protect and assure those in charge that everything is being looked after appropriately. Church auditors are trained with the same concepts. Many auditors come with much experience, operational tips and information they have observed over many operations that save time, effort and angst.

In general most aberrations (theft, fraud, etc.) in the financial realm start off when three conditions come together. These conditions are:

- (i) Opportunity to manage financial records (cash, cheques, accounts receivable/payable, securities, etc.).
- (ii) There are no or minimal observable controls to ensure accuracy and honesty (i.e. cash count controls, bank reconciliations, reports to members, audits, etc.).
- (iii) There is an individual’s need for additional funds for selfish purposes (i.e. gambling, excessive debts, lifestyle etc.). Even a lack of interest or the taking for granted the role and responsibility of the church Treasurer may lead to a self abrogation of his or her own expectations of professionalism in the roles as trustee of church funds.

Every church member is an auditor in reality to support and affirm each other by ensuring there are adequate resources, foundations and fences to support those in responsible positions. By not doing so each of us becomes culpable in the event of fraud or theft.

Therefore, it is not an act of mistrust for a Treasurer of a larger church to have one or more assistant Treasurers in sharing the responsibility of receipting, banking, recording the income and expenditure, writing cheques, counter signing payments, cross checking offering counts/receipts, doing the bank reconciliations and reporting to the business meeting and the board. In fact it is an act of building fences around those in trust positions to protect them from criticism and failure.

Likewise it is not an act of mistrust for the finance team of the Conference to audit the work of the local church Treasurer from time to time. Again it is a fence building activity.

Storing and Archiving of Church Treasurer's Records

Storing and archiving of financial records and minutes of meetings is guided in part by legislative requirements, such as payroll and tax records, and by the Seventh-day Adventist Church Manual and local Conference policies other financial records and minutes of meetings. See Appendix 3C for principles and guidelines.

General and Other Insurance

Risk Management Service (RMS) is not an insurance company or an insurance agent or broker. It is simply a service provided by the South Pacific Division of the Seventh-day Adventist Church to assist the Church.

Local churches are able to access RMS for all of their insurance requirements, these include:

- Building and contents
- Worker's compensation
- Extra risks
- Legal liability
- Cash
- Public liability

Please refer to the separate publication "Risk Management Service Manual for Churches and Schools" for full details of RMS services. For quick reference, selections of the most commonly used forms are provided in Appendix 3. To access online forms the website is www.rms.org.au. On this website you will find the most up to date forms which assist with the most commonly requested services.

For example, one of the most commonly requested forms by churches are the Public Liability Certificates. On this website you can complete this form online and submit it rather than filling it out manually.

The local church should review its insurances every year to ensure its assets and other resources are appropriately covered. A Treasurer can contact either RMS directly or the Conference for advice on insurance. If the church is renting its facilities to an external organisation, it is recommended that evidence of public liability insurance is received from the renting organisation.



Appendix 3A - Cash in Transit Cover

What is Cash in Transit cover?

Cash in Transit cover protects Seventh-day Adventist Church organisations (church organisation) against the loss of cash and negotiable instruments (cash) under the care of an authorised employee or responsible officer in specified situations (most of which involve the transit of cash from one place to another), subject to the terms, conditions and exclusions outlined in this Appendix.

If your church organisation carries or holds cash in any of the specified situations, then Cash in Transit cover is recommended because cash in these situations is not covered by any other Risk Management Service (RMS) cover.

The Cash in Transit cover is not an insurance policy. Rather, it is an internal loss fund operated for the benefit of the Seventh-day Adventist Church by RMS.

IMPORTANT: Cash in Transit cover does not cover cash kept in the premises of any church organisation (including local church congregations). If your church organisation keeps cash in their premises, then please refer to the Cash in Safe Fact Sheet for more information.

Does your church organisation have Cash in Transit cover?

It depends on the type of church organisation as outlined below:

- Local church congregations automatically have Cash in Transit cover under the cover provided to the conference to which they belong (provided that the conference has Cash in Transit cover).
- All other church organisations do not automatically have Cash in Transit cover and must apply for it if they require it (see the “How to Apply for Cover” section of this Fact Sheet).

It is also the responsibility of the church organisation to determine the amount of cover required (see the “What amount of Cash in Transit cover does your church organisation require?” section of this Fact Sheet).

IMPORTANT: RMS will only reimburse a loss under the Cash in Transit cover if the church organisation (or in the case of a local church – the relevant conference office) has Cash Carry & Cash in Transit cover listed on an RMS Certificate of Cover that is current and in force at the time the loss occurs.

Whose cash can be covered?

Cash in Transit cover can be arranged for cash that is:

- The property of the church organisation.
- Held by the church organisation on behalf of a savings bank agency for which the church organisation is responsible and which is not otherwise insured.

Cash belonging to any other person or organisation is not covered by Cash in Transit cover.

What types of cash are covered?

The following types of cash and negotiable instruments are covered by Cash in Transit cover:

- Cash (notes and coins).
- Negotiable cheques.
- Postage stamps

Other negotiable instruments are not covered.

In what specified situations is cash covered by Cash in Transit cover?

Cash in Transit cover covers the loss of cash under the control of an authorised employee or responsible officer in the following situations:

1. Salary and wages: from the bank to the church organisation premises and from the church organisation premises to places of disbursement and while there until paid out including re-carriage of unpaid cash to the church organisation premises or bank. Provided that the responsibility of RMS in respect of cash not paid out on the day of withdrawal from the bank shall be limited to an amount not exceeding 40% of the relative cheque cashed or 40% of the Cash Carry limit under the certificate (whichever is lower), and further that during non-business hours, such cash is kept in a locked safe or strongroom in the church organisation premises.
2. Bank deposit and cash (other than salary and wages): from the church organisation premises until paid into the bank or post office, and from the bank or post office to the church organisation premises, excluding loss of such cash whilst in the church organisation premises.
3. Cash while carried between business premises of the church organisation.
4. Cash held on behalf of a savings bank agency: from the church organisation premises until paid into the bank and from the bank to the church organisation premises, excluding loss of such cash whilst in the church organisation premises.
5. Cash received by a sales representative: from the time it is received until deposited in the church organisation office, bank or post office on the day of receipt. Provided that where for specific reasons it is impossible for the deposit to be made on the day of receipt a further two days coverage for a maximum of AUD\$1,500 may be granted provided the cash is at all times under the personal control of the sales representative.
6. Cash collected at churches and events sponsored by churches: from the time it is received by a responsible officer, in transit between place of collection and private dwelling of the responsible officer, whilst there, and until deposited in the bank or post office on first business day after collection. If under exceptional circumstances deposit is not possible on the first business day after collection a further two days coverage may be granted at the private dwelling of the responsible officer. Provided that when cash is at the private dwelling of the responsible officer it is securely kept inside the dwelling.
7. Cash collected at an event sponsored by a church organisation (other than a local church): from the time it is received by a responsible officer, in transit between place of collection and private dwelling of the responsible officer, whilst there, and until deposited in the church organisation office, bank or post office on the first business day after collection. Provided that when cash is at the private dwelling of the responsible officer it is securely kept inside the dwelling.



8. Cash advanced to an employee or responsible officer for the purchase of equipment or supplies: cover is limited to AUD\$1000 and a period not exceeding 24 hours from the time the advance is first given.
9. Cash held for emergency welfare purposes: cover is limited to AUD\$500.

Loss of cash in any other situation is not covered by Cash in Transit cover.

Are there any exclusions?

There are some exclusions that you need to be aware of. Cash in Transit cover does not apply to:

1. Any criminal act by an employee or responsible officer of the church organisation.
2. Any consequence of war, invasion, act of foreign enemy, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, or military or usurped power.
3. Cash or negotiable instruments belonging to or held in trust for any other organisation or person including employees and volunteers.
4. Cash left unattended in a motor vehicle unless it is locked out of sight in the boot of the vehicle for a period of time not exceeding four hours.
5. Cash posted in the mail.
6. An incident where the total loss otherwise covered by the Cash in Transit cover exceeds AUD\$10,000 and the cash was not under the control of at least two responsible persons.

What precautions can be taken to reduce the loss of cash in the specified situations?

Here are some suggestions:

1. Where practicable, bank cash on the day it is received so that the amount of cash in transit at any one time is kept to a minimum.
2. Where possible vary the:
 - a. Personnel responsible for carrying cash.
 - b. Times cash is carried.
 - c. Methods of carrying cash.
3. Carriage of cash, wherever possible, should be undertaken by two responsible persons. Where a large amount of cash is carried it is a requirement that two responsible persons be involved — see the “Are there any exclusions” section of this fact sheet for more information.

What amount of Cash in Transit cover does your church organisation require?

It depends on the type of church organisation. Local church congregations do not require any Cash in Transit cover as they are automatically covered under the cover provided to the Conference to which they belong (provided the Conference has Cash in Transit cover). All other church organisations must nominate two amounts when applying for Cash in Transit cover:

1. Cash Carry — the amount nominated should be the maximum amount of cash expected to be carried at any one time - as this is the maximum loss that the church organisation could suffer from an incident.
2. Cash in Transit — the amount nominated should be an estimate of the total amount of cash expected to be carried during the 12 month period of cover provided under the certificate of cover.

Some important items to consider when determining these two amounts are outlined below:

1. Include all cash, negotiable cheques and postage stamps. Cheques crossed “not negotiable” do not need to be included.
2. The amount nominated for “Cash Carry” is the maximum amount that RMS will pay in the event of a loss so ensure that it is sufficient to cover the maximum amount of cash carried at any one time.
3. Consider any special events or programs that may temporarily increase the amount of cash carried above the normal level.
4. The amounts nominated by Conference Offices must include the cash carried by all churches within their conference. Importantly the “Cash Carry” amount nominated by Conference Offices also applies to each individual church within the Conference. Therefore the amount should be sufficient to cover the maximum amount of cash carried by the larger churches, which may exceed the amount carried by the Conference Office. RMS recommends that Conference Offices establish a system for collecting information that allows them to reliably estimate the amount of cash carried by churches.

How much does Cash in Transit cover cost?

The cost of Cash in Transit cover is based on the two amounts nominated by the church organisation:

1. Cash Carry — the cost is 0.2% of the amount nominated by the church organisation (plus GST for Australian based church organisations).
2. Cash in Transit — the cost is 0.01% of the amount nominated by the church organisation (plus GST for Australian based church organisations).

To illustrate, the total cost of Cash in Transit cover for a church organisation that carries a maximum of \$5000 cash at any one time and a total of \$1,000,000 in a 12 month period would be calculated as follows:

Cash Carry (max. one time) \$5,000 x 0.02%	\$10.00
Cash in Transit (total per year) \$1,000,000 x 0.01%	\$100.00
Total per annum	\$110.00*
*Plus GST for Australian based church organisations	



How to apply for cover

To apply for Cash in Transit cover, complete the application form at the end of this fact sheet and return it to RMS. RMS will place the cover as soon as the form is received providing that all the required information is provided. Failure to provide all the required information may cause delay in the placement of the cover or may prevent RMS from placing the cover at all.

When your application is approved the following items will be listed on your church organisation's certificate of cover issued by RMS:

1. Cash Carry — maximum any one time.
2. Cash in Transit — total for whole year.

Church organisations should not assume that cover has been placed until confirmation is received from RMS. Please check with RMS if you are in any doubt.

How to make changes to cover

Church organisations can request changes to their Cash in Transit cover at any time by contacting RMS using the contact details at the end of this fact sheet and clearly outlining the changes required. RMS will not make any changes to the cover without express written instructions from the church organisation.

In addition, Cash in Transit cover is shown on Property Renewal Notices and Property Certificates of Cover issued by RMS each year. Church organisations should review the Cash in Transit cover at this time to ensure that the amount of cover is appropriate. It is the responsibility of the church organisation to advise RMS of any changes that are required.

What to do in the event of a loss

In the event that cash covered by the Cash in Transit cover is stolen or lost, or an incident occurs that is likely to cause loss, you should follow the steps outlined below:

1. Immediately notify RMS of the incident providing all available particulars of the loss.
IMPORTANT: failure to notify RMS within four weeks of the happening of any event giving rise to a loss shall provide sufficient reason for RMS to refuse payment under the Cash in Transit cover (see also the Limitation of Time Clause in the "Other Important Information about Cash in Transit cover" section of this fact sheet).
2. Take all reasonable precautions to prevent further loss.
3. Immediately notify the police of any criminal activity and fully cooperate with any investigation including taking all reasonable steps to recover the cash. RMS will not process your loss until this has been attended to.
4. Complete a "Loss Notification Form" (copy at the end of this fact sheet) and attach records (such as receipts, petty cash records, banking slips, sales sheets and other financial documents) that substantiate the amount of cash stolen or lost. If you are unsure how to substantiate the amount of the loss please contact RMS to ask for assistance.

5. Send the completed Loss Notification Form and attachments to your Conference, Union, Division or Institution Office for countersigning and ask the office to forward it to RMS.

Once RMS is notified of the loss it will be registered in our system and the process of assessing the circumstances and amount of the loss will begin. For large or unusual losses RMS may appoint a third-party loss adjuster to assist with the assessment of the loss.

When the assessment is complete RMS will finalise the loss by issuing payment (where appropriate) or advise the reasons why payment is not being made.

How much will RMS pay in the event of a loss?

In the event of a covered loss and subject to proper proof documents being provided by the church organisation RMS will pay the lesser of:

1. The amount of cash stolen or lost.
2. The amount of "Cash Carry — maximum any one time" cover in place for the church organisation as shown on the certificate of cover that is current and in force at the time of the loss.

Is there an excess payable in the event of a loss?

There is no excess deducted from losses payable under the Cash in Transit cover.

Other important information about Cash in Transit cover

There is some other important information that you need to know about the Cash in Transit cover which is detailed below.

1. The Church organisation has a duty of care to, at all times, exercise reasonable care to safeguard the cash and negotiable instruments against loss.
2. Limitation of time clause: In no case whatsoever shall RMS be responsible for any loss after the expiration of 12 months from the happening of the loss unless a claim is being processed.
3. RMS reserves the right to vary the terms and conditions of the Cash in Transit cover at any time including the right to vary the cover for all participating church organisations or to apply special conditions to any individual church organisation based on their loss experience.

Need to know more or need to contact RMS?

Phone	(02) 9847 3375
Fax	(02) 9489 7428
Email	info@rms.org.au
Web	www.rms.org.au
Mail	Locked Bag 2014
Street	148 Fox Valley Road WAHROONGA NSW 2076

This form is used to notify the insurer of injuries to people that have occurred in the course of conducting church business.

INCIDENT REPORT FORM



Risk Management Service

This form should be used for notification of all instances involving personal injury to, or property damage of, third parties occurring on denominational property or during denominationally sponsored activities. This is *not a claim form* and should *not* be completed by a potential claimant.

Organisation Details

Institution/Church/School _____

Address _____

_____ State _____ Postcode _____

Phone _____ Fax _____

Injured Person

Name _____

Address _____

_____ State _____ Postcode _____

Phone _____ Gender _____ Age _____

Details of Injury or Property Damage

Apparent injury or property damage _____

Was the injury of a serious nature? **Yes / No** if yes, give details

Treatment Given (if any)

First aid given by _____

Address _____

Treated by doctor (name) _____

Address _____

Medical diagnosis by doctor (if known) _____

Ambulance involved? **Yes / No** depot _____

Hospital treatment? Outpatient/admitted _____

Name of hospital _____

148 Fox Valley Road
Locked Bag 2014
Wahroonga NSW 2076
Telephone (02) 9847 3375
Fax (02) 9489 7428
Email info@rms.org.au



This two-page form is used to claim for a loss of insured church property.

LOSS NOTIFICATION FORM



Risk Management Service

(Trading Name)
(ABN 21 113 941 307)

148 Fox Valley Road
Locked Bag 2014
WAHROONGA NSW 2076
Australia

Telephone (02) 9847 3375
Facsimile (02) 9489 7428
E-Mail info@rms.org.au

1. Certificate Number (if applicable)
 2. Name / Organisation.....
 3. Phone Fax
 4. Postal Address.....
..... State..... Postcode.....
 5. Email Address
 6. Date of Event...../...../.....between.....am/pm and.....am/pm
 7. Where did event occur? (i.e. Specific room/building)
 8. What happened, how did it happen and why?(provide as many details as possible).....
 9. If claim for loss by burglary or theft, describe method of entry
- If loss due to criminal activity please answer Q10, 11, 12**
10. Please indicate whether operating security alarm system installed in section of building from which loss occurred. YES NO
 11. Names and addresses of persons, if any, responsible.....
 12. Have police been notified?If so, what station?Date.....
(Note: Police must be notified in all instances involving criminal activity) Report Number.....
 13. Describe action taken to reduce this loss
 14. Describe action taken to prevent similar losses in the future
 15. Are you the sole owner of the property which was damaged or lost?.....
 16. Is there any other insurance on the property which was damaged or lost? If so, please supply details.....

FOR AUSTRALIAN ORGANISATIONS ONLY	
A. Please indicate your ABN _____	
B. Are you entitled to claim an input tax credit for the GST on your contributions/premiums? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you ticked 'Yes' and your entitlement is less than 100% of the GST please indicate % of the GST.	<input type="text"/> %
C. Are you entitled to claim an input tax credit for the GST on the costs which are the subject of this claim? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you ticked 'Yes' and your entitlement is less than 100% of the GST please indicate % of the GST	<input type="text"/> %

DECLARATION

We do hereby declare that the foregoing answers are true and correct to the best of our knowledge and belief and that the information detailed in the Schedule is a true and faithful account of the actual loss sustained, and hereby undertake to notify the RMS immediately if any of the lost or stolen property is subsequently recovered, and at the option of the RMS to return the property or refund the amount of money received by way of compensation in respect thereof.

Signed Official Title Date/...../.....

Please forward to your conference CFO for counter signing Day Month Year

Countersigned (Officer of Conference or Institution)

NOTE: Take care to complete all details including schedule on the next page of this form

Seventh-day Adventist Church (Division Services) Limited
A.C.N. 113 941 307

SCHEDULE OF PROPERTY DAMAGED OR LOST

Item	State if lost or give details of damage	Serial No. and/or Year Acquired	Cost to Replace *	Cost of Repairs *	FOR RMS OFFICE USE ONLY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
* IMPORTANT * Attach a receipt, invoice or quote for <u>EVERY</u> item					FOR RMS OFFICE USE ONLY
					Total of Damage/Loss
					Less Excess (if applicable)
					TOTAL after excess



Appendix 3C - Church Record Retention Policy

The following is an adaptation of the South Pacific Division working policy ADM.20.35 on “retention and safeguarding of records.” It is to be used as a guide for the retention and safeguarding of church Treasurers records of their local church.

Records Management

1. In order to preserve documents of permanent value and to avoid the preservation of unneeded materials, each church should determine then record and adopt a records management system. This system will be responsible for the preservation of the following vital records:
 - a. Official minutes of the local church.
 - b. Minutes of standing committees.
 - c. Financial statements and records.
 - d. Legal documents including contracts, letters of agreement, etc.
 - e. Other documents such as vital correspondence from Conference Administration, Local Councils, service providers, etc.
2. The board of the local church should evaluate the legal, financial and cultural worth of various types of files and records produced by them. Such records shall be stored in one or more of the following forms:
 - a. Physical documents and files.
 - b. Microfilm, microfiche, film strips and 16mm film, etc.
 - c. Electronic media storage on tape, etc.
 - d. Primary based digital storage on a network and on hard drives.

Safeguarding of Records

1. Each church should appoint a person to care for its archival responsibilities. In practical terms this responsibility could be divided into to two groups — the local church Treasurer for financial matters and documents, and the local church clerk for documented minutes and any other documents of archival worth.
2. The church should maintain a storage facility that prevents unauthorised access and provides physical security for its archival holdings that is fire, flood and vermin proof, lockable and preferably moisture-controlled.

Access to Records

1. The church treasurer and church clerk shall be responsible for keeping a record of who has had access to vital records that are under their care.
2. Media stored electronically should be password-controlled according to established access control limitations.
3. Non-current records that have been transferred to archives may be retrieved only by:
 - a. The originator of the document.
 - b. The administrative officers of the church.
 - c. Other elected members of the church board.

Others wishing to access the archives may do so only by obtaining the consent of the pastor or senior elder.

Records Retention and Destruction

1. Physical documents and files:
 - a. For those documents in physical form: documents and files to be destroyed shall be stored in the interim with the date of their intended destruction clearly displayed.
 - b. Files to be preserved permanently may be kept in hard copy and/or microform at the discretion of the Board.
2. Electronic Documents and Files:
 - a. For those documents in electronic form: Information stored in electronic form and maintained in harmony with the Records Retention Schedule shall be:
 - i. Stored in a single standard format. (Preferably Microsoft PC format).
 - ii. Filed in a reliable electronic archival management system.
 - b. To prevent the corruption of the storage backup, additional archive storage options will be implemented.
3. Documents of a confidential nature (e.g. personal information, reports, etc.), shall not be disposed of in waste paper bins, but shredded or, where available, forwarded to the Conference, which deals with document destruction.
4. Document destruction should be deferred if litigation or investigation is anticipated.

Care of Financial Records

All ongoing financial contracts and other long term agreements affecting future years financial budgets will be recorded in church minutes and the treasurer will keep copies with his/her files. The treasurer and the church clerk shall be responsible for the preservation of local church financial records under the guidelines.

	In church office/home	In locked location	Preservation format	Then dispose/shred
Receipt books	12-15 Months	16 months to completed audit	Original	Yes
Weekly analysis	12-15 Months	16 months to completed audit	Original	Yes
Bank statements	12-15 Months	16 months to completed audit	Original	Yes
Conference statements	12-15 Months	16 months to completed audit	Original	Yes
Payment invoices/statements	12-15 Months	16 months to completed audit	Original	Yes
Offering record sheets	12-15 Months	16 months to completed audit	Original	Yes
Tithe envelopes	12-15 Months	16 months to completed audit	Original	Yes
Financial reports	12-15 Months	16 months to completed audit	Original	Yes
Financial budgets	12-15 Months	16 months to completed audit	Original	Yes
Auditors' correspondence	2-3 Years	Permanent	Original	Permanent (save soft-copy, shred originals)
T&O reports	2 Years	Permanent	Original	Permanent (save soft-copy, shred originals)

old is generally restricted.

Note: Archival storage space for all forms of paper documentation, whether letters, files, bound documents, etc., is generally limited. Scanning of such documents onto digital storage is the preferred option. For the permanent preservation of all types of documents, the statutory requirement is to microfilm them.

A more extensive and comprehensive schedule, designed particularly for large organisations, is available as a supplement to the South Pacific Division Records Management Manual.

Section 4 – Budgeting and Reporting

The Purpose of Financial Reports

The purpose of financial reports is to assist with decision making and give account for funds managed under trust. In order for financial reports to be useful and achieve their purpose of assisting in decision-making, they must exhibit two key elements, viz. timeliness and accuracy.

If financial reports are produced that are extremely accurate, but are not issued in a timely manner, then the information becomes out-of-date and is of limited use for decision-making. Further, if the financial reports are completed very quickly and delivered to the users in a timely manner, but are not accurate, decisions based on this data are likely to be flawed. The old adage of “garbage in – garbage out” applies with respect to financial information and the quality of decision-making.

Accuracy of financial data is best achieved with good internal controls at the transactional level and ensuring that financial reports reconcile back to the bank statement, etc.

Budgeting is also an important part of the financial planning of a church, and provides authorised amounts that can be spent in evangelism and the various church departments and ministries. Once approved by the church board or business meeting, the annual budget also provides a benchmark for tracking income and expenditure over the budget period, and important information for effective financial control to avoid overspending or unauthorised allocation of resources.

Record Keeping

From the receipting process to reporting to the church business meeting, the Treasurer is fully involved in the financial recording of the church’s finances. It is at the quarterly business meetings that the Treasurer discharges his/her duties to the church members. At that point the business meeting attendees should ask meaningful questions and receive transparent answers. On the vote of the business meeting, an affirmation is given on the financial report numbers, which is effectively a sign off on the church’s financial income and expenditure report including the bank balance. It is recommended that a recent copy of the bank reconciliation statement should accompany financial reports to the business meeting.

The quarterly report presented to the business meeting is kept as simple as possible without going below the minimum requirements. Refer to the principals outlined on the following page.

It is good practice to ask the members of the board/business meeting what details they require to make good



*“The treasurer is the custodian of all church funds.
These include:*

- (1) conference funds,*
- (2) local church funds, and*
- (3) funds belonging to auxiliary organisations of the local church.”*

Church Manual Ch.11 (Revisions 2010)



decisions on scarce resources (i.e. the local church funds).

Rather than prescribe a “one type fits all” sample set of church reports, the following principle should be followed for professional reasons that comply with the principles of generally accepted accounting practice.

Treasurers will notice that, with very few exceptions, income and outgoings fall into three clear-cut categories, which are outlined below.

Minimum Disclosure Points

Firstly, there are tithes and offerings that flow through the church financial records as “Conference Funds” and are destined for higher organisations. The T&O report records the flow of Conference funds each month as simply what comes in must go out in the same month as it is received. So outgoings are a given. Examples are Tithe, Sabbath School offerings, Mission Extension offerings, etc.

Secondly, there are those funds that are destined for local church use either by offering allocation, individual donations, or fundraising activities conducted by the church and its members. Your T&O report records the incoming of those funds and the outflow of those funds month by month in accord with expense documentation and budget allocations. Examples are Local Church offerings, Stewardship giving, Local Building fund, etc.

Thirdly, there are those funds we call auxiliary or trust money collected on behalf of an auxiliary organisation or operation. These funds are held in your local funds until they are passed onto the auxiliary organisation/ operation as and when calls/account payments are made for those funds. (See also Offerings for Auxiliary Funds/Organisations). Examples are Asian Aid, Fly 'N' Builds, Signs Campaigns, etc.

Recommendation

The church Treasurer’s report to the board/business meeting should show separately the cash flow activity of the basic types of funds. Below is a very basic illustration that you may need to expand and detail in accord with the needs of the board and business meetings. The board and business meeting members need sufficient information to make a value judgement on how best to allocate limited local church funds to achieve the objectives of your church.

Conference Funds	Local Church Funds	Auxiliary (Trust) Funds
Tithe	<i>Income</i>	<i>Asian Aid</i>
SS Offerings	Local Offering	Income
13th Sabbath Offering	Personal Ministry	Expenditure
ADRA International	Etc	<i>Balance</i>
Avondale	<i>Less Expenditure</i>	<i>Signs Campaign</i>
Annual Sacrifice	Council Rates	Income
World Mission	SS Expense	Expenditure
Etc	Etc	<i>Balance</i>
Total Conference	Total Local Fund Balances	Total Auxiliary Fund Balance



It is incumbent on the treasurer to give ample opportunities as well as to encourage members of the Board/Business Meetings to ask searching questions, and to seek assurances of good recording and reporting practices.

Remember, that quality questions by church members are not necessarily a sign of distrust, but of seeking assurance to confirm the members trust in the treasurer.

Note

1. The total of Local Fund balances and Auxiliary Fund balances should equal the total balance of your last T&O report balance and will be reconciled to the current CMF balance.
2. There is no need to show the outgoings of Conference Funds as that is a given under the regular T&O reports to the Conference.

For those church treasurers who use the Electronic Tithes & Offering system online, they will find reporting templates that can be used for your reporting needs. Those who are adventurous may attempt to tailor make their reports by modifying the electronic version or exporting to an Excel file and creating their own report style.

Section 6 of this book outlines a procedure summary of the online Electronic Tithes and Offerings system.

Reporting to the Church Business Meeting and Board

“Reports of all funds received and disbursed should be presented at the regular business meetings of the church. A copy of these reports should be given to the leading officers” Church Manual Ch.11 (Revisions 2010).

The form of the report presented to business meetings is largely governed by the information requirements of the church members and the board. However, it is recommended that what is reported to the business meeting and the board must, for consistency and trust reasons, be compatible in form and dollar (\$) values to the monthly reports presented to the Conference office.

“The budget should be presented to the church for its study and adoption, and for plans to assure that funds shall be provided to balance the budget during the coming year. Funds to meet the church expense budget may be raised by offerings or subscriptions. Members should be urged to support their local church in proportion to their financial circumstances” — Church Manual Ch.11 (Revisions 2010).

See Appendix 4A for tips on preparing a church budget.



Timeliness

The Conference has mandated that Treasurer's monthly reports be submitted to the Conference no later than the 10th of the following month. Therefore, it is possible to give a report of current figures to the board and business meetings that are no more than one month old, except in exceptional circumstances.

In the interest of "good governance" and of the expectations of "trust" that church members have placed in the Treasurer, it is recommended that no fewer than four reports be presented to the church business meeting in a year. If circumstances deem that four reports is not possible (exceptional circumstances), then a minute disclosing the reasons for not doing so should be recorded and voted on at the next business meeting.

In addition, it is considered best practice to present financial reports or at least a summary of the financial report to every board meeting. The reports presented at either the business or board should not be so out-of-date as to be useless in making financial decisions

Appendix 4A - Tips for Preparing a Church Budget

There are several approaches to preparing a forecast of future income and expenditure. They include:

- a. Starting with last year's budget figures and comparing them to actual expenditure and making an educated estimate of what the forecast will be.
 - b. Doing much the same as in (a), but consulting with the pastor and church officers, and adding or subtracting numbers based on what the future promotions and activities that each officer plans to do.
 - c. Starting with a zero base and building up an estimate of future income and expenditure based on anticipated income and planned activities of the church.
1. Whatever approach you take it is recommended that you consider breaking your expected income into two categories: (a) income that is practically guaranteed to be received such as the weekly expense offering that has not changed much over the years provided that your congregation mix (juniors, youth, working families, farmers, retired, etc.) remains fairly static; and (b) income that could be erratic, such as special fund raising. Sometimes budget giving can be static or erratic. Where it is impossible to estimate fairly accurately, it is recommended that you take a conservative approach in your estimate (e.g. best estimate times 70-90%).
 2. With expenditure there are basically two types: (a) fixed expenditure bills that arrive regularly and can be estimated with a fair degree of accuracy. These bills include council rates, power bills, insurances, pest controls, routine maintenance, etc., all of which generally relate to the functioning of your facilities of worship and other buildings and equipment; and (b) variable expenditure that is generally activity related such as Sabbath School (although Sabbath School quarterly costs may remain fairly static), church evangelism, Adventurers, socials, etc.) It is recommended that with these items that the Treasurer consults with the board, the Pastor and those members who are responsible for those activities that generate the variable costs.
 3. Finally after all the estimates are in place the Treasurer, with the board, determines what can be afforded in the coming church year.
 4. After the board's approval of the budget, it is recommended that the budget be presented at the earliest to the church business meeting.
 5. At subsequent board and business meetings it is then the responsibility of the Treasurer to present subsequent financial reports that disclose the current financial status of the church's finance. Where a budget is prepared and approved by the board/business meeting it may be expected that the Treasurer will include a running comparison of "actual" local church income and expenditure as compared with the 'year to date' proportion of budget income and expenditure.

Advantages of a budget

Luke 14:28 says, "Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?" (NIV)

- a. Knowledge of what the organisation can achieve with scarce resources.
- b. Early detection of unwanted or unexpected trends with income or expenditure.
- c. Predetermined income and or expenditure avoid overruns of costs.
- d. Department heads have a clear idea of their specific scope for activities and constraints in finance.
- e. Reduces the need of day-to-day approvals or otherwise of expenditure requests.
- e) Reduces the need of day-to-day approvals or otherwise of expenditure requests.

Section 5 — Church Growth – Grants and Loans



Evangelism Grants (Tithe Reversion)

The Greater Sydney Conference has a strong commitment to local church based evangelism programs and seeks to encourage participation and creativity through an incentive scheme known as “Tithe Reversion”.

In brief, 2.5% of tithe from a previous full year will be allocated to each local church for evangelism funds. For example, 2015 evangelism funds would be based on the tithe from the local church in 2013.

An additional 1% of tithe will be granted to churches that have a clear strategic plan for outreach and healthy churches in terms of their stated vision.

Expense summaries must go to the Ministerial Secretary for approval. Once approved, the Finance department will distribute the funds to the local church.

Expenses for evangelism should first be paid by the local church and when the evangelism program has finished the expense summary can be sent to the Ministerial Secretary. Once it has been approved, the Finance team will process the grant through the CMF account.

Refer to Appendix 5B for relevant guidelines.

Church Building Grants and Loans

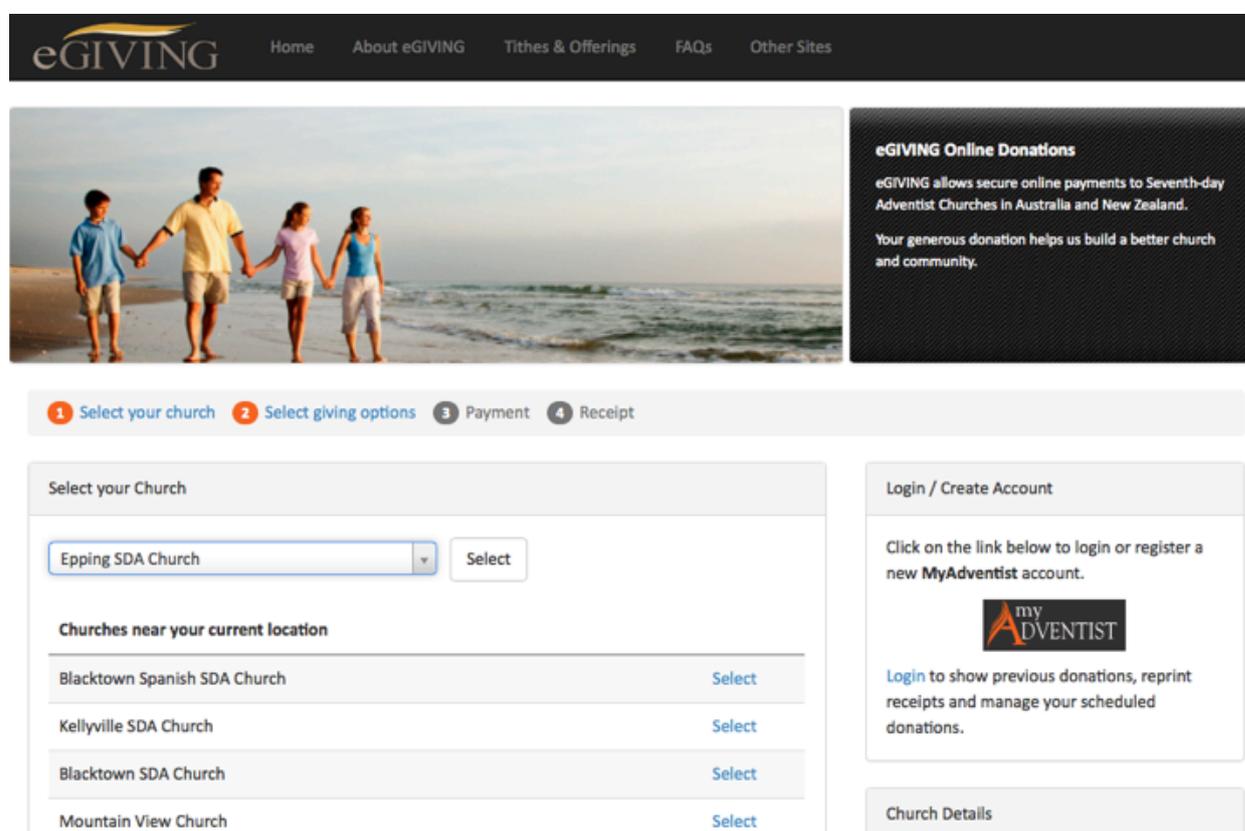
Appendix 5C has been included to provide forms and policies in relation to church building grants and loans that are available.

Appendix 5A - Guidelines for processing Tithe and Offering Donations on GSC eGiving Website

The eGiving website has been commissioned primarily to provide a way for members who are comfortable with paying their bills online to also honour their commitments to God through the internet.

The eGiving website can be accessed by going to <https://egiving.org.au>.

Once you have arrived at the website, the website will locate the nearest Seventh-day Adventist Church to you. You can either select the closest church or begin writing the name of the church you wish to donate to, and then the name will appear. If you wish to just give to the Conference, please choose Conference Church and your donation will come directly to the Conference.



The screenshot shows the eGIVING website interface. At the top, there is a navigation bar with the eGIVING logo and links for Home, About eGIVING, Tithes & Offerings, FAQs, and Other Sites. Below the navigation bar is a banner image of a family walking on a beach. To the right of the banner is a text box titled "eGIVING Online Donations" with the following text: "eGIVING allows secure online payments to Seventh-day Adventist Churches in Australia and New Zealand. Your generous donation helps us build a better church and community." Below the banner is a progress bar with four steps: 1 Select your church, 2 Select giving options, 3 Payment, and 4 Receipt. The "Select your Church" step is currently active. The "Select your Church" section features a dropdown menu with "Epping SDA Church" selected and a "Select" button. Below this is a list of "Churches near your current location" with the following entries: Blacktown Spanish SDA Church (Select), Kellyville SDA Church (Select), Blacktown SDA Church (Select), and Mountain View Church (Select). To the right of the "Select your Church" section is a "Login / Create Account" section with the text: "Click on the link below to login or register a new MyAdventist account." Below this text is the MyAdventist logo and the text: "Login to show previous donations, reprint receipts and manage your scheduled donations." At the bottom right of the page is a "Church Details" section.

The example above has Conference Church listed in the left hand bar under "My Local Church is" If you have chosen the wrong Church you can select another by pressing on "Change." After you have selected the church, you then need to select "Browse Offerings, Payments & School Fees" from the centre section of the screen. This will open up a list of offerings to which you can give. As per below:

Once you have the name of the church you wish to donate to, you can press Select. After you have selected the church, you will be directed to the page Select Giving Options. There is a range of offerings to donate to. Enter the amount you wish to donate next to the name of the offering. As you continue, the website will tally the Total Donation at the bottom of the page.



- 1 Select your church
- 2 Select giving options
- 3 Payment
- 4 Receipt

Donations for Epping SDA Church

Please select the items you wish to donate to.



Tithe

Tithe is used to support the ministry of local churches through pastoral salaries, as well as evangelism and additional services provided to the local church.



World Mission Budget Offering

Supports the general worldwide work of the church as well as special projects.



Local Church Budget

Help and support your local church. Your donation helps provide for local church operating expenses, maintenance, and some local ministries.

Total Donation \$

0.00

Donate

When you selected and entered the items you wish to donate to you can press Donate at the bottom of the page. This will take you to the Payment page. On this page there will be a summary of your donation. If you agree with the amount you can choose a payment method. If you do not agree, you can press Select Giving Options and go back on step and start entering the amounts again.

- 1 Select your church
- 2 Select giving options
- 3 Payment
- 4 Receipt

You are donating to Epping SDA Church

Below is a summary of your donation

Tithe

Total

Please choose a payment method

- Credit or Debit Card
- BPAY

Login or create a profile to start using the recurring donation feature.

There are three payment methods that you can choose from:

- Credit/Debit card
- BPAY
- Recurring donation via Credit/Debit card.

If you prefer to pay a once-off payment through eGiving you can do so on that same page by filling in the details. However, if you would like to create a recurring donation press Login or create a profile. To have a recurring payment, you will be given a username and password. With these you can always go back to the original recurring payment and amend it if necessary.

If you have selected recurring donation and you have filled in a username and password you can now tick the Recurring donation box and fill in your payment details plus the frequency and the stop date of the recurring payment.

Please choose a payment method

Credit or Debit Card

BPAY

Recurring donation

Recurring Donations allow you to donate to the selected project(s) on a scheduled basis using your debit or credit card or using direct debit requests.

Frequency: Weekly

First donation: Today

No donations after: No end

Once you have filled in the details of your payment, it will ask whether you would like your name and email to be listed in the details to the recipient. If you do not want your name included and wish to stay anonymous, please un-tick this box. Then if everything is correct you can press Confirm Payment.

Privacy

Include my name and email in the donations details supplied to the recipient. [More](#)

Confirm Payment

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[Contact](#) [Privacy Policy](#) [Terms of Use](#) [Participating Churches](#) [Feedback](#)

The last page will be a confirmation of your payment. At any time if it is a recurring payment you can View past online transactions and scheduled donations and make amendments. The email that you supplied during the process will be where your receipt will be sent to. We would suggest you print this for your reference.



Appendix 5B - Conference Evangelism & Tithe Reversion

How the Fund Works

- Each year the Conference budget allocates an amount equivalent to 2.5% of tithe from a previous full year. An extra 1% will be given to those churches with a strategic outreach and healthy churches plan.
- Allocations for the current year are based on the tithe returned two years ago, which is the most recent year of full tithe reports at the time of budget construction.
- Claims for evangelism funding must be submitted to the Ministerial Director by no later than the end of the first week of the New Year (e.g. 2014 claims can be submitted up to the end of the 1st week in January 2015). If your church is running a program during December and it will be difficult to submit a report at that time, please let the Conference know in writing and the Conference will accept this claim up to the 31st of March of that New Year.
- The claim should be in the form of a summary of the relevant expenses. It is not required that invoices accompany the claim, however, invoices should be available for submission if requested.
- This system of evangelism funding encourages innovation and experimentation. The funding will support a wide range of activities that demonstrably have an evangelistic intent.
- In regards to what can be claimed, the local church is encouraged to be creative with their use of evangelism funds. However, purchases of such items as sound, computer or video equipment are unable to be funded from these funds; local church funds will support such expenses.
- In order to claim the funds available to your church please make a request in writing to the Ministerial Secretary with a summary of relevant expenses.

Appendix 5C - Church Building Grants and Loans

Church Building Grants — Greater Sydney Conference

According to the Executive Committee minute number 49.6, dated 19 August 2014, churches undertaking building programs in Greater Sydney Conference may be eligible to receive a Conference grant of up to 15% of the total building project. This is subject to available funds and may not always be available.

The below schedule has been presented and approved by the Executive Committee, in response to a need of a standard policy and guideline for applications.

These grants are available for the following purposes:

1. Establishment of a new church complex/purchase of existing premises
2. Relocation of existing church on shortfall after proceeds from sale
3. Supplementary building e.g. church hall
4. Renovation of church or other building

All applications are subject to funds available in the Church Development Reserve. Local church applications will only be considered if the local church finance reports are up to date and lodged with the Conference.

Applications will only be considered on the basis of one of the above categories. The church may apply for multiple categories but may only apply for one category in any given year.

If the church property for which the grant has been provided is sold or disposed of within 10 years of receiving the grant then a pro-rata of the grant is to be paid back to Greater Sydney Conference. The grant is amortised at the rate of 10% per year.

Guidelines for SPD Church Fund Grant Applications

It is recognised that the cost of establishing a new congregation in many of our cities makes it impossible for them to ever have a church building. To help the church in these situations, the South Pacific Division has established a church building fund from which to make significant grants. These guidelines provide the principles for the granting of these funds for new church buildings in major urban areas.

Fund Use

The fund is available to assist with the following types of development:

1. Establishing a new church facility (land and building).
2. Building a new facility on already owned land.
3. Extensions to an existing church building that significantly expand its seating capacity.



Principles for Fund Distribution

The Division Fund will not meet all needs, so a process of prioritisation has been put in place. Because of the varying needs of churches and their different costs and incomes, it is not possible to have a set formula for assistance. Each church will be treated differently so as to be able to acquire a building.

The emphasis of the fund is to provide assistance so that a project will happen within a year or two. This approach may mean that in some years few churches will be assisted. In other years, no churches may be assisted so as to build up the fund to make major grants if that is what the committee deems is necessary.

The following principles are designed to serve as the foundation for prioritising this distribution of funds.

1. Funds are to be used for the strategic acquisition of church property.
2. Distribution of funds will be for the support of new church buildings, major extensions to existing buildings or a land acquisition to enable a congregation to build a church worship facility. These funds will not be available for renovations.
3. Where funding is for new church buildings, priority is to be given based on the following criteria:
 - a. Demonstrate evidence of predominantly Kingdom Growth rather than transfer growth.
 - b. Strategic plans demonstrate a clear mission focus. Financial commitment is not to inhibit growth or divert this focus.
 - c. A facility that is multipurpose rather than single usage. Some priority will be given to projects that have the potential of generating income to assist with loan repayments.
 - d. The church must demonstrate its capacity and willingness to grow.
 - e. Division supported Global Mission and Church Planting projects to receive some preference.
 - f. Union and/or Conference financial commitment to the project.
4. In addition to the above:
 - a. Where a grant is requested by an existing church with a building it must demonstrate:
 - i. That it is significantly expanding its seating capacity, or
 - ii. That it is relocating or amalgamating to expand its capacity and mission potential.

In both these cases Division grants will be given in the form of interest subsidies with capital assistance provided by the Conference and union

- b. Where a grant is requested by an existing church with no church building, a capital grant may be made from the Division fund or from the conference and/or union and it may be given in the form of an interest subsidy over a longer period.
5. All churches applying to the fund must be able to demonstrate their financial capacity to borrow and are expected to fully utilise their own funds and borrowing capacity for the project.
6. In all cases sustainability of plans, is to be demonstrated through the presentation of a comprehensive business/mission plan.

- 
7. Unions are encouraged to provide a church acquisition consultation service to applicant churches prior to any grant being approved.
 8. In cases where the Division has given grants to purchase church properties, which are later sold and not reinvested back into another church property, then the original grants are to be returned to the Division.
 9. An exit option is to be included with each application should the church reach a situation where it is no longer viable. Viability measures to include:
 - a. Size
 - b. Leadership
 - c. Mission
 - d. Finances
 - e. Doctrine.

Fund Considerations

1. The fund may underwrite minimum financial requirements for up to five (5) years on properties where an income is to be generated until it reaches its expected potential.
2. Assistance with repayments may be made from the fund while the church is being established.
3. Congregational leverage is to be fully used before grants are made.
4. Incentives may be provided to fast track plans to encourage the congregation to be financially self sustaining.

Strategic Land Acquisition

Strategic land acquisition is the responsibility of the Union and/or Conference.

Application Process

The following application process is to be administered in the granting of funds from the reserve:

1. All applicants are to complete the South Pacific Division Australia and New Zealand Church Grants Application Form, which can be provided to you by your Conference CFO. This application form outlines what information needs to be prepared as part of your submission to the Division Church Fund Grant Committee.
2. Applications will be considered once each year for approval or provisional approval by the Division's Church Fund Grant Committee. All applications must be supported by the Union and Conference.
3. A business/mission plan is to accompany each application. This business/mission plan is to provide the following details:



- a. Purpose statement.
 - b. Growth goals.
 - c. Demographic study indicating evidence of future growth.
 - d. Leadership development plans.
 - e. Financial plan showing.
 - i. Revenue streams.
 - ii. Annual budget.
 - iii. Congregational capacity to service loans.
4. Your completed application form is to be sent to your conference CFO for processing in sufficient time for it to be processed by the conference and union.

Reporting

Financial and mission reports showing the progress being made by the church are to be provided to the Church Fund Grant Approval Committee before their meeting each year. Grant recipient churches will be notified of the due date for this report by the Union or Conference.

Appendix 5D - SPD Church Grants Application Form

SOUTH PACIFIC DIVISION AUSTRALIA AND NEW ZEALAND CHURCH GRANTS APPLICATION FORM

Proposals must comply with the requirements of the Church Fund Grant Funding Rules for funding and any requirements specified in this form.

PROJECT ID:

Total number of sheets contained in this Proposal

Information on this form and its attachments is collected in order to make recommendations to the Church Fund Grant Approval Committee on the allocation of financial assistance and for post grant reporting. Information contained in this Proposal can be disclosed without your consent where authorised or required by law.

PART A - ADMINISTRATIVE SUMMARY

A1 APPLICANT CHURCH

Name

A2 PROJECT TITLE

(Provide a short descriptive title of no more than 10 words).

A3 PARTICIPANT SUMMARY

A3.1 Participant Details

Enter details of the Person/s responsible for the implementation and ongoing oversight of the project.

Surname	Initials	Position Held	Experience/Qualification	



A4 REQUESTED SUPPORT

How much is being requested? \$ _____

A5 ADDITIONAL DETAILS

A5.1 Have you submitted or do you intend to submit a similar funding request to any other organisation?

Yes No

If Yes is selected above, please give details of the request being made:

A5.2 What is the Union and/or Conference financial commitment to the project?

A5.3 Is this a Global Mission or Church Planting project?

Yes No

PART B - MISSION AND GROWTH POTENTIAL

B1 STRATEGIC PLACEMENT

Provide a statement outlining the argument for placement of the Church within the community.

B2 MISSION

B2.1 Mission Statement.

Attach a copy of the church's mission statement

B2.2 Evangelistic Strategy.

Attach a copy of the church's evangelistic strategic plan

(Should demonstrate evidence of predominantly Kingdom Growth rather than transfer growth.)

B2.3 Five year plan.

Attach a copy of the church's five year plan

NB: Strategic plans demonstrate a clear mission focus. Financial commitment is not to inhibit growth or divert this focus.

B3 GROWTH

B3.1 Membership and attendance data.

List membership data for last three years

Year			
Membership			

Provide average attendance data (including children) for one Sabbath each quarter

Quarter				
Attendance				

B3.2 Potential for Church growth.

Provide any research with regard to potential for church growth.

- a. Growth goals
- b. Demographic study indicating evidence of future growth

B3.3 Tithe and Giving .

Give actual tithe and giving record for past three years

Year			
Tithe			
Offerings			
Local			
Other			



PART C - PROJECT DESCRIPTION

Please provide the following information.

C1 PROJECT TITLE and DESCRIPTION

Provide a description of your project on no more than one page and attach to this application.

C2 TYPE OF FUNDING ASSISTANCE REQUESTED

Tick each relevant box.

- Approval in Principle. When an application is being made for assistance to give certainty so as to be able to move ahead and purchase a church property, supply as many of the application details as possible.
- Interest Free Loan
- Grant

C3 TYPE OF PROJECT

- New Building Costs
 - Establishing a new church facility (land and building)
 - Building a new facility on already owned land
- Existing Church Building
 - Extensions to an existing church building that significantly expands its seating capacity
 What is the church's present seating capacity? _____
 What will be the seating capacity of the new facility? _____
 - Relocating/amalgamating to expand its capacity and mission potential

Provide board/business meeting minutes on type of facility

- Amalgamating Churches
 - Amalgamating to expand church's capacity and mission potential

Name churches amalgamating:

Have you had discussions with your conference regarding amalgamation?

Yes No

If yes please provide details:



C4 PROJECT PLANS – For construction of new buildings or major extensions

Please provide the following as applicable.

- Site plan (Single Page)
- Basic Floor plan (Single Page)

C5 SPECIAL CONSIDERATION

If you believe this project requires special consideration please give the reasons:



PART D - PROPERTY DETAILS

Please provide the following property details.

Is land already owned? yes no

Legal owner of the Property: _____

Property Title: _____

Allotment No: _____

Address: _____

Where is Property Title held?

PART E - PROJECT COST

Costs should be quoted exclusive of the GST.

E1 BUDGET DETAILS

Commencement Year of Project

Loan/grant Amount Requested

Are plans fully costed? Yes No

Attach a copy of the 'Rough Order of Cost'.

Attach a copy of the project budget.

E2 FINANCIAL PLAN

Provide a clear financial/business plan to manage and service loans. This statement to include:

- i. Current assets and or sale of assets (as applicable)
- ii. Revenue streams and income potential of the project
- iii. Annual budget
- iv. Financial capacity to borrow/Congregational capacity to service loans
- v. Detailed plan to service loan (as applicable).

PART F - EXIT AGREEMENT

Should the church reach a situation where it is no longer operationally viable we agree, that after a process of consultation with both the local conference and the Division Church Fund Grant Committee, to sell the property to recover Division assistance made to the church.

Viability measures may include:

1. Size
2. Leadership
3. Mission
4. Finances
5. Doctrine

Signed: _____
 Authorised Church Rep

Date: _____

Witnessed: _____
 Conference CFO

Date: _____



CONFERENCE APPROVAL

The _____ Conference has considered this application and endorses this submission for funding support.

Signed: _____ Date: _____
Conference CFO

Please provide a statement regarding how this project will impact on the 'Conference Long-Term Plan.'

UNION APPROVAL (if applicable)

The _____ Union has considered this application and endorses this submission for funding support.

Signed: _____ Date: _____
Union CFO

PART G – COMMITTEE FUNDING APPROVAL

(For Office use only.)

Date application received: _____

Date presented to committee: _____

Request granted? Yes No

Amount granted: \$ _____

Type of finance approved:

Grant Interest Free Loan

Terms and conditions of grant/loan:

Committee Action No: _____ Date: _____



Appendix 5E - SPD Policy Book Extract on Loans

Fin.30.36 LOCAL CHURCH LOANS (A)

1. In general, loans for local church buildings shall be available only in Australia and New Zealand. Seventh-day Adventist Church Limited may, in special cases at the request of the Union Mission concerned, extend the benefits of this policy to churches in the island field. The approval of such a loan in no way commits any organisation to the granting of an appropriation or any additional appropriation to the project.
2. Loans shall be available for:
 - a. The purchase or construction of a building (including initial furnishings) that will be used whole or in part as the church's regular worship facility.
 - b. Additions to, reconstructions of, or major renovations to existing local church buildings.
 - c. The purchase of land that will be used for the building of a church.
3. Loan Criteria:
 - a. The loan will not exceed 50% of the entire cost of purchase and/or construction of the church. For extensions or major renovations of existing churches it will not exceed 50% of the current market value of the property. This amount may be increased to up to 75% when:
 - i. It is for the purchase of "commercial property" that will be used as a church facility and will not be altered in such a way to have its resale value affected negatively on the open market, or:
 - ii. The Conference is satisfied on the church's ability to afford the repayments and the loan does not exceed 75% of the resale value of the property to be sold within one year on the open market. To determine the estimated resale value, when an external valuation is to be obtained, a valuation from a credible source shall be obtained.
 - b. The annual church loan repayments cannot exceed:
 - i. 40% of the average annual tithe for the church, calculated on receipts over the most recent two-year period (the calculation can include tithe attributable to denominational employees who are members of the church), plus:
 - ii. 80% of any property's nett lease income that is derived from leases with a term greater than one year,
 - iii. Any denominational appropriations for loan repayments that are committed for at least half the term of the loan.
 - c. The title to the land is in the name of the Division approved legal entity, which has been established to hold denominational property in trust.
 - i. In Australia, the title documents shall be lodged with Australasian Conference



Association Limited.

- ii. In New Zealand, the titles shall be lodged with Seventh-day Adventist Church Property Trustee (NZ) Limited.
 - iii. In Union Missions, the original title documents shall be forwarded to the ACA for safe-keeping with a copy being retained by the local association.
 - d. The buildings for which the loan is granted are covered at replacement value for fire and other risks with the Risk Management Service of the Division.
 - e. Floor, site and financial plans, are referred to the appropriate building committee for careful study and approval before the loan is authorised or building operations are commenced (refer policy, Building Projects).
 - f. Local churches shall be expected to utilise their own local church funds before drawing loan funds under this policy.
 - g. The church has met the provisions of Policy FIN.30.35 Financing of Church Buildings.
4. Application Procedure: The church requesting a loan under this policy shall use the church loan application form and include the following information:
- a. An estimate of the cost of the project at the date of the application
 - b. The proposed date of commencement and the expected time to complete the project.
 - c. The expected increases in costs of labour and materials and the basis on which the increases were estimated.
 - d. The final estimated cost with the amount (if any) included for contingencies shown as a separate item. The project cost shall include:
 - i. cost of building materials;
 - ii. cost of skilled labour;
 - iii. cost of initial furnishings;
 - iv. cost of landscaping, parking facilities and fencing, but the value of the land shall not be included. In the case of additional buildings and/or extensions to existing buildings on property already owned and occupied, and/or the reconstruction of buildings, the value of land and existing buildings shall not be included in the calculations.
 - e. A declaration of the amount of cash and readily convertible assets set aside for the project, and on hand at the date of the application.
 - f. The percentage of this amount to the final estimated cost.

- 
- g. A church financial statement showing:
 - i. analysis of actual receipts and disbursements for the immediately preceding two years.
 - ii. budget for the current year and actual "year to date."
 - iii. a budget forecast on how the debt will be repaid.
 - iv. The method of raising the finance if significantly greater than the church income including details on any lease income generated by the property.
 - h. The application shall be signed by the church pastor or senior elder and the church treasurer following approval and action of the church business meeting. A copy of this business meeting action shall accompany the loan application.
 - i. In passing on loan requests with their recommendation to the Union Conference, each local Conference shall accept the terms of this policy and the resulting obligations. Union conferences similarly shall accept the obligations of the policy when they approve loans and advise the loan fund accordingly.
 - j. The local Conference, and in turn the relevant Union Conference, shall countersign the application, a copy of which is to be forwarded to the Division Investment and Financial Services Manager as soon as the loan request receives the endorsement of the Union Conference. The endorsement indicates that:
 - i. All policy requirements have been complied with;
 - ii. The executive committee has studied and approved the request, and
 - iii. The guarantee obligations have been accepted.
 - iv. In passing on loan requests with their recommendation, each local Conference shall accept the terms of this policy and the resulting obligations.
 - v. Union Conferences similarly shall accept the obligations of the policy when they approve loans and advise the loan fund manager accordingly.
5. Division Loan Fund Terms (Specific conditions for the Division Loan Fund are contained in the Division Financial Services Policy):
- a. Conferences and churches shall be encouraged to liquidate their indebtedness under this policy as quickly as possible by means of special repayments from time to time.
 - b. Loans from the Division Loan Fund shall normally be repayable by equal monthly or quarterly instalments of both principal and interest over a period of not more than 10 years, by automatic debit to the church account in the Cash Management Facility on the last day of each repayment period following the quarter/month in which the loan is taken up or final progress payment made. Where there is a change in interest rate during the term of the loan, the instalment amount may be varied accordingly.

- c. Bridging loans shall stipulate a term, which shall not exceed the lesser of two (2) years from the date of the initial drawdown, or 18 months from the date of the last drawdown of the loan. A schedule of repayments shall be submitted for such loans by the time of the last drawdown on the loan.
- d. While the loan is made directly to the local church, the local and Union Conferences concerned shall guarantee the repayment of the principal and interest to the Division Services Loan Fund. Should a church default in repayment, or not have sufficient funds in its Cash Management Facility account to meet the repayment installment, the Loan Fund may transfer the outstanding amount (including all interest accrued) to the debit of the Cash Management Facility accounts of the local or Union Conference at the discretion of the Loan Fund. In such case the Loan Fund shall immediately forward full details in writing to the Union and local Conference.
- e. Interest shall be charged at a rate determined from time to time by Seventh-day Adventist Church Limited.
- f. Guarantor details: when the loan is made directly to the local church, the local Conference shall be the primary guarantor for the repayment of the principal and interest to Seventh-day Adventist Church Limited. Should an organisation default in repayment, or not have sufficient funds in its Cash Management Facility account to meet the repayment installment, the Loan Fund may transfer the outstanding amount (including all interest accrued) to the Cash Management Facility accounts of the local conference at the discretion of Seventh-day Adventist Church Limited. In such cases, the Loan Fund Manager shall immediately forward full details in writing to the Union and local Conference.

Should a church be in default of loan repayments or any part thereof for more than three (3) months:

- i. The primary guarantor will be charged with any unpaid portion of such repayments in default including any future unpaid amounts as they become due.
- ii. By agreement between the guarantors, if the primary guarantor is not able to meet this charge the secondary guarantor shall accept the charge or part thereof.

The Union Conference shall be the Secondary Guarantor of loans to local Conferences and churches.

Either the Primary or Secondary Guarantor in return for giving the guarantee may impose additional loan criteria to that contained in this policy.

- 6. External Loans: external church loans are to be sourced and arranged by Seventh-day Adventist Church Limited or by an arrangement with a financial institution that has been approved by Seventh-day Adventist Church Limited.
 - a. The application for an external loan for a local church shall be submitted to the respective union conference governing committee. All external local church loans shall be approved by:
 - i. Seventh-day Adventist Church Limited when the loan or mortgage is to be in the name of the denominational property trustee, or
 - ii. The respective Union Conference when the loan is not secured against denominational real estate and the loan is to be in the name of the local conference and meets the denominational policy criteria.

- 
- b. The application procedure and criteria shall be the same as for other church loans.
 - c. The term of a loan shall be kept to a minimum, but shall not exceed 20 years.
 - d. Bridging finance for interest-only loans shall stipulate a term which shall not exceed the lesser of two (2) years from the date of the initial drawdown or 18 months from the date of the last drawdown of the loan. A schedule of repayments shall be submitted to the Union for such loans by the time of the last drawdown on the loan.
 - e. Where a church wishes to purchase a property on a separate title, it shall be permitted to borrow up to 75% of its purchase price on the condition that:
 - i. The repayment criteria is met, and
 - ii. When income generated from the acquired property is used for meeting the repayment criteria the property remains leased until such time as repayment criteria can be met without lease income, and
 - iii. The property is not demolished or altered in such a way that would reduce its resale value below 75% of the value of the outstanding loan balance, and
 - iv. The security for the loan is limited to the property, and
 - v. The property will be sold if the loan repayments fall into arrears.
 - f. The Conference is to ensure that the local church understands that the church property is security for the loan and, in the event that the loan is in arrears, the property may be sold by action of the Conference governing board to extinguish the loan.
 - g. A register of external indebtedness for local churches is to be maintained by the Division.

Appendix 5F - Loan Application Requirements of Policy

LOAN APPLICATION

GENERAL REQUIREMENTS OF POLICY

1. Property must be registered in the name of the regular Trustee for the church in the area, and the property title held in safekeeping by the Trustee.
2. Building projects must have plans and specifications approved by Building Plans Committees at the local Conference, Union or Division levels according to the size of the project, before the loan is authorised and before building operations commence.
3. Buildings must be insured at replacement value through the South Pacific Division Risk Management Service.
4. In no case shall construction commence, or any contractual obligations be entered into unless:
 - a) 55% of the entire cost of the building, including initial furnishings, is in hand in cash, readily negotiable securities or a church approved loan.
 - b) The responsible authorising committee is satisfied that the arrangements for raising the remaining 45% of the cost of the project are realistic and conform to denominational policy. Construction work shall proceed and obligations shall be incurred only to the extent that funds are actually available and after authority has been received from the conference.
5. A loan request for building may not exceed 50% of the entire cost of purchase and/or construction of the church. For expansions or major renovations of existing churches it will not exceed 50% of the current value of the property. This may be increased up to 75% when it is for the purchase of "commercial property" that will be used as a church facility and will not be altered in such a way to have its resale value affected negatively on the open market, or the Conference is satisfied on the church's ability to afford the repayments and the loan does not exceed 75% of the resale value of the property to be sold within one year on the open market.
6. Annual repayments on a loan can not exceed 40% of the average annual tithe receipts for the church, calculated on receipts over the most recent two-year period plus 80% of property's net lease income derived from leases with a term greater than one year plus denominational appropriations for loan repayments committed for at least half the term of the loan.
7. The likely effects of increasing interest rates should be considered.
8. A schedule of repayments is sent to the Borrower once the loan has been fully drawn. The schedule may be adjusted if significant changes occur in interest rates. The final repayment may include any minor balance outstanding. Early or special repayments are encouraged where the borrower is able.
9. Borrowers are required to operate a Cash Management Facility Account and agree that the loan repayments be debited automatically to that account at the specified interval according to the loan repayment schedule adjusted if necessary for changes in interest rates.
10. Organisations guaranteeing loans must consider the ability of management and the controlling board/committee to control the project including a check of how the organisation plans to care for any unforeseen matters.

UNION OFFICE USE

Loan Application	Date	Amount
Received		\$
Approved		\$
Loan Released		
Total		\$



LOAN APPLICATION

(Under South Pacific Division Building/Property Loan Policies)

We hereby apply for a denominational loan under South Pacific Division Building/Property Loan policies as follows:

1. Loan Applicant: _____

If a church state number of members: _____

2. Loan Purpose: _____

If for a school state number of students: _____

3. Total estimated cost of project: \$ _____

4. Loan requested:

a) Buildings (up to 50% of project cost or up to 75% of the purchase of commercial property)

i) Amount \$ _____

ii) % of Total cost _____%

b) Extension or major renovation (up to 50% of project cost)

i) Amount \$ _____

ii) % of Total cost _____%

c) Other Amount \$ _____

5. Loan Type (Tick one)

- Church and School Building Loan (Max 10 yrs) - Church & School Building Loans Policy
- Bridging Loan (Max Lesser of 2 yrs from date of initial drawdown or 1.5 yrs from date of last drawdown)
- External School Loan (Max 20 yrs) - Loan Term External School Loans Policy
- External Church Loan (Max 20 yrs) – Local Church External Loans Policy
- Other Loans (Max 10 yrs) - Denominational Property Loans Policy

6. Term of loan requested: _____ years.

Note: The term of the loan should be kept to a minimum and must not exceed the maximum allowable in 5 above.

7. Repayments will be made as follows: (Tick one)

- Monthly
- Quarterly
- As per attached schedule (Bridging Loans only)

Note: The applicant organisation is required to operate a Cash Management Facility account and agree that loan repayments be debited automatically to that account.



8. Where the loan applicant is a church, the annual repayments can not exceed items b) + c) and + d).
- a) Average annual tithe received by the church during the past two years \$ _____
 - b) 40% of average annual tithe \$ _____
 - c) 80% of property's net lease income from leases with a term greater than one year \$ _____
 - d) Denominational appropriations for loan repayments committed for at least half the term of the loan \$ _____

9. **BUILDING PROJECTS - PROJECT INFORMATION**

Is the land fully paid for? YES NO

In whose name is it registered? _____

Have plans and specifications been approved by Union/Division Building plans committees?

YES NO

Which Committee? _____ Date _____

Final estimate Project cost

Architect fees \$ _____

Contract Price \$ _____

Materials/Labour input \$ _____

Initial furnishings \$ _____

Landscaping (Includes fencing & paths) \$ _____

Contingencies \$ _____

Other Costs (Itemise in Broad Detail) \$ _____

TOTAL \$ _____

Basis for estimating cost increases _____

Proposed date for commencement _____

Expected time when loan monies will be required _____

Expected date of completion _____

10. **Resources available at the date of application**

Details _____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Percent of resources to total project cost % _____



Additional Information requested for loans requested by organisations other than Churches

17. Operating Result before Capital Items & Transfers for latest 4 year period:

Year	Operating Expenditure	Operating Surplus	Operating Shortfall
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____

Total operating shortfalls must not exceed 10% of total Expenditure.

18. List or attach evidence of proven and sustainable cash flows that can be devoted to repayments over the period of the loan.

19. Denominational Equity as per latest financial statement _____

Less:

(i) Equity intended to help fund the project _____

(ii) Shortfall if any in working capital over requirement _____

(iii) Total Specific Purpose Reserves (As per latest financial statement net of any included in (i) above) _____

(iv) Guarantees of External Loans such as bank guarantees _____

Net equity available before considering denominational loan guarantees _____

(v) Denominational Loans Guaranteed (total of drawn loans, net of repayments, plus loans not yet drawn) as:

Primary Guarantor _____

Secondary Guarantor _____

Weighted avg (determined by Seventh-day Adventist Church Limited Board) _____

Net equity available to support the loan - must not be less than zero:

20. Realisable value of property including any construction to be undertaken in conjunction with this loan

application - Please supply documented evidence of the value stated: _____



Section 6 – Tithes and Offerings Online

The Purpose of Tithes and Offerings Online

The Tithes and Offerings Online Reporting System (TOORS) has been developed by the South Pacific Division. TOORS provides an option for local church Treasurers who have internet access and are competent with the use of a computer to complete a number of the recording and reporting functions online.

Access to the system requires a username and password, which can be obtained by completing the appropriate forms (see Appendix 6A) in this section and sending to the Conference T&O accounts clerk.

Once these are issued, assistance will be provided by the Conference for the first few months. After that time, basic support can be accessed from the Conference with higher levels of support being provided by the South Pacific Division.



Appendix 6A - Church Treasurer and Assistant Details

SPD ELECTRONIC TITHES AND OFFERINGS REPORTING SYSTEM

TERMS AND CONDITIONS OF USE

Please read carefully before you sign.

Thank you for your willingness to use the new web-based Electronic Tithes and Offerings Reporting System. This system has been designed to assist local church treasurers complete a number of the required recording and reporting functions “on-line”.

As a user of the system it is important to outline the key terms and conditions associated with the use of the software. Please take the time to read this information, before completing the request for access at the end of this document.

1. Acceptance of Terms of Use and Amendments.

Each time you use this Electronic Tithes and Offerings Reporting System, you agree to abide by these terms of use and any amendments that are made and notified to you over time.

2. Our Service.

While every effort has been made to ensure that the software will perform the functions for which it has been designed, we cannot guarantee that it is free of any defects. However, if any faults are detected, we will work with the software developers to rectify them.

Minimum hardware and operating system requirements are necessary to run the software, and we anticipate that the software should perform adequately if your operating environment complies with these requirements. However, we cannot guarantee successful operation of the software if it does not comply with these minimum specifications.

A Helpdesk has been established to provide user support:

- Telephone support, ring 1300-TITHES (1300 848437) (Aust), 0800 385 003(NZ) from 9am-5pm Mon-Fri (Australian Eastern Time) or email TandO@adventist.org.au

3. Your Responsibilities and Registration Obligations.

In order to use the Electronic Tithes and Offerings Reporting System, you must request access by contacting the Application Administrator of Electronic Tithes & Offerings at the South Pacific Division. You agree to provide truthful information when requested. When registering, you explicitly agree to these terms of use.

4. Privacy Policy.

Registration data and other personally identifiable information that we may collect is subject to the terms of our Privacy Policy.

5. Registration and Password.

You have requested access to use the SPD Tithes and Offerings System as a tool to assist you in performing your duties as Church Treasurer in a local Seventh-day Adventist Church. Access to the system is provided via a username and password.

Passwords are selected randomly and issued initially by the Tithes and Offerings System Helpdesk staff. Your username will be sent to you by email – to the email address you supply on your application form. The initial password is given to you *separately* by one of these methods – over the phone, by mail, or by fax. When you first log in to the system you will be required to change your password to something you choose. Passwords must contain at least one uppercase and one lowercase letter and one digit, and they must be at least 8 characters long.

Your password is unique and belongs to you and is to remain confidential.

You accept responsibility for all use of the Electronic Tithes and Offerings Reporting System using your username and password (your login ID) and for preventing unauthorised use of your login ID.

You agree to immediately notify the Helpdesk if you believe there has been any breach of security such as the disclosure, theft or unauthorised use of your username and password.

You should never leave the computer you are using without logging out first.

- Return Completed Form

Please forward completed form with supporting documentation to:

Greater Sydney Conference
4 Cambridge Street,
Epping NSW 2121

Or you can email to GSCFinance@adventist.org.au. We will sign off the documentation and forward it to SPD Tithes and Offerings Department.



PART A

I have read this document and understand that my signature constitutes my acceptance of the terms of the agreement. I understand that a password will be allocated to me and that it is not to be used by anyone other than myself.

Signed

Date

SPD Electronic Tithes and Offerings Reporting System - ACCESS REQUIRED

(please tick boxes as applicable)

A) Define Role (User may have more than 1 role)

Entity/ies: _____

Local Church Treasurer	<input type="checkbox"/>	Union Administrator	<input type="checkbox"/>	Auditor	<input type="checkbox"/>
Local Church Assistant Treasurer	<input type="checkbox"/>	Union Treasury Staff	<input type="checkbox"/>	Reporting	<input type="checkbox"/>
Conference Administrator	<input type="checkbox"/>	Division Administrator	<input type="checkbox"/>	Signatory	<input type="checkbox"/>
Conference Treasury Staff	<input type="checkbox"/>	Division Treasury Staff	<input type="checkbox"/>		

Date: _____

Applicant's Name: _____
(First name, last name)

Applicant's Church: _____

Applicant's Position: _____

Applicant's Email: _____

Applicant's Phone: _____

Applicant's Address: _____

Applicant's Fax: _____

Applicant's Birth Date: _____

Security Question: _____

Security Answer: _____
(Security question and answer to be used when a password is forgotten – ie What primary school I went to, Mother's maiden name, etc)

Applicant's Signature: _____

Pastor/Head Elder Signature: _____

Administrator's Signature: _____

PART B – Supporting Document(s)

Step A: Choose identification documents

You need to choose 1 document from the following list:

Please note that documents will not be returned.

Certified copy document

- Driver's Licence (must be current, shows current residential address and photograph)
- Birth Certificate or Birth Extract (issued by the Government)
- Passport
- Proof of Age Card (must be current, shows current residential address and photograph)
- Pension Card (must be current and issued by the Government entitling financial benefits)

THE IDENTIFICATION DOCUMENT PROVIDED MUST DISPLAY YOUR FULL NAME

Step B: Select a Certifier

Take the original and copy of your identification document to a document certifier from the list below:

(Ask them to follow the instructions in Step C)

- A credentialed Minister of Religion
- A Justice of the Peace
- A Bank Officer with 2 or more years continuous service
- An Accountant who is a member of a Professional Accounting body
- A Solicitor or Barrister
- A current serving Police Officer or Defence Force Officer.

Step C: Document Certifier to complete

To certify the copy of the identification document to be a true copy of the original document, on the copied document complete the following:

2. Write these words: "I hereby certify this document is a true copy of the original document shown to me on [date]"
3. Sign the document
4. Provide name and certifier classification (as per Step B). For example, John Smith, Accountant, Reg. No. (if applicable)

Then complete the following section:

I have examined the identification document of the person(s) listed in Step 1.

If T&O has any questions regarding this verification, you may contact me at the details provided below:

(this may be your work or residential contact details).

Document Certifier

First name

Middle Initial

Surname/Family Name

Primary phone number

Unit number

Street number

Street Name

Suburb

State

Postcode

Certifier Classification (as per Step B)

Signature of certifier

Date (DD/MM/YY)

Note: It is an offence under the Anti-Money Laundering / Counter-Terrorism Financing Act 2006 to provide a false or misleading statement, or to produce a false or misleading document.



Appendix 6B - Technical Assistance with Tithes & Offerings

Error Messages

For help with Tithes and Offerings error messages, take a screen shot of problem of page or the error message. Example Below:

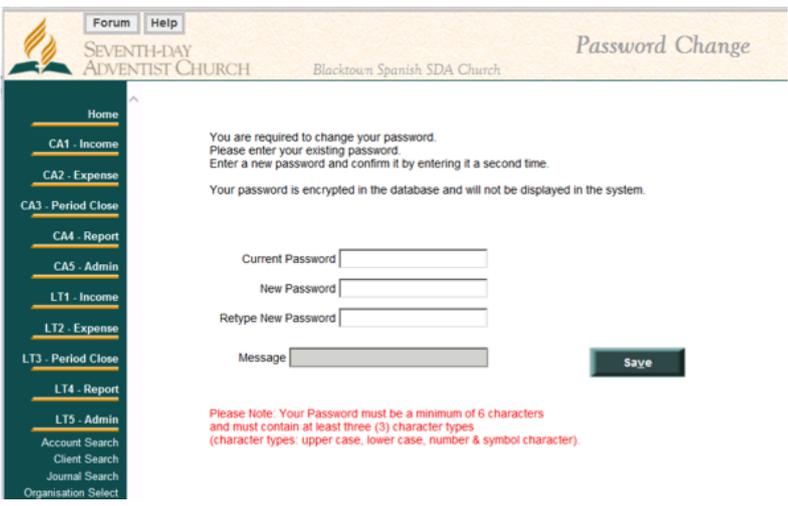
```
HTTP ERROR: 404 %2FtithesliveDocBase%2Freportcache%2Fnull+Not+Found  
RequestURI=/tithesliveDocBase/reportcache/null  
  
Powered by Jetty:// <http://jetty.mortbay.org>
```

To take a screen shot:

1. Press Print Screen button on your keyboard, or use snipping tool on some other computers.
2. Open new Word document or email, and then right click mouse and press paste or 'Ctrl' and the letter 'V'
3. Explain the problem and then email GSCFinance@adventist.org.au.
4. The problem will be checked by Greater Sydney Conference and then passed on to SPD Service Desk if necessary. Please note the SPD service desk will only answer questions sent through the Finance Department.

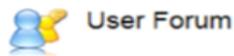
To Change Passwords

1. Sign in with username and password. The website to use is https://myadventist.org.au. Once there you will go to Tithes and Offerings application.
2. In Admin select "Password Change"



User Forum

1. Enter in your username and password in <https://myadventist.org.au>.
2. Press on the "User Forum" application



3. Press the topic/s that may interest you.

Income entry incorrect - Discovered before receipting

1. Go to "Income Search" and select the entry by selecting the period in which the receipt was made and ticking "Unreceipted Only" and then press Search.
2. You can select the receipt by double clicking on the item or press "Select."

The screenshot shows a web browser window displaying the "Income Search" page. The page has a header with "SABBATH-DAY SEVENTH-DAY ADVENTIST CHURCH" and "Income Search". Below the header, there are search filters: "Period" set to "November 2014", "Giver" set to "Smith, Anonymous", "Date" with "to" and "Receipt No" fields, and a checked "Unreceipted Only" checkbox. There are "Search" and "Clear" buttons. A table titled "Detail Entries (1 record)" contains one entry: "30 Nov 2014", "Smith, Anonymous", "100.00", "Tithe Clearing - Conference", and an empty "Receipt No" field. Below the table, there are buttons for "Select", "Delete", "Receipt", "Print", "New", and "Export". A "Total" field shows "100.00".

3. Change the amount from \$100 to \$50.
4. After changes made, press "Save/Next."

Income Entry Incorrect - Receipting Completed

1. Go to "Income Entry."
2. Put in the same details, but with -\$100.

SEVENTH-DAY ADVENTIST CHURCH

Income Entry

Home

CA1 - Income

Income Entry

Income Search

Income Summary

Bank Deposit Entry

Bank Deposit Search

CA2 - Expense

CA3 - Period Close

CA4 - Report

CA5 - Admin

Log-out

Period: November 2014 Date: 30 Nov 2014

Giver: Smith, Anonymous Create New Giver

Cash Amount: -100.00 Card Amount: Card Type: Visa Cheque Amount: BSB: Cheque Bank: Cheque Branch: Currency: AUD Details: Tithe

Allocation (1 record)

Account	Allocate Amount	Tax Category	Tax Amount	Allocation Details
Tithe Clearing - Conference	-100.00	Not Applicable	0.00	

End of Selection

Yet to be allocated: 0.00

Allocate Unallocate Save | Next Cancel

3. In details, you can put in a description that shows that it is a reversal, e.g. "Reverse Receipt 123 – Incorrect".
4. Choose the same income account.
5. In Allocation Details, enter the same details as Step 3.
6. After changes are made, press "Save/Next".

Correct Reversed Income Entry – Enter New Amount

1. Go to "Income Entry."
2. Put in the correct details of \$50.

SEVENTH-DAY ADVENTIST CHURCH

Income Entry

Home

CA1 - Income

Income Entry

Income Search

Income Summary

Bank Deposit Entry

Bank Deposit Search

CA2 - Expense

CA3 - Period Close

CA4 - Report

CA5 - Admin

Log-out

Period: November 2014 Date: 30 Nov 2014

Giver: Smith, Anonymous Create New Giver

Cash Amount: 50 Card Amount: Card Type: Visa Cheque Amount: BSB: Cheque Bank: Cheque Branch: Currency: AUD Details: Fix Tithe Payment Receipt 123 Correct Amount

Allocation (1 record)

Account	Allocate Amount	Tax Category	Tax Amount	Allocation Details
Tithe Clearing - Conference	50	Not Applicable	0.00	Receipt 123 Correct Am

End of Selection

Yet to be allocated: 0.00

Allocate Unallocate Save | Next Cancel

3. In details enter a description that explains it's a correct amount.
4. Choose same income account.
5. In allocation details, put same details as Step 3.
6. After changes made, press "Save/Next."

Incorrect Express and Expense Entry – Processed in same month

1. In Expense Search, find the payment that you have entered incorrectly. If you haven't closed the period it was entered it can still be reversed. First press Search to find the Expense. Then when it appears select it and then press the Reverse button.
2. A reversal will be done automatically.

Expense Search

Period: November 2014 Date: [C] to [C] Search Clear

Status: [v] Payee: [v] DB Seq. No: []

Invoice Date	Payee	Invoice/Ref No	Amount	Status	DB Seq No
30 Nov 2014	Anonymous Smith	123	100.00	Paid	1639210TNO

End of Selection

Total: 100.00 Export Select New Reverse Pay Print

Express and Expense Entry are incorrect after Period Roll Over

1. Select Admin from the side toolbar.
2. Press "Journal Search".
3. Click the New button and enter the date of the mistake and a reference, e.g. Adjustment.
4. Enter the same entries as the expense but enter it as a credit and a debit to the account it should gone to.
5. Make sure the balance of the journal is zero.
6. Press Submit.

SEVENTH-DAY ADVENTIST CHURCH

Journal Entry

Period: November 2014
 Date: 30 Nov 2014
 Balance: 0.00
 Ref. No: Adjustment

Account	Amount	CR/DR	Tax Category	Tax Amount	Details
ZZZ Personal Ministries Expense	100.00	CR	Not Applicable	0.00	Adjustment of inv 123
ZZZ Evangelism Expense	100.00	DR	Not Applicable	0.00	Adjustment of inv 123

End of Selection

Print Add Trans Delete Trans Save Cancel Submit

Make a Client Inactive

1. Select "Admin".
2. Select "Client Search."
3. Click the Search button.
4. Find and Select the person you want to make inactive.
5. Then you will be in Client Edit. Here press the Active drop-down box and select "Inactive".
6. Click the Save button.
7. Client Search will still show the name, but when you are processing income or expenses, it will not allow you to pick this name.

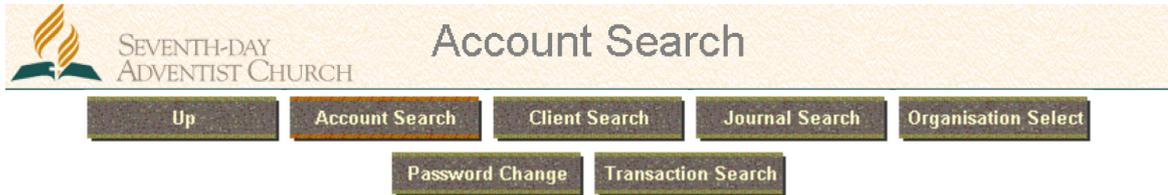
SEVENTH-DAY ADVENTIST CHURCH

Client Edit

Type: Giver
 Surname/Bus: Smith
 Given Name: Anonymous
 Title:
 Address 1:
 Address 2:
 City:
 State: Postcode:
 Country:
 Phone:
 Mobile:
 Fax:
 Email:
 Contact Name:
 ABN:
 DOB:
 Giver ID:
 Usual Expense Acc:
 Usual Payment Method:
 Account Name:
 Active: Inactive

Save Cancel

Appendix 6C - Account Search



This screen is used to review accounts, check their current balance, or select them for editing. The accounts which can be located are those which apply to the current organisation, having either been created by that organisation, or having been delegated to that organisation from a higher level.

What to Do

1. Select **Admin** from the side menu to display a drop down list.
2. Click on **Account Search**

Screens/Comments



The Account Search screen appears

What to Do

3. Click on the drop down list at the end of the **Owner Organisation** field and click on the required Organisation

Press tab to move to next field

4. Type in the **Account Name**

Press tab to move to next field

5. Type in the **Account Number** if known

Press tab to move to next field

6. Click on the drop down arrow at the end of the **Type** field and click on the required option.

Press tab to move to next field

7. Click on the drop down arrow at the end of the **Subtype** field and click on the required option.

Screens/Comments



If Select and Budget buttons are



8. Press **Search**.

appearing greyed out, it is because no Account name is selected from the Search results.

The results will appear in the Accounts box below.

From these results, you can either select the Account for editing by clicking on the account name (it will be highlighted in yellow) then click on **Select** - to open the Account Edit screen; or, if no account was found, click on the **New** button to open the Account Edit screen ready to capture a new account.

Also, clicking on the required account name (it will be highlighted in yellow) then click on **Budget** – will open the Budget Edit screen for the selected account, in order to create or adjust its budget.



Appendix 6D - Account Edit

Account Edit – Owner – Basic Tab Screen

This screen is used to create and edit accounts. Accounts are created at all levels of the organisation, but those created at higher levels can optionally be delegated for use by descendant organisations as well. The first two tabs are used by the creating ('owner') organisation, the third tab is used by descendant organisations to tailor how they see and use the account.

What to Do

Screens/Comments

1. Select **Admin** from the side menu to display a drop down list.
2. Click on **Account Search**



The Account Search screen appears

*If the required account is not listed you can create a new account by clicking on the **New** button.*

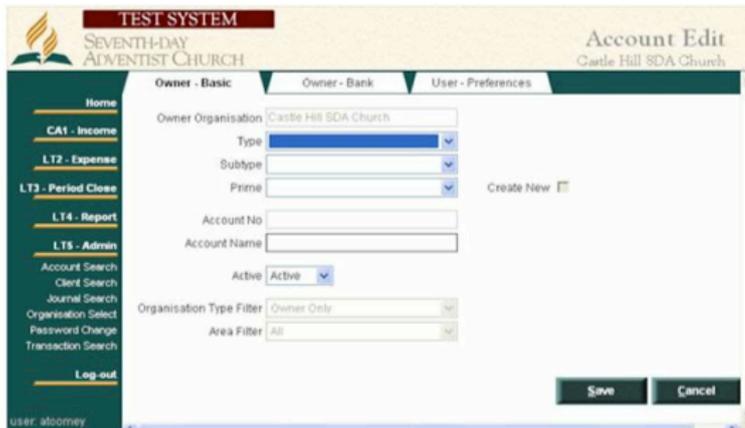


The Account Edit Screen appears

There are three tabbed screen within the screen:

- Owner - Basic
- Owner – Bank
- User – Preferences

The first tab is the default tab – **Owner – Basic** screen. This tab is used to record basic information for all accounts.



The screenshot shows the 'Account Edit' interface for 'Castle Hill SDA Church'. The 'Owner - Basic' tab is active. The left sidebar contains a menu with options like Home, CA1 - Income, LT2 - Expense, LT3 - Period Close, LT4 - Report, and LTS - Admin. The main content area has the following fields: Owner Organisation (Castle Hill SDA Church), Type (dropdown), Subtype (dropdown), Prime (dropdown), Account No (text), Account Name (text), Active (Active dropdown), Organisation Type Filter (Owner Only dropdown), and Area Filter (All dropdown). There is a 'Create New' button and 'Save' and 'Cancel' buttons at the bottom right.

Account Edit – Owner – Bank Tab Screen

This tab is used to record additional information for accounts of Type 'Assets', Subtype 'Bank Accounts'.

The screenshot shows the 'Account Edit' interface for 'Castle Hill SDA Church'. The 'Owner - Bank' tab is selected. The form contains the following fields: BSB, Account Number, Account Name, Bank Code, and Bank ID. At the bottom right, there are 'Save' and 'Cancel' buttons. The left sidebar contains navigation options like Home, CA1 - Income, LT2 - Expense, etc.

What to Do

1. Click on the **Owner – Bank** tab at the top of the screen.
The screen opens with fields to record bank information.
2. Type in the details for each field, pressing the tab key to move to the next field or Shift+ tab to go back a field.
3. Click **Save** when finished.

Screens/Comments

The **Cancel** button discards any changes made, and returns to the Account Search screen.

Account Edit – User – Preference Tab Screen

This tab is used by descendant organisations to tailor how they see and use accounts which have been delegated to them by one of their parent organisations.

The screenshot shows the 'Account Edit' interface for 'Castle Hill SDA Church'. The 'User - Preferences' tab is selected. The form contains the following fields: Preferred Name, Preferred Number, Fund (dropdown), Default Tax Category (dropdown), OL or Other Account No, CCB Sub Account No, and Current Balance (0.00). At the bottom right, there are 'Save' and 'Cancel' buttons. The left sidebar contains navigation options like Home, CA1 - Income, LT2 - Expense, etc.

What to Do

1. Click on the **User – Preferences** tab at the top of the screen.
2. Type in the details for each field, pressing the tab key to move to the next field or Shift+ tab to go back a field.
3. Click **Save** when finished.

Screens/Comments

The **Cancel** button discards any changes made, and returns to the Account Search screen.



Appendix 6E – Budget Edit

Budget Edit

This screen is used to create and edit the budget for an account. The Account and Organisation are carried through from the Account Search screen, a Year is selected, and any associated budget information for that year is displayed for editing. When setting up a budget for a new year, the previous year's budget can be copied as a starting point, or a new allocation can be calculated .

What to Do

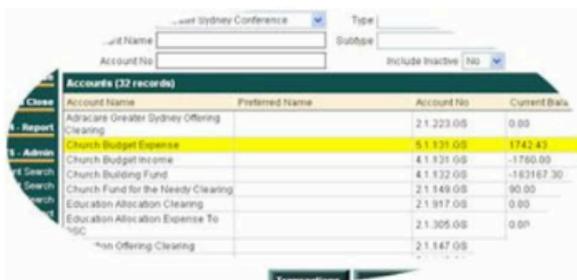
1. Complete the Account Search . From the results you can create or edit the budgeted.

Screens/Comments

- LTS - Admin
- Account Search
- Client Search
- Journal Search
- Organisation Select
- Password Change
- Transaction Search



2. Click on the required Account Name. (will appear in yellow highlight)



3. Click on **Budget**

The Budget Edit screen appears

TEST SYSTEM
SEVENTH-DAY ADVENTIST CHURCH

Budget Edit
Gardle Hill

Account: Church Budget Expense Copy Previous

Year: 2004 Calculate

Total Budget: Prev Total:

Allocation Mthd:

Period Budgets (8 records)						
Period	Curr Actual	Prev Actual	Curr Budg \$	Curr Budg %	Prev Budg \$	Prev Budg %
May 04				0.0000		
Jun 04				0.0000		
Jul 04				0.0000		
Aug 04				0.0000		
Sep 04				0.0000		

Yet to be allocated: Save Cancel

What to Do

Screens/Comments

1. The **Account** field will be greyed out but filled with the selected account from the previous screen search.
2. The **Year** field is defaulted to current year. Change if required. Clicking on the drop down arrow to open a list of years.

Press tab to move to next field

3. Click on the **COPY PREVIOUS** button and this will display the total amount budgeted for the previous year. *(probably not relevant until system has been used for more than a year)*
4. Type in the total budget amount in the **Total Budget** field *(no coma required)*

Press tab to move to next field

5. Click on the drop down arrow and choose the **Allocation Mthd.**
6. Blank option allows you to split amount as you wish.
7. Equally – splits the total Budget across 12 months
8. Quarterly – splits the total Budget across 4 quarters of the year.
9. Click on the **Calculate** button

Results appear below in the Period Budgets table displaying the allocation option chosen.

Yet to be allocated needs to be zero before clicking on the Save button.

10. Click on **Save** when finished.



Note: You can't change a saved budget. You will have to change the budget to 0.01c. The budget will show only through the Income and Expense report. You need to put in the full 12 months of the year for it to show the Annual Budget and the variance will be correct.



Appendix 6F – Glossary

Glossary

FIELDS: Account Search Screen

Owner Organisation Search by the organisation who created the account. The drop-down list contains the organisation to which the logged-on user belongs, plus all organisations immediately below it in the hierarchy, plus all organisations above it in the hierarchy.

Account Name Search by the account name.

Account No Search by the account number.

Type Search by the type or major classification of the account.

Subtype Search by the subtype or minor classification of the account.

Include Inactive Include accounts which have been deactivated within the search.

Account Name (Account table) Result of the name search.

Preferred Name (Account table) The preferred name specified for this account for the current organisation, on the User Preferences tab in the Account Edit screen.

Account No (Account table) The number assigned by the system to that account entry.

Current Balance (Account table) The current balance for the account for the current organisation.

BUTTONS: Account Search Screen

Search Retrieves and displays accounts matching the specified criteria, replacing any accounts previously displayed.

Clear Clears any displayed accounts and search criteria.

Transactions Opens the Transaction search screen displaying the selected account.

Select Opens the Account Edit screen displaying the selected account.

New Opens the Account Edit Screen ready to capture a new entry.

Budget will open the Budget Edit screen for the selected account, in order to create or adjust its budget.

FIELDS: Budget Edit Screen

Account Displays the name of the account for which the budget is being edited.

Organisation Displays the organisation for whom the budget is being edited.

Year Select the year of the budget to be edited. For organisations with a budget year of 'Jan-Dec', the drop-down list contains whole years, eg '2003', '2004', and for those with a budget year other than 'Jan-Dec', the drop-down list contains a pair of years, eg '2003-04', '2004-05'. The drop-down list contains five entries: the current year, one year future and three years past. When the selected year is changed, any existing information for the selected year is retrieved and displayed, replacing information associated with the previous selection. If no budget information has been recorded for the selected year, the grid should still show the periods for that year, with blank information in the 'Current' columns.

Total Budget The total amount budgeted for the entire Year. This field is mandatory.

Prev Total Displays the total amount budgeted for the previous year.

Allocation Mthd The method to be used for distributing Total Budget to each of the periods when the Calculate button is pressed. The drop-down list contains the values 'Equally' and 'Quarterly'. This field is optional.

Period The description of the period.

Curr Actual The net value (if any) of transactions in the account for the selected period in the current year.

Prev Actual The net value (if any) of transactions in the account for the corresponding period in the previous year.

Curr Budget \$ The amount budgeted for this period. When this value is changed, Curr Budget % for the current period is recalculated from Curr Budget \$ and Total Budget, and Yet to be allocated is recalculated. (The label of this field should include the appropriate currency symbol for the country of the Organisation.)

Curr Budget % The proportion of Total Budget budgeted for this period. When this value is changed, Curr Budget \$ for the current period is recalculated from Curr Budget % and Total Budget, and Yet to be allocated is recalculated.

Prev Budget \$ Displays the amount budgeted for the corresponding period in the previous year (if any). (The label of this field should include the appropriate currency symbol for the country of the Organisation.)

Prev Budget % Displays the proportion of the previous year's total amount budgeted for the corresponding period in the previous year (if any).

Yet to be allocated Displays the difference between Total Budget and the sum of all entries in Curr Budget \$.

BUTTONS: Budget Edit Screen

Copy Previous Sets Curr Budget \$ to Prev Budget \$, and Curr Budget % to Prev Budget % for all visible rows, recalculating the value in Yet to be allocated.

Calculate Sets Curr Budget \$ and Curr Budget % for all visible rows to values calculated from Total Budget and Allocation Mthd. If Allocation Mthd is set to 'Equally', the budget will be evenly allocated across all periods. If it set to Quarterly, then one-quarter of Total Budget will be allocated to each of periods 1, 4, 7 and 10, the remaining periods will be set to zero.

Save Validates that mandatory fields contain values, and saves the details to the database, and returns to the Account Search screen.

Cancel Discards any changes made, and returns to the Account Search screen.

FIELDS: Account Edit - Owner - Basic Tab Screen

Owner Organisation Displays the organisation to which the account belongs.

Type The type or major classification of the account. The drop-down list contains the values "Assets", "Liabilities", "Equity", "Income" and "Expenses". This field is mandatory.

Subtype The subtype or minor classification of the account. The drop-down list contains the subtypes corresponding to the selected Type, which have yet to be finally determined. This field is mandatory.

Prime The description of the account, which is linked to a unique number which forms part of the account number. If a suitable prime description already exists, it must be selected here. When capturing a new account, this field is mandatory, and when editing an existing account, it is disabled.

Create New Creates a new prime description. When this is checked, Prime is changed from a drop-down list to an entry field, to enable the new description to be captured. When editing an existing account, this field is disabled.

Account No Displays the account number, which is a concatenation of the Type code, Subtype code, Prime code and Owner Organisation code, separated by periods.

Account Name The name of the account. When capturing a new account, this defaults to the Prime description. This field is mandatory.

Active Whether the account is current. This field allows an account to be deactivated when it is no longer applicable, or allows an inactive account to be reactivated. The drop-down list contains the values 'Yes' and 'No', without a blank entry. When capturing a new account, this field defaults to 'Yes'.

Organisation Type Filter Limit the visibility of the account to specified levels of church organisation. The drop-down list contains the values 'Owner and all descendants', 'Owner only', and 'Local churches only'.

Area Filter Limits the visibility of the account to specified geographical areas. The drop-down list contains the values 'All', 'Australia', 'New Zealand', and 'Mission Field'. This field is optional, with a blank entry being the same as 'All'.

BUTTONS: Account Edit - Owner - Basic Tab Screen

Save Validates that mandatory fields contain values, and saves the details to the database. When capturing a new account, a new prime may also be created. Finally, the user is returned to the Account Search screen.

Cancel Discards any changes made, and returns to the Account Search screen.

FIELDS: Account Edit - Owner - Bank Tab Screen

BSB The BSB number of the branch at which the account is held. The BSB number must be 6 digits in length. This field is optional.

Account Number The bank's account number. This field is optional.

Account Name The official name of the bank account. This field is optional.

Bank Code This field is optional.

Bank ID This field is optional.

BUTTONS: Account Edit - Owner - Bank Tab Screen

Save Validates that mandatory fields contain values, and saves the details to the database. When capturing a new account, a new prime may also be created. Finally, the user is returned to the Account Search screen.

Cancel Discards any changes made, and returns to the Account Search screen.

FIELDS: Account Edit - User - Preference Tab Screen



Preferred Name An alternative name for the account, which will be used in preference to the official name on data entry screens, and local reports. This field is optional.

Preferred Number An alternative number for the account, which will be used in preference to the official number on local reports. This field is optional.

Funds A non-postable account whose calculated balance should include the balance of this account. The drop-down list contains non-postable accounts. This field is optional.

Default Tax Category A tax category to be set as the default when allocating funds to this account on the income and expense entry screens. The drop-down list contains only those tax categories which belong to the country of the current organisation. This field is optional.

GL Account No The account number of the corresponding account in the finance system. This field is optional.

CBS Sub Account No The sub account number of the current organisation's CBS bank account. This field is optional.

Current Balance Displays the current balance of the account for the current organisation.

BUTTONS: Account Edit - User - Preference Tab Screen

Save Validates that mandatory fields contain values, and saves the details to the database. When capturing a new account, a new prime may also be created. Finally, the user is returned to the Account Search screen.

Cancel Discards any changes made, and returns to the Account Search screen.









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