

# EXPLANATORY NOTES

## Prescribed Financial Statements for the Year Ended 31 December 2020

### Introduction

The format of the Prescribed Financial Statements (PFS) was amended last year to include the information needed for the calculation of Property Income under the *Property Receipts Levy Ordinance 2018*. The format for 2020 is largely unchanged from that prescribed for 2019, however, new item numbers have been added to record the amount of –

- COVID-19 financial support received (4-2100 and 4-2200),
- any JobKeeper Topup payments made (6-1130 and 6-3650), and
- allow for any Property Receipts Levy payable in the budget for 2021 (6-1993).

### *Net Operating Receipts (NOR)*

On the revenue page the “E” in the NOR column indicates an “exclusion” from receipts in the calculation of NOR. On the expenses page the “D” indicates a “deduction” from payments in the calculation of NOR. For the items marked “Ei” the “exclusion” is the lesser of the “Ei” and the corresponding “Ee”.

### *Property Income (PI)*

On the revenue page the line items identified “I 1-8” in the PRL column are to be included in the calculation of Property Income. On the expenses page the line items identified “E 1-5, 8” in the PRL column are the offsetting expenses to be included in the calculation of Property Income.

Treasurers and Auditors (who are also known as Independent Assurance Practitioners) are asked to pay particular attention to the correct categorisation of amounts shown against each of the components of the NOR and PI calculations.

**The Wardens are to forward copies of the audited Financial Statements and associated reports, the Property Income Worksheet, and the Statement of Insurance Policies to the Diocesan Secretary within 7 days of the Annual General Meeting of Parishioners (AGM).** The AGM must be held between 1 February 2021 and 31 March 2021 (refer to the *Parish Administration Ordinance 2008* Schedule 1 clause 3.9(5) or Schedule 2 clause 3.8(5)).

### Clarifying notes for specific items

#### Statement of Comprehensive Income

##### *Revenue*

#### (a) Consolidated reporting

The prescribed financial statements for a church are to incorporate financial data for **all funds administered** by the wardens.

#### (b) 4-1300 Exempt gifts specifically designated for buildings

This item is to be used for any gift received which is specifically designated for –

- (i) the purchase of land,
- (ii) the purchase, construction or renovation of buildings, fixtures or fittings situated on church trust property held for the purpose of the parish, or
- (iii) the reduction of debt undertaken for the purposes of (i) or (ii).

**(c) Donations received for an organisation outside the parish**

These amounts no longer appear in the Statement of Comprehensive Income, but should be credited direct to the liability account 2-1400 in the Statement of Financial Position, until they are paid on to the organisation concerned.

**(d) 4-2000 COVID-19 financial support**

Include here the gross amount of financial support received from the Federal Government during the year under the Cash Flow Boost and JobKeeper payments schemes.

**(e) 4-4000 Grants**

Include here any money received as a grant from an organisation listed in a Schedule to the Accounts, Audits and Annual Reports Ordinance 1995, a trust under the control of the Archbishop, a Minister of the Crown or an instrumentality of the Commonwealth of Australia or the State of New South Wales, a local government council, or any other person or body or class of persons or bodies approved by resolution of the Standing Committee. Item numbers have been set up to separately record grants from your Regional Council, Anglicare, other Diocesan organisations (including Anglican Retirement Villages), or from Federal or State Government departments or instrumentalities.

Grants to parishes whose minister is a Mission Area Leader should be shown under 4-4300.

**(f) 4-3100 Lease rental from property, other than property – (i) which is governed by a specific ordinance, (ii) which formerly used as a place of public worship, or (iii) which was formerly used as a ministry residence**

These amounts should be the gross lease rent, less any managing agent's fees deducted before the funds are paid to the parish. Any expenses the parish incurs in relation to this leased property are to be shown separately at 6-7000 Expenses re parish property leased for income.

**(g) 4-3120 Lease rental from property subject to an ordinance which applies a portion of the income outside the parish**

These amounts should be the parish's portion of any gross lease rent, less any managing agent's fees deducted before the funds are paid to the parish. Any expenses the parish incurs in relation to this property are to be shown separately at 6-7020 Expenses of property subject to ordinance applying some portion of the income for non-parish purposes.

**(h) 4-3130 Lease rental from a former place of public worship**

These amounts should be the gross lease rent, less any managing agent's fees deducted before the funds are paid to the parish. Any expenses the parish incurs in relation to leasing a different property for use now as a place of public worship should be shown at 6-6800 Lease/rent payments for a place of public worship.

**(i) 4-3150 Lease rental from former ministry residences**

These amounts should be the gross lease rent, less any managing agent's fees deducted before the funds are paid to the parish. A housing benefit provided to a member of the ministry staff who was not able to live in the parish owned property that is now being leased should be shown at 6-1155 Housing benefit provided to a member of the ministry staff who was not able to live in the parish owned property.

**(j) 4-6xxx Parental Leave Pay**

Any parental leave payment received from Centrelink should be shown here.

**(k) 4-7100 Ministry events – gross receipts  
4-7200 Fundraising events – gross receipts**

The amounts shown here should be the total received for each such event. Any expenses the parish incurs directly relating to these events are to be shown separately at 6-8200 and 6-8200 respectively. A 'ministry event' is defined as an irregular or infrequent event, which is usually subject to a specific charge that is designed to recover the direct costs of the event.

Receipts from all other parish ministry activities such as services of public worship, and services for baptisms, marriages and funerals, plus regular ministry activities such as a weekly kids or youth club program, a mothers and babies play group, etc should be shown at 4-7300 as Parish ministry activities.

- (l) **4-8000 Receipts from within the Parish** from other churches and funds, and  
**6-8910 Payments within the Parish** to other churches and funds
- Care should be taken to ensure that receipts within the parish **are matched** with payments within the parish.

(m) **Guidance notes on other amounts received**

- Long Service Leave – the amount received from the Diocese representing the notional stipend which is to be retained by the parish should be shown at 4-6630 under Other Income. Any amount received from the Diocese (as Sabbatical Allowance) due to be paid on to the Rector or other Minister after withholding PAYG should be handled through a liability account until it is taxed and paid over, as this is not parish revenue.
- GST receipts should be handled through the Statement of Financial Position.

*Expenses*

(n) **6-1130 and 6-3650 JobKeeper Topup**

The amount here should be the amount of JobKeeper Topup payments made so staff who would otherwise have been paid less than the minimum required to meet the JobKeeper wage condition (eg \$1,500 per fortnight for JobKeeper 1.0) would in fact qualify for a JobKeeper payment. (These Topup payments effectively increased what would otherwise have been the 'normal' cost of employing parish staff.)

(o) **6-1150 Staff allowances and MEA entitlements**

This amount here should exclude any housing benefit provided to a member of the ministry staff unable to live in a parish-owned property which is now leased. These particular housing benefits provided to such staff are now to be shown at 6-1155.

(p) **6-1155 Housing benefit provided to ministry staff unable to live in parish-owned residence**

This amount shown here should be limited to the amount of the mortgage repayment or lease payments made for, or housing benefit provided to, a member of the ministry staff who is unable to live in a parish-owned property, but only if – (i) that parish-owned property is now generating lease rental income, and (ii) the number of ministers receiving such a benefit does not exceed the number of parish owned residential properties now being leased.

(q) **6-1170 Ministry on-costs including superannuation (part of PCR charge) –**

Parishes are encouraged to include here the portion of the PCR charge that relates to Ministry costs, ie the amount recovered from the parish representing the superannuation, LSL, Stipend Continuance Insurance and Sickness & Accident contributions paid on behalf of the ordained ministry staff licensed to the parish.

(r) **6-1200 Superannuation for Lay staff –**

Include here all superannuation contributions paid by the parish direct to an individual's superannuation fund. This would include the contributions paid on behalf of any Lay ministry staff, other administrative staff and any additional/voluntary contributions paid on behalf of ordained staff from an MEA or from an extra stipend sacrifice amount.

(s) **6-1990 Parochial Network Costs including insurance (part of PCR charge) –**

This can be used to record the total PCR charge, but if the parish follows the recommendation to record Ministry on-costs under 6-1170 you should then include here just the portion of the PCR charge that relates to Parochial Network Costs, ie. the variable portion of the PCR charge covering the Parish Property and Liability Insurance Program, the Parish Risk Management Program, the Professional Standards Unit, the Safe Ministry Training Program, the Provision for Relief and Remission of PCR charges, the Parish Contribution to the cost of Diocesan Archives, and the Fee for managing the PCR Fund 951.

(t) **6-2310 Parish donations to Christian organisations outside the parish from general parish fund –**

- Include here only the amount paid to any Christian organisation outside the control of the parish from funds held for the general purposes of the parish.
- Please note the emphasis is on Christian organisations, which includes local Scripture boards and Christian Education boards provided they are **not** controlled by the parish.

- We suggest that the auditor be provided with a supporting schedule detailing the name of each organisation and the amount paid to it.

### Calculation of Net Operating Receipts

The *Cost Recoveries Framework Ordinance 2008* provides for the calculation of Net Operating Receipts as follows, which is replicated in the footer on page 1 of the “Statement of Comprehensive Income” of the PFS.

ITEM DESCRIPTION	SOURCE REFERENCE
<b>Total Revenue</b>	<b>Statement of Comprehensive Income</b>
<u>Less</u> Exclusions	
Exempt gifts specifically designated for buildings	Account / Item No. 4-1300
Grants from a Diocesan organisation or government body	Account / Item No. 4-4000
Net Lease rental income from each commercial property	lesser of Items No. 4-31xx & 6-7xxx
Net Ministry event income (for each event type)	lesser of Items No. 4-7100 & 6-8100
Net Fundraising event income (for each event type)	lesser of Items No. 4-7200 & 6-8200
Insurance claims received	Account / Item No. 4-6100
Long Service Leave reimbursed to parish	Account / Item No. 4-6630
Parental Leave Pay (from Centrelink)	Account 4-6xxx
Receipts from within the parish	Account / Item No. 4-8000
Lesser of Lease rental from ministry residences and Housing allowance / benefit provided to ministry staff unable to occupy above ministry residences	lesser of Items No. 4-3150 & 6-1155
<u>JobKeeper-Topup</u> payments	Account / Item No. 6-1130 & 6-3650
<u>Less</u> Deductions	
Donations to Christian organisations outside the parish from general parish funds	Account / Item No. 6-2310
Parish donations to another parish	Account / Item No. 6-2330
<b>= Net Operating Receipts</b> (used to calculate the variable PCR charge and Levy for 2022)	

### Statement of Financial Position

Instead of finishing with an excess of assets over liabilities, ie net assets, the Statement now has a section headed Funds which shows information about how those net assets are held – accumulated surplus from the current and prior years; asset revaluation reserve; specific restricted funds (for building work, etc).

### Statement of Changes in Funds

This statement is optional, but is offered because it provides a helpful form of additional disclosure where the parish has significant reserves and restricted funds. Its use is particularly encouraged where –

- the amounts held in reserves or restricted funds are substantial,
- there are a significant number of separate reserves and/or restricted funds, and
- there have been significant movements in the amounts in some of those funds during the year.

### Notes to the financial statements

As part of the summary of accounting policies the wardens are required to specifically confirm that adequate provision has been made for long service leave for lay ministry staff and other support staff.

A note detailing the movements in funds held for on-payment (ie, donations designated for missions) is recommended.

It is also recommended that a note be included detailing the movement in funds held for the provision for employee long service leave, to support the new line item 2-1210 in the liabilities section of the Statement of Financial Position.

## **Wardens' and Treasurer's Report to the Parishioners**

This report includes a declaration that the financial statements have been "properly drawn up so as to give a true and fair view of the receipts and payments during the year and the assets and liabilities at year end".

The report also makes reference to *the Parish Administration Ordinance 2008*.

## **Wardens' declarations in relation to the ACNC**

This declaration requires wardens to indicate whether the financial statements prepared for the AGM correspond with the ABN for the main or only entity used by the parish, whether there are any other ABN/entities controlled by the parish (and if so to list those other ABN/entities), and whether the main or only entity used by the parish is a 'Basic Religious Charity' for the purposes of the Australian Charities and Not-for-profits Commission legislation.

## **Wardens' declarations in relation to Net Operating Receipts**

Where wardens chose to prepare financial statements that are not in the format of the PFS they must also complete a declaration of Net Operating Receipts in the prescribed format. The auditor's report must then also include a statement of satisfaction with the wardens' declaration of Net Operating Receipts.

## **Wardens to complete the Property Income Worksheet**

The wardens are also required to complete the Property Income Worksheet which will be used to calculate the Property Receipts Levy payable in 2022. The Worksheet is to be audited by the auditor and a copy then forwarded to the Diocesan Secretary together with the parish's annual financial statements, within 7 days of the parish's AGM.

## **Independent Assurance Practitioner's Review Report (formerly the Auditor's Report)**

Parishes have the option of a review, rather than a full audit. The Standing Committee believes in most cases such a review will be entirely adequate to provide parishioners with an independent opinion on the Financial Statements prepared by the Wardens, and it will be less expensive than a full audit.

As a result the "Audit Report" has been re-worded to be consistent with the form of a "Review Report" prepared by an Independent Assurance Practitioner in accordance with the standards required of a member of one of the professional accounting bodies.

## **Conclusion**

Any questions relating to the Prescribed Financial Statements can be directed to Martin Thearle, Manager, Diocesan Finance by phone on 9265 1682 or by email at [mrt@sydney.anglican.asn.au](mailto:mrt@sydney.anglican.asn.au).