

# Maintenance of the Ministry Forms & Publications

## Maintenance of the Ministry Committee

### Forms and Information

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\* The last assembly changed the terminology from Annual Parish Report to Annual Charge Report (ACR) and this change is reflected in the new revised Charge Reports that were under development by the MMC.

The recently audited financial statements of the Congregation are all that is needed to fill out the financial section and complete the budget column. In future years, a single page three copy, from the previous year is to be included with the current ACR. Page three becomes a stand-alone financial summary of the Charge.

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#### Annual Letter

The following letter has been prepared from Assembly resolutions passed at the last Commission of Assembly (May 2017)

[MOM AnnLetterToParishesFor2017-18.pdf](#)

The annual letter was circulated to all congregations by the church office in June 2017 but if an electronic copy is needed, click to download, open, view and/or print using a portable document reader (PDF reader).

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#### ACR Forms and Instructions

The Annual Charge Report is identified by its Budget year.

**The ACR is prepared from audited annual financial reports for the financial period just prior to the budget financial period (which identifies the ACR)**

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#### Print and 'fill in by hand' ACR forms

Three versions of these forms and instructions are available as follows:

Financial year parishes should select the following file for their Budget Period of 2017-18  
[2017-18 ACRE\\_v4.0 Manual Entry Form.pdf](#)

Calendar year parishes should select the following file for their Budget Period of 2017  
[2017 ACRE\\_v4.0 Manual-ACR-EntryForm.pdf](#)

Calendar year parishes should select the following file for their Budget Period of 2018  
This version required before next release of ACRs.

**Instructions for the manual 'fill in by hand' ACR forms:**

[ACR\\_v4.0\\_HAND\\_2017- INSTRUCTIONS Manual Single Charge version.pdf](#)

Choose the correct version for your congregation's budget reporting year. Click to download, open using a portable document reader (PDF reader) and print as required.

(For additional ministers and second workers; multiple copies of page 2 and/or 3 may be used – to do this, select the required pages and copies to be printed in the print dialog box just before printing)

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**Electronic ACR or ACRE**

This version of the ACR is designed to be mainly filled in on a computer running Microsoft Excel version 2003 or higher. After data entry on a computer, the printed document becomes the Annual Charge Report (ACR).

Also works on computers running latest versions of LibreOffice Calc. on PC, MAC or Linux\*\*.

\*Current ACRE not tested on Excel 2003. \*\*Not tested on MAC or Linux.

**The Excel program:**

[ACRE\\_v4.0 2017 PROGRAM for Single Congregation Charge Program.zip](#) (This is a ZIP File containing the Excel File)

**The instructions for the Excel program:**

[ACRE\\_v4.0\\_2017 INSTRUCTIONS Electronic Single Charge version.pdf](#)

Also please note that the ACRE program with blank data and just the budget year entered (top right of page 1) can be used to print a 'fill in by hand' copy for any selected budget period (within limits).

**Electronic ACREL (Linked Congregation ACR)**

This linked-Congregation version of the ACR is designed to be mainly filled in on a computer running Microsoft Excel version 2003\* or higher (Also works on computers running latest version of LibreOffice Calc on PC, MAC or Linux\*\*). After data entry on a computer, the printed document becomes the Annual Charge Report (ACR).

\*Current ACRE not tested on Excel 2003. \*\*Not tested on MAC or Linux

### **The Excel program:**

[ACREL v4.0L 2017 PROGRAM for 2 or 3 Linked Congregations Charge.zip](#) (This is a ZIP File containing the Excel File)

### **The instructions for the ACREL Excel program:**

[ACREL\\_v4.0\\_2017 INSTRUCTIONS Electronic Linked Charge version.pdf](#)

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## **PCOV Standard Chart of Accounts and MYOB Help**

The following bring up the window headed "Board of Management Guidelines

Importing PCOV Account List into MYOB OVERVIEW"

[PCV Standard Chart of Accounts and BOM MYOB Guidelines](#)

### **For non MYOB users**

Download [.txt file version](#) or contact the MMC Registrar for a copy by email.

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## **Archive of Annual Letters to Parish Boards**

[2013 Circular Letter from MM Committee to all Parish Boards](#)

[2012 Circular Letter from MM Committee to all Parish Boards \(compressed file\)](#)

[2011 Circular Letter from MM Committee to all Parish Boards](#)

[2010 Circular Letter from MM Committee to all Parish Boards](#)

[2009 Circular Letter from MM Committee to all Parish Boards](#)

[2008 Circular Letter from MM Committee to all Parish Boards](#)