

Annual Charge Report

2019 Budget Calendar Yr

Called an ACR when printed. The electronic form is referred to as an ACRE

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

Click cell and then down-arrow (RH side) & select the correct budget year

Presbytery:

Charge Name:

Church Type:

If recording 'Church Type' manually, please enter one of the following Types: Pastoral Charge, Appointment Charge, Home Mission Charge or Special Interest Charge

Source Information for the ACR/ACRE

This ACR/ACRE is accurately prepared from the audited financial accounts for the Charge, statistical and other financial data, along with Terms of Settlement able to satisfy the financial requirements of the Maintenance of Ministry Committee and other Committees of the General Assembly of Victoria. Refer 2016 Code Rule 2.45.

An ACR/ACRE is completed at the end of each financial period including a next period budget that has terms of settlement that are not less than Assembly approved minimums. **NOTE: For calendar year ACR/ACREs, a resolution should be passed at the congregational meeting so that each Board of Management can make timely beginning of financial year (1-July) adjustments.**

The purpose of this report is to:

- assist Presbyteries in their oversight of congregations and
- enable Maintenance of Ministry Committee to declare the Terms of Settlement and supply relevant data to other Committees of the Assembly.

Timetable

	Calendar Yr	Financial Yr
End of the Financial Year	31-Dec	30-Jun
Congregational meeting to be held before this date	30-Apr	31-Oct
Date ACR to be submitted to Presbytery by	31-May	30-Nov
Reporting period AND last day for Presbyteries to approve this form	30-Jun	31-Dec
Last date by which Maintenance of Ministry approves Terms of Settlement	31-Aug	28-Feb

1. Statistical

Preaching Places	Kms from Manse	No Services per Sunday	No of communicants	No of Adherents	Ave Sunday Attendance
Totals					

Note Reference Numbers for 'Financial Summary Page' - ie. Page 3

- Includes open plate and envelopes
- Includes fees for the use of church &/or halls; eg. weddings, funerals and outside groups
- Undertaken by congregation (special appeals, Temple Day) or congregational organisations
- Includes mission fund offerings, special collections for mission and social service purposes
- Include bank, investment income, and that portion of Sites Reserve interest which is drawn/approved for ministry
- Bequests that are **not to be preserved**
- Record source of other income
- Sum of all those items listed under remuneration on page 4 for minister 1 (ie. primary worker) - ACRE does this automatically
- Superannuation, ministers disability fund, long service leave, professional indemnity insurance, ministry tools for Minister 1 & relocation costs
- Sum of all those items listed under remuneration on the Terms of Settlement page for additional workers - ACRE does this automatically
- Superannuation, ministers disability fund, long service leave, professional indemnity insurance, ministry tools and relocation costs
- Includes all office costs: telephone, stationery, computers, electricity, salaries, superannuation, Workcare payments, etc
- All expenses related to outreach
- Payments in support of missionaries, etc, payment of special collections for mission and social service purposes
- Advertising, gifts, supplies, Sunday school, youth group, public liability, music including copyright, **supply and travel fees, safe church**
- Church, Hall etc: Maintenance, improvements, utilities, insurance, cleaning, council rates
- Manse: Maintenance, improvements, insurance, council rates
- Rent paid for buildings used for church services or other activities, excluding a manse rented by church or an allocation in lieu of Manse
- Each Charge should complete page 3; • Contributions from the congregation to the Federal Board are shown under 4(o) and 3(n) is left blank. • The Federal Board completes all 4 pages of the ACR and shows income from congregations at 3(n) and leaves 4(o) blank. • The amount at 3(n) on the Federal Board ACR should balance the sum of the amounts at 4(o) for the congregations
- General unreserved funds including congregational funds (NOT sites reserves) held within the Trusts Corporation Common Fund
- Any other separately invested funds, including general unreserved trust funds at market value, stocks and shares
- Sites reserve funds and perpetual trusts held within the Trusts Corporation Common Fund
- Separately invested perpetual trust funds including bequests with a specific purpose