Presbyterian Church of Victoria

MAINTENANCE OF MINISTRY COMMITTEE Ann. Charge Report (ACR) vM2.0 - 2017 Supersedes all previous APR Forms. page-1

Annual Charge Report

2019 Budget Calendar Yr

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

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

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:

- a) assist Presbyteries in their oversight of congregations and
- b) 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 submited 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 Adherents	Ave Sunday Attendance
Totals				

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

- 1 Includes open plate and envelopes
- 2 Includes fees for the use of church &/or halls; eg. weddings, funerals and outside groups
- 3 Undertaken by congregation (special appeals, Temple Day) or congregational organisations
- 4 Includes mission fund offerings, special collections for mission and social service purposes
- 5 Include bank, investment income, and that portion of Sites Reserve interest which is drawn/approved for ministry
- 6 Bequests that are **not to be preserved**
- Record source of other income
- 8 Sum of all those items listed under remuneration on page 4 for minister 1 (ie. primary worker) ACRE does this automatically
- 9 Superannuation, ministers disability fund, long service leave, professional indemnity insurance, ministry tools for Minister 1 & relocation costs
- 10 Sum of all those items listed under remuneration on the Terms of Settlement page for additional workers ACRE does this automatically
- 11 Superannuation, ministers disability fund, long service leave, professional indemnity insurance, ministry tools and relocation costs
- 12 Includes all office costs: telephone, stationery, computers, electricity, salaries, superannuation, Workcare payments, etc 13 All expenses related to outreach
- 14 Payments in support of missionaries, etc, payment of special collections for mission and social service purposes
- 15 Advertising, gifts, supplies, Sunday school, youth group, public liability, music including copyright, supply and travel fees, safe church
- 16 Church, Hall etc: Maintenance, improvements, utilities, insurance, cleaning, council rates
- 17 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
- 19 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
- b Any other separately invested funds, including general unreserved trust funds at market value, stocks and shares
- c Sites reserve funds and perpetual trusts held within the Trusts Corporation Common Fund
- d Separately invested perpetual trust funds including bequests with a specific purpose

er 1 (Primary Wo	orker)						
ls t	-	Name:					
	his a part-time minist	ry (Y/N)	Day	s per week as	Percentage	ACTUAL from	BUDGET
						Audited Fin Rpt	Prepared for
1) Remuneration						2018	2019
, · · ·	h component of mini		,				
,	enefits component of	minimum rem	uneration				
c) Additional sti	•						
,	on Cash Benefits						
i) Travel ex	ceeding 6000 km pa			,00	0 km		
ii) Manse ei	nergy: if all	paid by the char	ge, enter ALL here	(OR amount \$		
•	's Education						
	on/Rental in lieu of Ma	anse [see note	'4) Manse' below]			
v) Other							
	uneration Minister	-					
2) Stipend Allocat	ted to Superannuat						
		If a portion of	of stipend is sacri	iced for extra	superannu	ation, state amount:	
	nefits available by:						
	payment method:	10		District			
4) Manse:	Y/N Manse provid					minister resides	
	Y/N Rented by Ch					ship centre? →	
	wned by church, ther	show addition	nal NCB as manse	allocation or	church paid	∣rental at 1 d) iv abo T	ve
5) Telephone/Interne	et		1				
6) Annual Leave			Weeks(5)			Sundays paid supply	
7) Study Leave			Days(7)			Sundays paid supply	v(1)
8) Relocation costs	for new minister (only	if filling a vacancy)	If a	III, Enter ALL h	ere:	&/OR an amount\$	
er 2 (Second Wo	hic a part time minist	ry (V/N)	Day	nor wook oo	Porcontogo		
ls t	his a part-time minist	ry (Y/N)	Day	s per week as	Percentage	ACTUAL from Audited Fin Rpt	_
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[§] For Calendar year Budgets: These amounts are adjusted at 1 July and must be not less than the Assembly minimum rates.

					Minister 1:		
arge Name:					Type:		
	Fina	ncial Su	ımmary Pa	age	Financial Period:	2018	2019
3. Income Column					& Section Reference	B3	2019 A3
a) Offering		on (1)					
b) Rent, Do	onations	- for use of fac	cilities (2)				
c) Donation							
d) Fundrais							
e) Mission							
f) Investme	ent intere	st income (5)					
g)-k) & Not					k) Metro Gr>>		
GRAN		g) MMC Sus. + -	h) MDC grant +→	i) Evangelism Gr. + →	j) Ch. Plant Gr. + →	-→summed↓	
201							
2019	_					\rightarrow summed \rightarrow	
I) Bequests							
m) Other.(mofern INI to E	adaral Daard (40)				
	gation tra	nsters IN to Fe	ederal Board (19)		Income Totale:		
0)					Income Totals:		4.4
4. Expend		remuneration ((8)	Column	& Section Reference→	B4	A4
b) Minister			(O)				
		ers - total remu	neration (10)				
		er's - add ons (
		nistration inc S					
f) Evangeli			· · · · · · · · · · · · · · · · · · ·				
		er Work (14)					
h) Congreg							
		es - Church, ha	all (16)				
		es - Manse (17					
k) Rent Pa		,	,				
I) GMP Bu	dget Allo	cation					
m) Assemb	bly and P	resbytery rate	S				
n) Loan Int	terest Pa	yments					
o) Congreç	gation tra	nsfers OUT to	Federal Board (19)				
p)					enditure Totals:		
q)				Surplus/[Deficit † S' = R'-P':		
	† If deficit,						
then how fu & othe	unaea? → er Notes→						
E Unroco	nuad Aaa	ets at EOP			CE	DE	ΛE
			o of EOD		C5	B5	A5
		unt(s) Balanc	e at EUP				
b) Bank Term		(TD) Trusts Corporation	n (a)				
d) Other Inve		•	11 (a)				
a) Other live	•) e) Total of Inv	vestments	=A'+A'+A'			
P Total unre		,	- Councillo	C'=B'+A'+A'+A'			
		at END of Per	iod	J-D INTOTA	C6	B6	A6
6. Ii≉							Au
	ans nom t	Cong. Members					
a) Loa		Cong. Members					
a) Loa b) Oth	her Loan(s	s)					
a) Loab) Oth	her Loan(s	creditors	to you by ATO)				
a) Loab) Oth	her Loan(s ndry other YG/GST (creditors -ve mean owed	to you by ATO)				
a) Loa b) Oth c) Sur d) PA	her Loan(s ndry other YG/GST (creditors -ve mean owed b) Liabilities					
a) Loa b) Oth c) Sur d) PA	her Loan(s ndry other YG/GST (ets at END	creditors -ve mean owed e) Liabilities	Γotals		C7	B7	
a) Loa b) Oth c) Sur d) PA	her Loan(s ndry other YG/GST (ets at END Fixed &	creditors -ve mean owed e) Liabilities	Fotals Y'= C'-L' sets END of Period			B7	
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Ann. Charge Report (ACR) vM2.0 - 2017 Page- 3

PRESBYTERIAN CHURCH OF VICTORIA

PRESBYTERIAN CHURCH O	F VICTORIA	Page-4. ACR f	or Budget Year:	2019
For audited year 2018 ha	s the Annual Information Stateme	nt (AIS) been submitted to the	ACNC - Yes/No?	
For more Info: www.acnc.gov	.au/ACNC/Manage/Reporting	9.1 Is a MMC Grant being sou	aht (YES* or NO?)?	No
copy to browser: 9. Remarks and/or comment		oran sonig ood,	9 (120 3.1131). [↑Default is 'No'↑
	cial needs and financial circumsta	nces		
Please indicate if this application is U	JRGENT & if column B (pg.3) is e	stimated (ie.not from audited r	report), then include t	he number of
months of real data the estimates ar		prepared (columns B &C) from	n audited financial re	ports.
Please Enter → Name:			Secretary/Treasurer (Ses	Clerk if no Board)
Please use church→ Address:			Tolonhono	Number
so the report be mailed →			↓Telephone	Numberţ
OR be sent by email →			↓Date approved by	Board (Session) ↓
Signed**:				
<u> </u>				
**This form is normally approved by This approval implies a declaration,				
congregation's audited annual finance				
10. Moderator / Interim Mode	erator			
a) Terms of Settlement can only be a	approved if agreed to by the congr	egation.	↓Dat	e↓
		by Congregational meeting		
b) Remarks and/or comments:	Is th	e Charge Vacant (YES/NO)?		
Note: Terms of settlement are to be updated should pass a resolution so that each Board			Calendar year congregatio Dat⊥	
Signed:	or management can make those beginnin	g of interioral your apactoo.	,	<u> </u>
G.g. rou		-	↓Telephone	Number↓
The Moderator's signature is confi	rming the Congregational approva	l of the terms of settlement	·	·
-	lied with, it must be reported to			
Note: This completed Form must			oytery	
11. Presbytery Action				
Presbytery must give its assessment	t of the Parish situation as guidand	ce to the Maintenance of the M	linistry Committee	
If no Board	of Management or Session, then F	Presbytery needs to give an ap	propriate comment	
a) Remarks and/or comments	Is a call/appointment to this	Charge pending (YES/ NO)?		
			Data annuaved	by Drockytony
Address for report			↓Date approved	uy riesuyteiy↓
or email if Signed: ↓preferred↓			↓Telephone	Number
	-		¥ = F=.	*
Nieke This and the LE	a familiard and the Don't in the Co.	and an A Mark to the state of t	↓MMC Registrar's	email address
Note: This completed Form must be Ministry Committee for cons	e forwarded to the Registrar (or Se sideration by the Committee (see t	**	yo . togiotici o	222. 300
,	, , , , , , , , , , , , , , , , , , , ,	,		
12. Maintenance of the Minis	stry Committee	Date Received		
a) Remarks and/or comments				
			↓Dat	el
b) Approved when Signed:			*	•
·/ III · · · · · · · · · · · · · · · · ·				