



Treasurer Responsibilities and Finance

TORSTEN MARSDEN

Finance

OVERVIEW

- Sources of Information for the Treasurer
- Treasurer's Role and Responsibilities
- Diocesan Assessments
- GST
- ATO Business Portal
- Diocesan Office



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SOURCES OF INFORMATION



- Diocesan Website:
 - Finance Resources: [Finance | Anglican Church Diocese of Perth](#)
 - Parish Governance Statute 2016: <https://www.perth.anglican.org/governance/canons-and-statutes/Canons and Statutes – Diocese of Perth>
- GST Legislation: <https://www.ato.gov.au/Non-profit/Your-organisation/GST/>
- ACNC: <https://www.acnc.gov.au/for-charities/manage-your-charity>

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TREASURER'S ROLE AND RESPONSIBILITIES



- Treasurer's role is primarily responsible for meeting the financial requirements of parishes
- Duties of the Treasurer under the Parish Governance Statute include looking after:
 - Funds and Payments
 - Records and Controls
 - Accounts and Reporting

Resource: [Parish Treasurer | Anglican Diocese of Perth](#)

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FUNDS AND PAYMENTS



- Operating account with the ACF and excess funds deposited in interest bearing accounts with the ACF
- Funds received are promptly banked (max two weeks from receipt)
- Payments are approved by two signatories – cheques & electronic banking
- Funds are available for the payment of clergy stipends and lay salaries via direct debit by Diocesan Office

Resource: [Parish Funds | Anglican Diocese of Perth](#)
[Payments | Anglican Diocese of Perth](#)

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RECORDS AND REPORTING



- Financial records are maintained to correctly record and explain the financial transactions and financial position of the parish.
- Complying with the financial or taxation requirements, including legislation governing the conduct of, and reporting by, charitable entities.

Resource: [Records and Reporting | Anglican Diocese of Perth](#)

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RECORDS AND REPORTING



- Provide to the parish council the parish accounts:
 - Periodic accounts as required by the parish council - usually monthly;
 - Annual accounts for the year ended 30 April, later than fourteen days before the annual meeting.
- Annual accounts include:
 - Audited, reviewed or examined statements of income and expenditure for the financial year;
 - A statement of assets and liabilities, or at least a statement of uncollected revenue and outstanding liabilities, at the end of the financial year; and
 - A budget of anticipated income and expenditure for the ensuing financial year.
- Annual Financial Returns to the Diocese by 31 July annually in the form provided.

Resource: [Audited, Review or Examination of Financial Reports | Anglican Diocese of Perth](#)
[Records and Reporting | Anglican Diocese of Perth](#)
[Annual Financial Returns | Anglican Diocese of Perth](#)

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INTERNAL CONTROLS



- Main Areas of Focus
 - Cash counting – two people
 - Safe storage cash, cheques and other valuable items in the safe
 - Prompt banking of all receipt – recommended within 2 days
 - Ensuring invoices are matched to orders and the goods / services are delivered
 - All payments approved/signed by two authorised persons, usually Treasurer and one other person
 - Maintaining the accounts regularly e.g., monthly
 - Monthly reports to the parish council including explanations of significant transactions and variances against budgets.
 - Lodging BAS returns for GST (usually quarterly)

Resource: [Internal Controls | Anglican Diocese of Perth](#)

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CONTRACTS



- All contracts, including without limitation employment contracts, leases or other financial arrangements on behalf of a parish must be entered into by the Trustees.
- The parish council does not have the power to make such arrangements except through or under a delegated authority from the Trustees.

Resource: [Policy 20 – Delegation and Authority Limits | Anglican Diocese of Perth](#)

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DIOCESAN ASSESSMENTS



Diocesan Council assesses each parish upon its income:

- Assessment is payable on Ordinary Income at 15% and Commercial Income at 35%
- Certain ordinary income is assessable the net income e.g., fetes, rectory rental, op shops.
- Income from some sources is exempt such as Diocesan Grants, GST refunds, funds raised for Capital Projects approved by Diocesan Council
- Deductions are made for specific items, including a standard deduction of \$15,000 against ordinary income, donations to mission agencies e.g., EcoCare.
- Assessment is payable in monthly instalments based on the estimated assessable income for the year.
- Instalments are required to be paid by Direct Debit to Diocesan Council.

Resource: [Diocesan Assessments | Anglican Diocese of Perth](#)

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DIOCESAN ASSESSMENTS



Assessment Adjustment – Prior Year

	Assessment Amount	Assessment Invoices Raised by Diocese	Assessment Payments Received	Balance Payable by Parish
Estimated Assessment for 2021/22	\$12,000	\$12,000	\$11,000	\$1,000
Actual Assessment for 2021/22 (From Return)	\$15,500			
Assessment Adjustment	\$3,500	\$3,500	\$-	\$3,500

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DIOCESAN ASSESSMENTS



Assessment Adjustment – Current Year

	Assessment Amount	Assessment Invoices Raised by Diocese	Assessment Payments Received	Balance Payable by Parish
Estimated Assessments (May – Sept at 2022/23 Estimated Amount)	\$5,000	\$5,000	\$5,000	\$-
Estimated Assessment for 2022/23 (Based on Prior Year Annual Return for 2021/22)	\$15,500			
Assessment Due for Balance of 2022/23 (October – April)	\$10,500			
Revised Monthly Assessment Invoices (\$10,500 / 7 months)		\$1,500		

Each parish must pay monthly by direct debit one-twelfth of the annual budgeted ordinary income component and one-twelfth of the commercial income component of the assessment (if any).

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GST IN THE CONTEXT OF PARISHES



- GST Supply
- GST Religious Group
- Basic GST Rules GST-Free Supplies
 - Religious Services
 - Charitable Provisions
 - Nominal Consideration
 - Secondhand Goods
- Basic Input taxed supplies
 - Residential rent
 - Fundraising Events
- Other supplies made by Parishes
- Input Tax Credits

Resource: [GST | Anglican Diocese of Perth](#)

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GST SUPPLY



- A supply is subject to GST if it is made:
 - by an entity that is registered or required to be registered for GST;
 - for consideration;
 - in the course or furtherance of its enterprise; and
 - is connected with the indirect tax zone (i.e., connected with Australia)
- **Unless** it is listed in the GST Act as a GST-free supply or input taxed supply
- Any of the 4 factors not met = out of scope, no GST

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GST RELIGIOUS GROUP



- Parishes are part of the Perth Diocesan Trustees and are members of the Anglican Church GST Religious Group
- ACNC Registered & ATO endorsed charity
- Lodge own Business Activity Statements in which GST is reported (one ABN per Parish)
- Parishes are subject to GST to the extent taxable supplies are made to non-members of the Group
- Note: Supplies to other Parishes/Perth Diocese/other Anglican GST Group entities do not attract GST under grouping rules

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ATO BUSINESS PORTAL



- ATO access is through the Relationship Authorisation Manager (RAM)
- RAM allows a simple way to set up and manage online access to the ATO Portal
- ATO is pushing taxpayers to use online lodgements instead of paper forms
- The Diocese Office can administer access for parishes

Please contact Diocesan Office to organise access

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ATO BUSINESS PORTAL



3-Steps to Online Lodgement



1. Establish your ID on the myGovID app

2. Authorise person through RAM



3. Login in to ATO Portal

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ATO BUSINESS PORTAL



myGovID

- Relationship Authorisation Manager (RAM), is the ATO's secure way to access government online services.
- You will need to use myGovID and RAM to log in to government online services on behalf of a business or entity.
- Note: This is different from the "MyGov" Account



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DIOCESAN OFFICE – FINANCE SERVICES



- Provides administrative services and support to the parishes, Diocesan Council and the Episcopal office.
- Finance Team services include:
 - Payroll services for clergy and lay staff engaged by parishes
 - Assessment administration and collection on behalf of Diocesan Council
 - Billing for other services e.g., police clearances, insurances, land tax
 - Support related to tax and ACNC matters, including lodgement of ACNC annual returns for all parishes

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DIOCESAN OFFICE - SUPPORT



- Training for Parish Treasurers is normally provided twice per year.
- Includes refreshers on recurring topics and any new areas of interest or needs
- Example topics include:
 - Planning and Budgeting
 - Annual Financial Returns and Assessments
 - Annual Financial Statements and Audit / Review
 - Parish Statements
 - ATO contact administration
 - GST administration
 - Land tax exemptions

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DIOCESAN OFFICE - TEAM

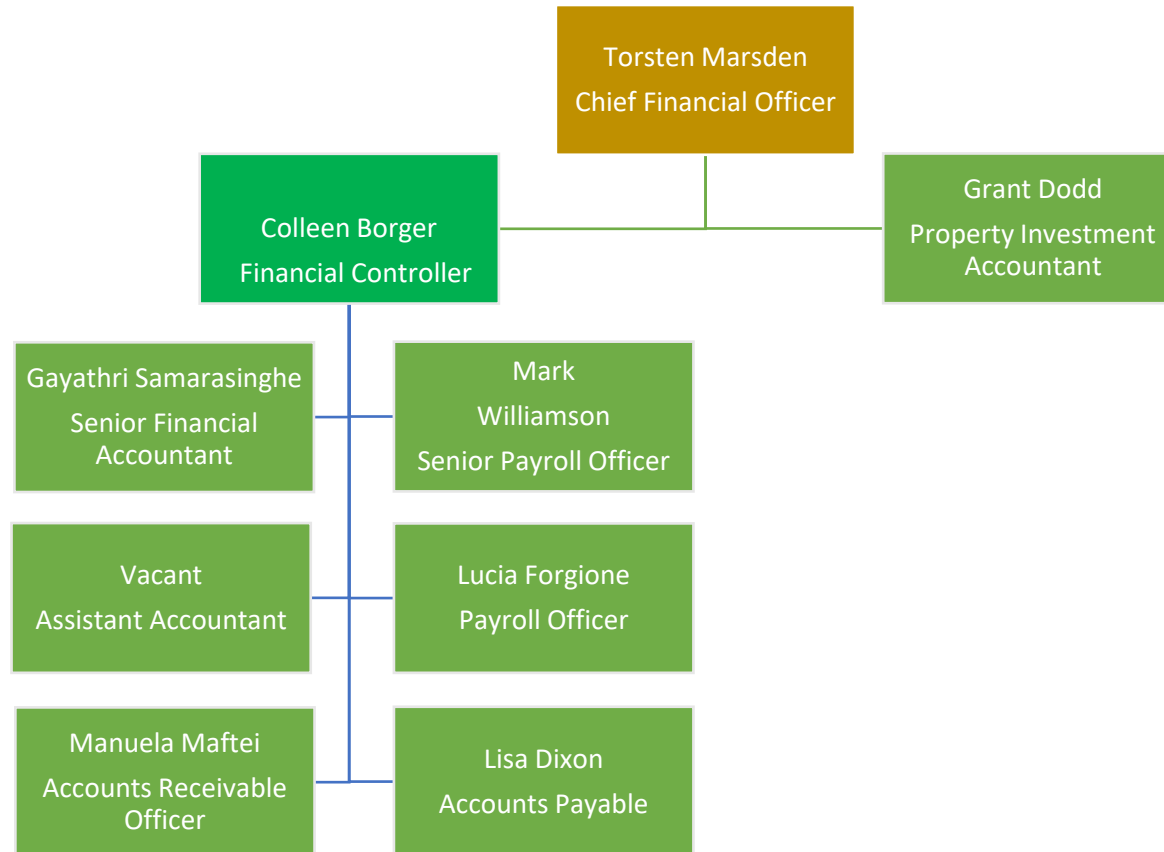


Phone:
(08) 9425 7200

Accounts:
accounts@perth.anglican.org

Payroll:
payrollenquiries@perth.anglican.org

ACF:
info@anglicanpcf.com.au



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QUESTIONS?





Open Panel Questions

DENISE SATTERLY ROOM

