



NSW & ACT SYNOD UR2 AUDIT PACK

2011

Dear Treasurer,

Thank you for accepting the role of treasurer for your congregation and commissioning the audit of the UR2. Below you will find the stages of the audit and resources available to ensure it meets Synod's requirements.

STAGE 1 – COMPLETE UR2 FINANCIAL RETURN

The unaudited UR2 financial return is due for lodgement with Uniting Resources by the **31 August 2011** with a copy sent to the auditor(s).

STAGE 2 – AUDIT CONDUCTED BY THE AUDITOR(S)

Congregations with less than \$112,000 in gross income in 2010/11, have the option to choose 2 fit-and-proper persons or an external qualified auditor. Congregations with gross income of more than \$112,000 in 2010/11 are required to engage an external qualified auditor. If you are looking for an external auditor, you may like to select one from the register attached (page 6). The UR2 audit is due by the **31 October 2011** and should be conducted with the following intent.

Independent audits are used to provide a high, but not absolute level of assurance on the reliability of the financial statements. It is designed to result in the auditor providing a positive opinion which essentially states that based on the work performed the financial statements contain a correct summary of the transactions that occurred during the year.

If the auditor checking the accounts does not consider they can reliably confirm the correctness of the accounts, they should state this and the reasons for it. Where congregations have limited controls operating with funds management and/or inconsistent processes for recording of receipts and payments, they should be corrected. It is important that the Church Council is made aware of potential risks to the reliability of the congregation's finances.

It is assumed that the appointed auditor(s) possess a thorough understanding of the congregation's activities and structure. Some of areas of audit are included in the audit checklist attached (page 2).

STAGE 3 – DECLARATIONS OF THE UR2 BY THE AUDITOR(S)

If the auditor(s) are satisfied the UR2 financial return is true and correct they may complete the declaration in Part 3 of the UR2 or may attach their own declaration if they wish. The auditor(s) need to sign the bottom of the financials as indicated.

The auditor(s) should send a copy of the audited UR2 to the address below prior to sending the original to the treasurer.

**Uniting Resources
C/o Client Relations Accountant
treasurer@nsw.uca.org.au
P O Box A2178
Sydney South NSW 1235
Fax: 9264 4487**

Regards

Uniting Resources – Financial Management Services



CONGREGATION AUDIT CHECK-LIST

Congregation:

Date:

Year ending:

Audited by:

Funds should be used only on the basis of authorisation.

Do arrangements with the bank or financial institution require two signatories for all transactions?

Yes No

Is there a list of authorised cheque signatories approved by Synod or Church Council?

Yes No

Are payments from all accounts (including MEA) being signed by the Treasurer and supported by receipts & invoices? (Select sample)

Is petty cash access restricted to a nominated holder?

Yes No

Are cash funds kept in a secure place before being banked?

Yes No

Bank transactions should be properly recorded and reconciled.

Are bank account balances reconciled regularly to the account balances in the accounting system? (Select sample)

Has responsibility for the reconciliation of bank accounts been assigned to someone who is not responsible for signing of cheques or handling or recording of cash?

Yes No

Cash receipts are correctly identified and recorded.

Are cash deposits made regularly, and are the amounts deposited fairly consistent throughout the year, indicating a reliable pattern of banking?

Is the treasurer being assisted with a second independent person to count and bank cash received?

Yes No

Are the cash receipts correctly coded as the appropriate type of income (eg. Hall hire, offerings etc) with the appropriate GST coding? (Select sample)

Tax Invoices have been correctly issued to all clients, and that these are correctly recorded in the accounting system? (Select sample)

Accounts unpaid for 2 months have had reminders sent out and accounts unpaid for 6 months or more have recovery action initiated and accounts unpaid for 12 months or more have been approved by council for write off? (Select sample)

Cash payments are made according to approved procedures and supported by documentation.

Invoices paid provide adequate information of authorisation and receipt of good or services and supports bank statement payment? (Select sample)

Charges are properly coded to the right account and the GST applicable is recorded? (Select sample)

Bank statement debits can be traced to the accounting records and large payments are reasonable? (Select sample)

Is there adequate segregation of duties in place for the purchasing, receiving, storekeeping, access to cash (cheque-signing) and accounting functions?

Yes No

Payroll/Stipends expenses are not materially misstated.

Superannuation, taxation, Minister Support Funds levy and other payroll

deductions have been properly calculated reflecting Synods guidelines and paid accordingly? (Select sample)

Casual staff complete time sheets, which are authorised for correctness before payment? Yes No

The minister is regularly accessing his/her balance of Minister's Expense Account, and that treasurer signs all payments? (Select sample)

BAS is prepared correctly and lodged on time.

BAS Returns are lodged and GST refunds claimed agree to the GST paid on invoices for the prior period, and PAYE tax was correctly calculated? Yes No

Any GST refunded by the ATO has been credited to the account in the balance sheet? Yes No

Any large value GST refunds that relate to property development or renovations that were funded from sales proceeds funds are actually refunded to the sales proceeds account? Yes No

Property, Plant & Equipment payments are not materially misstated and all values stated in the balance sheet are correct.

Land valuations reflect current Valuer-General valuations and building valuations reflect current replacement values for insurance purposes? Yes No

Sales or purchase of property or assets are included in Capital Receipts or Payments? Yes No

A provision is included for property refurbishments and the property is adequately insured, and insurance bill has been paid? Yes No

Small value payments and repairs and maintenance are expensed rather than asset values being adjusted? Yes No

New purchases are included on the Asset Register and recorded in the Balance Sheet and the appropriate depreciation is expensed? Yes No

Grants have been recorded and used for the proper purpose.

Grants have been spent in accordance with the terms set out in the grant and acquitted correctly? Yes No

Non-Current Liabilities are recorded at the 30 June balance date.

Comparisons of loan balances with interest and principal repayments of loans made during the year agree? Yes No

Interest expense and fees agree to loan documentation?

General housekeeping is maintained.

Are financial records kept in an orderly way, and are easily accessible in event of audit by ATO?

Yes No

Are all church member personal details and other sensitive records are kept confidential and only accessible by authorised people to avoid improper use?

Yes No

Other Comments.

Signed _____



Accounting and Audit Services Register

2011

SYDNEY REGION

KIOLA SERVICES

Warren Dewar CPA

Warren Dewar has audited Caringbah Uniting Church for 24 years.

336 Forest Road Kirrawee NSW 2232

Email: kiola@bigpond.com

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fee indication - \$

ROB BARKER AND ASSOCIATES

Robin Barker CA

Robin Barker has audited Lane Cove and Paddington Uniting Church.

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fee indication - \$

D.F RITCHIE & CO

Diane Ritchie CA

Diane Ritchie has audited Gordon Uniting Church.

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fee indication - \$

RICHARD CHANTRILL

Richard Chantrill CPA

Richard Chantrill has audited Baulkham Hills Uniting Church.

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fee indication - \$

RM CHARTERED ACCOUNTANTS

Murray Reid CA

Murray Reid has audited Berry Uniting Church.

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fee indication - \$

SHIRLEY L CURRY

Shirley L Curry CA

Shirley L Curry has audited Blaxland Warrimoo Uniting Church for 5 years.

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fee indication - \$\$

GP KEARNEY & CO PTY LTD

Graeme Honour CA

Graeme Honour has been a registered auditor for 30 years.

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fee indication - \$\$

MCINTOSH BISHOP

Robert David Macdonald CA

Robert David Macdonald has over 30 years accounting experience and a registered auditor who has audited Ashfield Uniting Church and.

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fee indication - \$\$

INFINITE ACCOUNTING SOLUTIONS

David Porter CA

David Porter has been auditing various UCA congregations for over 7 years.

Suite 201 Macarthur Point 25 Solent Circuit Baulkham Hills NSW 2153
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fee indication - \$\$

**AWARD ACCOUNTING FOR BUSINESS
SUCCESS**

Amanda Ward CA

Amanda Ward has audited Menai Illawong Uniting Church.

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fee indication - \$\$

THOMAS GLC

Glen McEwan CA

Glen McEwan is an audit partner and specialist in the audit of not-for-profit organisations.

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fee indication - \$\$

MAY CHANG

May Chang CPA

May Chang has audited Auburn Uniting Church

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fee indication - \$\$

STEWART BROWN AND CO

Stuart Hutcheon CA

Stuart Hutcheon is a partner and has 20 years experience with audit of Uniting Church not-for-profit organisations.

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fee indication - \$\$\$

BYRONS CHARTERED ACCOUNTANTS

Jeffery P Machett CA

Jeffery P Machett provides audits to many not-for-profit organisations.

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fee indication - \$\$\$

CANBERRA REGION

DAVID GODDARD & CO

David Goddard CA

David Goddard has conducted audits for Braidwood Uniting Church.

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fee indication - \$

STANLEY FRANCIS SISMEY

Stanley Francis Sismey CPA

Stanley Francis Sismey has conducted audits for Yarralumla Uniting Church.

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fee indication - \$

CENTRAL & NORTH COAST

KEVIN OSBOURNE

Kevin Osbourne CPA

Kevin Osbourne currently audits the Hunter Presbytery, Adamstown and Singleton.

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fee indication - \$

MARK EDMUNDS ASSOCIATES P/L

Mark Edmunds CPA

Mark Edmunds is a registered company auditor with 30 years experience.

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fee indication - \$\$

LEENANE TEMPLETON

Andrew Frith CA

Andrew Frith has audited Merewether for 20 years.

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fee indication - \$\$\$

NORTHCORP ACCOUNTANTS

Rodney Smith CA

Rodney Smith has audited Port Macquarie congregation and Mid North Coast Presbytery.

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fee indication - \$\$\$

HARRISON MAIN & MCARTHUR

Andrew McArthur CA

Andrew McArthur has audited Forester Tuncurry and Haliday's Point Congregations.

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fee indication - \$\$\$

OUTER REGION

WESLEY HALL

Wesley Hall CPA

Wesley Hall is a registered company auditor with 20 years experience.

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fee indication - \$

TDG ASSOCIATES

Alan Donges CA

Alan Donges has audited Tenterfield Uniting Church.

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fee indication - \$

BUCKLEY ACCOUNTANTS

John Buckley

John Buckley is a Registered Company Auditor and has audited Lithgow Uniting Church.

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fee indication - \$\$

CARRIGAN & CO

Michael A Carrigan

Michael A Carrigan is a Registered Company Auditor and has audited New England North West Presbytery.

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fee indication - \$\$

MILLER CRAWFORD ACCOUNTING

Linda Crawford CPA/CA

Linda Crawford is a CPA and CA and has audited Coolamon Uniting Church.

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fee indication - \$\$

JOHN L BUSH & CAMPBELL

Peter King CA

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fee indication - \$\$

R.O. WRIGHT & CO PTY LTD

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fee indication - \$\$\$

Fee indication scale based on average congregation size

\$ - \$0 to \$500

\$\$ - \$501 to \$1,500

\$\$\$ - \$1,501 and over