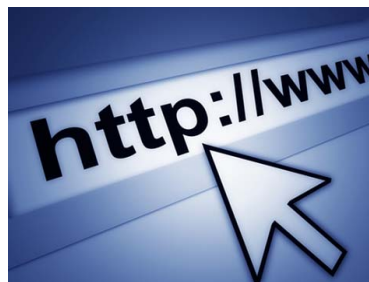


## New Website for UR2 Submissions

FMS is moving with the times. We are currently reviewing options for treasurers to submit their annual UR2 online.

This will create extra convenience for treasurers lodging their UR2 as they will no longer have to post in their unaudited UR2 returns. This will become an online tool to prepare the UR2 for submission and auditing.



From our perspective FMS will be able to save time and money on administration by circumventing manual data entry. We will also be in a position to analyse the results in a timely manner.

The website will facilitate the lodgement of unaudited UR2 figures by 31 August 2011, producing a report which your auditor can sign-off on by the 31 October 2011.

We welcome any suggestions and ideas from you on this project via email to [treasurer@nsw.uca.org.au](mailto:treasurer@nsw.uca.org.au)

## Upcoming Treasurers Workshops

Canberra Presbytery – 9 April 2011  
Mid-North Coast Presbytery – 21 May 2011

For further details please contact Susan Brady on 8267 4409 or [susanb@nsw.uca.org.au](mailto:susanb@nsw.uca.org.au)

## Treasurers User Manual

A revised version of the treasurer manual is in its final stages and should be available soon. It will be available free online and a hard copy can be purchased on request. The manual includes topics like:

- Treasurer's roles and responsibilities,
- Accounting systems,
- Cash management and banking,
- Employment issues,
- Property management,
- Insurance,
- Financial products,

- Reporting, and
- Tax issues.

To request a hard copy of the revised manual please contact Susan Brady on 8267 4409 or [susanb@nsw.uca.org.au](mailto:susanb@nsw.uca.org.au)

## What is the best accounting system for your congregation?



There are several ways of managing records for financial reporting, which includes:

- Manual Systems involving a hand written system,
- Semi-computerised Systems which involves using spread sheets, and
- Computerised Systems which involves using accounting software like MYOB.

The most suitable system will depend on the volume of transactions, the number of accounts being maintained and the skill of the treasurer.

The larger the congregation the more likely the treasurer would need a computerised system to effectively conduct the book-keeping function.

If you feel your congregation's accounts are becoming larger and more difficult to manage manually, you may want to look into a computerised system.

Some presbyteries have taken it upon themselves to conduct free MYOB training workshops for their treasurers.

Also MYOB assistance is available through Benkorp who are familiar with the needs of the church. They can be contacted on [hello@benkorp.com](mailto:hello@benkorp.com) or 1300 138 627. Please note on-site training is an additional charge.

## GST – Frequently Asked Questions

### *When do I need a Tax Invoice to claim back GST credits?*



The general rule is that the congregation must be issued with a Tax Invoice in order to claim the GST credit in their Business Activity Statement.

There is one exception to this requirement where the total consideration provided for the supply of the goods or services received is less than a GST inclusive amount of \$82.50

For example

Your church engages a commercial cleaner to undertake certain tasks on a weekly basis. The amount paid each week for the tasks undertaken totals \$77.

The cleaner only provides your church with a receipt each week from the cleaning company for the services provided.

You have identified that this cleaning company is GST registered and therefore your church can claim \$7 GST as the amount paid for the services is less than \$82.50.

To check if a supplier is GST registered, you can search for the supplier either by name or Australian Business Number at [www.abr.gov.au](http://www.abr.gov.au). This website lists the relevant registrations for suppliers with an Australian Business Number.

**Please note** care needs to be taken that just because an expense item is less than \$82.50, GST is not claimed unless the item actually has GST in the total.

### Help-Desk Contact Details

If you require any assistance with GST, Reporting, Accounting and other treasurer related matters, please contact the FMS help-desk on the details below.

Susan Brady Assistant Accountant Ph: 8267 4409	Joseph Georgy Client Relations Accountant Ph: 8267 4418
<a href="mailto:treasurer@nsw.uca.org.au">treasurer@nsw.uca.org.au</a>	

