

**Dear Treasurers, friends and colleagues**

## **1. CHANGES IN STAFFING**

It is with great sadness that we say good-bye to **Joseph Scardino**, who is leaving the Uniting Church to take up a Business Analyst role in the commercial sector. Joe has been a stalwart of our team for the past 18 months, but will be finally leaving us on 9 May 2008. We wish him every success in his new position.

We also have the pleasure of welcoming **Natalie Waters** to our team, who is taking Joe's place. Natalie comes with a background from the taxation office and small enterprise sector, and will slot into the role fairly easily. She can be contacted on ph **8267 4418**.

## **2. FBT RETURNS FOR 2007/08**

The 2007/08 FBT year ended on 31 March 2008. The annual return is due in to the ATO by 21 May 2008 at the latest. If you are unsure about how to complete the return, please contact Natalie Waters for advice.

## **3. YEAR-END TASKS FOR 2007/08**

The end of the 2007/08 financial year is rapidly approaching, and we are beginning to prepare for our annual reporting within the Synod. Typical types of tasks that need to be undertaken at this time of year include:

- Bank account reconciliations (statements with accounting system balances);
- Balance Sheet account reconciliations (debtor accounts, GST accounts, MEA liability account, other loans, taxation & superannuation clearing accounts, etc);
- Review of Fixed Asset Register, asset stock-takes, and reviewing depreciation rates and amounts;
- Segregation of building repairs and maintenance costs (Operating Statement) from property refurbishment costs (Capital Statement and Balance Sheet);
- Segregating property sales proceeds (Capital Statement and Balance Sheet) from other property income (Operating Statement);
- Segregating interest income from operating accounts (Operating Statement) and interest income from sales proceeds accounts (Capital Statement and Balance Sheet);

The MYOB UCAP program has an automated report facility for producing the UR1 return. Treasurers using other systems will need to manually re-align their chart of Accounts with the UR1 format.

Payment Summaries for all people being paid some form of remuneration are also required to be completed and issued to the individuals by 14 July, and submitted to the ATO by 14 August.

The draft Treasurers Manual outlines detailed information on these tasks. If you would like some guidance on year-end procedures, please contact Natalie or Bronwyn.

#### **4. LIVING IS GIVING (LIG) PLANNING FORMS 2008/09**

The Living is Giving Guide Book for 2008/09 has been distributed, and no doubt you will have brought the ongoing priority areas to the attention of your Church Council and Congregation to determine your support levels for the forthcoming year.

LIG Planning Forms and targets for 2008/09 are due in June. Please send your planning forms to:

Ms Susan Brady  
Uniting Resources  
PO Box A2178  
Sydney South, NSW 1235

For information about setting up a direct debit authority from your designated UFS bank account for LIG, please contact Susan on 8267 4409 or email [susanb@nsw.uca.org.au](mailto:susanb@nsw.uca.org.au).

#### **5. UR1 FORMS for 2007/08**

There is almost no change to the UR1 forms for this next year. The only change will be with reporting assets in the Balance Sheet: Buildings will be separated from 'Contents'. Contents will be included in 'Other Assets' from now on. Contents should be listed in the Fixed Asset Register and depreciated on an annual basis, with an 'accumulated depreciation' amount recorded against this item in the Balance Sheet.

The 2007/08 UR1 return will be made available in June. It may be downloaded from the Uniting Resources website for those Treasurers with an internet connection. If you receive this email but would prefer us to send you a hard copy of the form and accounting instructions, please let us know. Hard copies will be automatically forwarded to all Treasurers with no email address.

More information will be provided on this in our next E-newsletter.

#### **6. YOUR ITEMS OF INTEREST FOR INCLUSION**

If you have any specific topics which you think could be covered in these newsletters, for information purposes, please let us know by responding to this email.

Thank you for all your ongoing time and effort you serve your Congregation.

Kind Regards,

**Kegan Kashian**  
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