

## Dear friends and colleagues

This is the first monthly newsletter of this kind from the **Congregation Team** of the **Financial Management Services Group** (FMSG) of BFP. Many treasurers indicated in the 2006 survey that they like to be kept informed of events by BFP, and were interested in being part of a treasurer's network. This monthly newsletter is part of our future strategy in remaining in closer contact with congregation and presbytery treasurers.

Current items of interest include:

### 1. RESIGNATION – GREG KEAN

Greg Kean has resigned from BFP, effective 3 November 2006. Greg has been with BFP for 8 years and done a lot of helpful and supportive work with the congregations over this time. He is also a wonderful godly man, who will be greatly missed. A message from him to all treasurers is included below.

#### **MESSAGE FROM GREG KEAN**

*Greetings to you all,*

*After eight years of service to congregation/presbytery treasurers I have resigned from the Uniting Church effective from 3 November 2006.*

*I have enjoyed being available to help you with accounting/GST/LIG/Privacy issues you have faced as volunteer treasurers over my time here. I sincerely wish each one of you God's richest blessing as you continue serving Him in this important role.*

*Until my replacement commences, could you please direct all future enquiries to Bronwyn Shead (Mason) on 8267 4476 or email her on [bronwyns@nsw.uca.org.au](mailto:bronwyns@nsw.uca.org.au).*

*Yours sincerely,*

**GREG KEAN**  
*Financial/Management Accountant*

We will be recruiting for a replacement in the next few weeks. There will no doubt be a learning curve for whoever comes into the role, and we ask for your patience and support during that time. In the interim, please direct all congregation enquiries to either: myself (contact details provided below), Bronwyn Shead (Mason) on telephone 8267 4476 or email [bronwyns@nsw.uca.org.au](mailto:bronwyns@nsw.uca.org.au), or Susan Brady on telephone 8267 4409 or email [susanb@nsw.uca.org.au](mailto:susanb@nsw.uca.org.au)

### 2. FUTURE CONTACT WITH CONGREGATIONS

As has been mentioned in previous Connect newsletters, FMSG will be putting more energy into maintaining contact with congregations in the future, and there will be a higher reliance on technology.

Key strategies that will be implemented include:

- a) Monthly Newsletters distributed to treasurers through email contacts;
- b) Regular updates to the FMSG, BFP website;
- c) Commencement of a Treasurer's Network (to operate through a combination of online website forum, email, phone and periodic meetings);
- d) Commencement of a 'Letters to the CFO' (to operate through a Q&A website forum).

### **3. TREASURER'S MANUAL**

A Treasurer's Manual has been in the drafting and development stages for several years. We acknowledge the confusion and difficulties this has created for congregations during the past several years when there has been so many changes in financial reporting and property management requirements.

The **NSW Synod Treasurer's Manual** will be issued at the end of December 2006. It will be issued in hard copy form to all Treasurers, for filing with the GST Manual in the blue binder already provided. The Manual will also be accessible from the FMSG, BFP website, and this will ensure any information remains up-to-date.

The Manual will provide a detailed overview on financial management matters such as:

- Bank accounts
- Cash management,
- Payroll and salaries, including Ministers Expense Accounts
- Taxation and superannuation
- Living Is Giving
- SMRF projects and grant acquittals
- Property and asset maintenance
- Property sales
- Budgeting
- Financial reporting
- Audits
- Risk management
- BFP6 annual returns

The Manual will also include overviews on:

- Governance and legal structures and responsibilities within the NSW Synod
- Governance responsibilities of Church Councils and Committees, and
- Long-term planning matters such as property management, employee management, strategic planning, business activities management, and new business ventures.

### **4. GST MANUAL**

The GST Manual is also in the process of being updated, and will be re-issued once complete, later in 2007.

### **5. FMSG, BFP WEBSITE**

The FMSG, BFP website will be undergoing several changes over the next few months, so we encourage you to access that site more regularly.

Current contacts for various FMSG services have just been updated, and can be accessed at the following website address:

[www.nsw.uca.org.au/bfp/fmsg/contact.htm](http://www.nsw.uca.org.au/bfp/fmsg/contact.htm)

Over the next fortnight, a couple of new documents will be added to the site: *Connect Online*, and *Report on 2006 Treasurer's Survey*.

## **6. 2007 PRESBYTERY VISITS**

Presbytery visits will be conducted during 2007. Exact dates for visits to your areas will be coordinated with Presbyteries in early 2007.

These Presbytery visits will cover:

- Contents of the Treasurer's Manual, and financial management and reporting matters
- Suggestions for improving contact and services between the congregations and FMSG
- Specific issues of concern (these will need to be relayed to presbyteries prior to the visits).

If you do not wish to be included in these information emails from BFP, please let us know. Any queries about the contents of this email can be directed to Bronwyn Shead (Mason) on telephone 8267 4476 or email [bronwyns@nsw.uca.org.au](mailto:bronwyns@nsw.uca.org.au).

To ensure all treasurers receive this newsletter, could Presbytery Treasurers please mail this email out to Congregation Treasurers who do not use email?

I wish all of you Christ's richest blessings and rewards, especially in the lead up to our 2006 Christmas season. I will be in touch with you again soon.

Yours in Christ,  
Kegan

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