

WORK INSTRUCTION

Document ID	Document Name Annual Financial Returns (AFR) Module	Date Created: 13/06/2025
Version 0.1	Application Name Synod CRM Portal	Created By: Sabrina Trevena

Overview

The Annual Financial Return (AFR) helps build an overall picture of all the Church's financial health and sustainability. In turn, this will assist us to direct resources where they are most needed and identify any areas of potential risk.

Annual Financial Returns are to be **submitted by 30th November** of the current calendar year.

The below actions take place within the **Synod CRM Portal**

www.nswact.uca.org.au/support-services/information-technology-services-it/synod-portal-login/

For assistance requesting access and logging into the Synod CRM Portal, please refer to the following resources:

[How to access the Synod CRM Portal](#) – Work Instruction

[Requesting Access to the Synod CRM Portal](#) - Video

[Accepting and Activating your System Access](#) - Video

[Multifactor Authentication](#) - Video

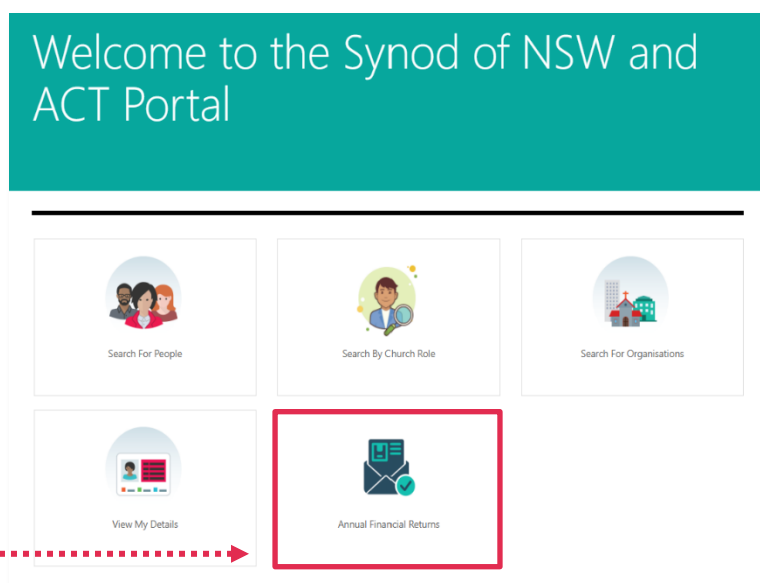
When first logging into the Portal you will see several module by default: Search for People, Search by Church Role, Search for Organisations and View My Details.

You will need to **send an email** to helpdesk@nswact.uca.org.au to **request access** to the **Annual Financial Return module**.

Finance will process your request, confirming your involvement with the organisation's Annual Financial Returns.

Once confirmed, the Information Technology team will generate your current financial year survey for the entity you are from.

Once you have access, **click** the **Annual Financial Return** tile to begin.



Select your Organisation

When first entering “Annual Financial Returns” you will need to select which organisation you intend to submit a return for.

1. **Click** the **Filter by Organisation** dropdown arrow.

This will display the organisations you serve.

2. **Select** your **Organisation**. You can also type the name in the field above.

3. **Click** **Apply Filter**.

This will display all results for the organisation, listing any previous returns submitted.

The **status** will appear as ‘**Draft**’ if you have **not submitted** a return for that Organisation and Year.

If **submitted** the **status** will appear as ‘**Submitted**.’

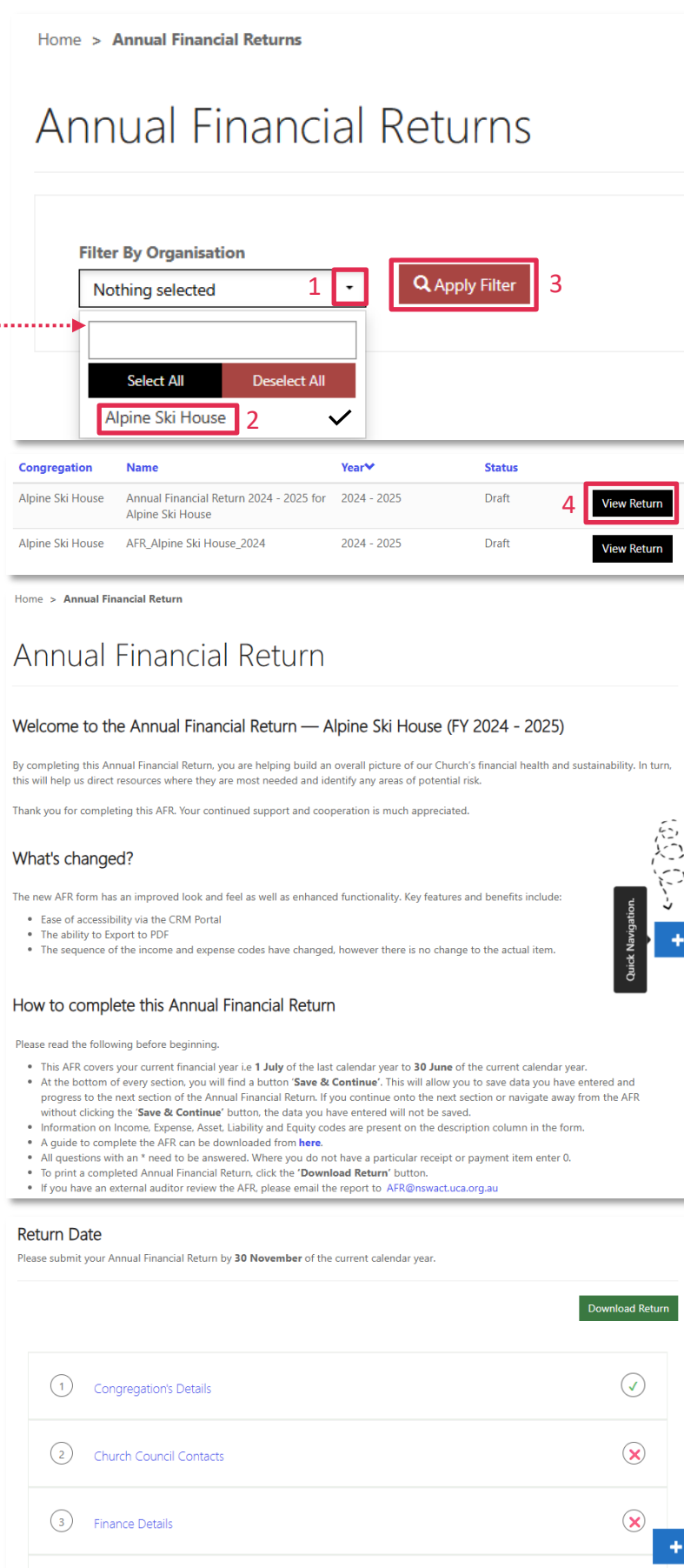
4. **Click** **View Return**.

This will open the return for viewing and completion.

5. **Scroll down** to complete the **form sections**.

Incomplete sections will be marked with a **red X**.

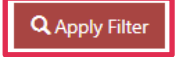
Complete sections will be marked with a **green ✓**.



Home > Annual Financial Returns

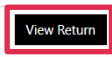
Annual Financial Returns

Filter By Organisation

Nothing selected 1   3

Select All Deselect All

Alpine Ski House 2 

Congregation	Name	Year	Status	
Alpine Ski House	Annual Financial Return 2024 - 2025 for Alpine Ski House	2024 - 2025	Draft	4 
Alpine Ski House	AFR_Alpine Ski House_2024	2024 - 2025	Draft	

Home > Annual Financial Return

Annual Financial Return

Welcome to the Annual Financial Return — Alpine Ski House (FY 2024 - 2025)

By completing this Annual Financial Return, you are helping build an overall picture of our Church's financial health and sustainability. In turn, this will help us direct resources where they are most needed and identify any areas of potential risk.

Thank you for completing this AFR. Your continued support and cooperation is much appreciated.

What's changed?

The new AFR form has an improved look and feel as well as enhanced functionality. Key features and benefits include:

- Ease of accessibility via the CRM Portal
- The ability to Export to PDF
- The sequence of the income and expense codes have changed, however there is no change to the actual item.

How to complete this Annual Financial Return

Please read the following before beginning.

- This AFR covers your current financial year i.e **1 July** of the last calendar year to **30 June** of the current calendar year.
- At the bottom of every section, you will find a button '**Save & Continue**'. This will allow you to save data you have entered and progress to the next section of the Annual Financial Return. If you continue onto the next section or navigate away from the AFR without clicking the '**Save & Continue**' button, the data you have entered will not be saved.
- Information on Income, Expense, Asset, Liability and Equity codes are present on the description column in the form.
- A guide to complete the AFR can be downloaded from [here](#).
- All questions with an * need to be answered. Where you do not have a particular receipt or payment item enter 0.
- To print a completed Annual Financial Return, click the '**Download Return**' button.
- If you have an external auditor review the AFR, please email the report to AFR@nswact.uca.org.au

Return Date

Please submit your Annual Financial Return by **30 November** of the current calendar year.



1	Congregation's Details	
2	Church Council Contacts	
3	Finance Details	



Completing your Annual Financial Return (AFR)

Click below to learn how to complete each section:

1. [Congregation's Details](#)
2. [Church Council Contacts](#)
3. [Finance Details](#)
4. [Finance Checklist](#)
- 5a. [Income](#)
- 5b. [Expenses](#)
6. [Balance Sheet \(A\)](#)
6. [Balance Sheet \(L\)](#)
6. [Balance Sheet \(E\)](#)
7. [Declaration](#)
8. [Submit](#)

CONGREGATION DETAILS

1. Congregation Details

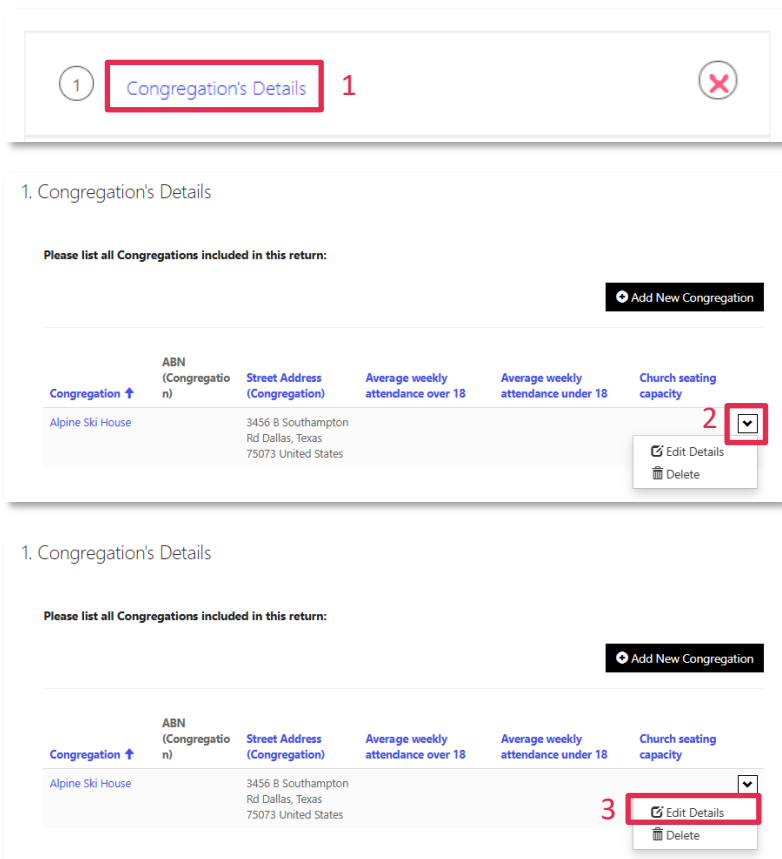
1. **Click Congregation Details.**

Your congregations will populate in this section automatically.

Note: *There may be exceptions where you need to add a multi-centre or linked centre. If required, **click +Add New Congregation** and **complete fields** required, followed by **Submit**.*

2. **Click the arrow** on the Congregation row.

3. **Click Edit Details.**



1. Congregation's Details

Please list all Congregations included in this return:

[+ Add New Congregation](#)

Congregation ↑	ABN (Congregation)	Street Address (Congregation)	Average weekly attendance over 18	Average weekly attendance under 18	Church seating capacity
Alpine Ski House		3456 B Southampton Rd Dallas, Texas 75073 United States			

2. [Dropdown Arrow]

3. [Edit Details]

4. **Update/Complete** the information fields:

5. **Click Submit.**

Street Address
3456 B Southampton Rd

4

Average weekly attendance over 18
50

Average weekly attendance under 18
10

Church seating capacity
51 - 100

5

Submit

2. Community Support Details

List all community support businesses that your congregation is involved in (e.g.: OP shops, soup kitchens).

1. **Click +Add New Community Support Business.**

2. **Update/Complete** the information fields:

3. **Click Submit.**

2. Community Support Details

Please list all community support businesses that your congregation is involved in (eg: OP shops, soup kitchens)

1

+ Add New Community Support Business

Create

2

Name *

ABN

Street 1

Street 2

Suburb

Postal Code

State

Are the financials included in this AFR?
☒ No ☐ Yes

Do you submit a separate AFR for this entity?
☒ No ☐ Yes

Comments

3

Submit

3. Staffing Details

Either edit existing staff details or add new staffing details.

Editing existing staff details

1. **Click** the **arrow** on the 'Staff Role Type' row.

3. Staffing Details

Total Number of Ordained Staff

Total : 1

Total Number of Non-Ordained Staff

Total : 1

+ Add New Staffing Detail

Staff Role Type	Ordained	Months Employed	FTE	Paid for by	Providing for leave entitlements	Comments
Business Manager	No	33				
Ordained Minister	Yes	3				

1

▼

2. **Update** the information fields.

3. **Click Submit.**

+Add New Existing Staff Detail

4. **Click +Add New Existing Staff Detail**, then **repeat** steps 1 to 3.

View details

2

Staff Role Type
Business Manager

Ordained
No

Months Employed
33

FTE
Select

Paid for by
Select

Providing for leave entitlements
Select

Comments

3

Submit

3. Staffing Details

Total Number of Ordained Staff

Total : 1

Total Number of Non-Ordained Staff

Total : 1

4

+ Add New Staffing Detail

4. Properties

Either edit an existing property or add new property.

Editing existing property details

1. **Click** the **arrow** on the 'Property' row.

2. **Update** the information fields.

3. **Click Submit.**

+Add New Property

4. **Click +Add New Property**, then **repeat** steps 1 to 3.

4. Properties

Total Number of Properties

Total : 1

Please list all types of manses/houses/apartments

Property	Are Property Details Correct?	Property Type	Property Primary Use	Property Secondary Use	Comments
↑	Yes	Manse			

4

+ Add New Property

1

▼

Summary

Property

2

New Property?

☐ No ☒ Yes

Are Property Details Correct?

☐ No ☒ Yes

Property Type

Manse

Property Primary Use

Select

Property Secondary Use

Select

Comments

3

Submit

After completing the **Congregation Details**:

5. **Click Save & Continue.**

4. Properties

Total Number of Properties

Total : 1

Please list all types of manses/houses/apartments

+ Add New Property

Property ↑	Are Property Details Correct?	Property Type	Property Primary Use	Property Secondary Use	Comments
Yes		Manse			

5 **Save & Continue**

CHURCH COUNCIL CONTACTS

2. Church Council Contacts

1. **Click Church Council Contacts.**

Your existing Church Council Contacts will populate in this section automatically.

Editing Church Council Contact details

2. **Click** the **arrow** on the 'Church Council Contact' row.
3. **Update** the information fields.
4. **Click Submit.**

+Add Church Council Contact

5. **Click +Add Church Council Contact**, then **repeat** steps 1 to 3.

After completing the **Church Council Contact Details**:

6. **Click Save & Continue.**

2 **Church Council Contacts** 1

Church Council Key Personnel Details

5 **+ Add Church Council Contact**

Contact (Role Placement)	Is Role Placement Correct?	Title	Name ↑	Phone	Mobile	Email	Street 1	Street 2	Suburb	Postcode	State
Yes		asdf	Ada Mackay	ddd							
No		Mrs	SUN								
No		Test	Tester	0433791287		sabrinalalison@hotmail.com				2570	

6 **Save & Continue**

View details

3 **Is Role Placement Correct?**

No

Title

Test

Name *

Tester

Phone

0433791287

Mobile

Provide a telephone number

Email

sabrinalalison@hotmail.com

Comments

Tets comment

4 **Submit**

FINANCE DETAILS

3. Finance Details

1. **Click Finance Details.**
2. **Complete** the information fields.

After completing the **Finance Details**:

3. **Click Save & Continue.**

3
Finance Details
1
✕

Synod of NSW and ACT would like to gain a greater understanding of the challenges facing Treasurers at our Presbyteries and Congregations. Please answer as accurately as possible to enable us to address the areas of concern and allow us to provide more assistance to our Treasurers.

2

Are the financials prepared on a cash or accruals basis?

Accrual

Name of accounting software used

Excel

Software version

98

How many bank accounts do you have?

1

Approximately, how many transactions go through the bank each month?

30

How is the bank reconciliation performed?

Manual eg. Excel

How long does it take to complete this reconciliation?

More than 5 hours

Do you have any other concerns with the financial day-to-day running of the church?

Save & Continue
3

FINANCE CHECKLIST

4. Finance Checklist

1. **Click Finance Checklist.**
2. **Complete** the information fields.

After completing the **Finance Checklist**:

3. **Click Save & Continue.**

4
Finance Checklist
1
✕

External Compliance 2

BAS Lodgement this FY Completed

Yes

PAYG Lodgement this FY Completed

Yes

ACNC Annual Return

Yes

Prior year ACNC – Renewal Complete

Yes

If No has been selected, please ensure you are renewing before the due date.

Internal Compliance

MSF contributions (Levy, Benefund)

Yes

Insurance premium

Yes

Single Touch Payroll (STP)

Does the congregation/presbytery utilise the Synod Payroll Bureau Service?

Yes

If not utilising the Synod Payroll Bureau Service, are you STP compliant?

Yes

If not utilising the Synod Payroll Bureau Service, do you wish to utilise this service?

Yes

Save & Continue
3

INCOME

5a. Income

1. Click Income.

The **Income Codes** will be listed, along with the **Income Items** and **Descriptions**.

Complete the following actions for each Item Code applicable.

2. Click the arrow on the 'Income Code' row.

3. Select Edit Details.

4. Add information to fields.

Do not enter characters for currency

INCORRECT - \$65,000.00

CORRECT – 65000

5. Click Submit.

The bottom of the income will show the **Total Income Actuals** and **Total Income Budgets** based on each 'Income Code' entry calculations.

6. Enter comments in the Commentary field.

7. Click Save & Continue.

5a

Income

1

✕

Click the dropdown arrow and select **Edit Details** to add the required information

Submission completed successfully. ✕

Income Code ↑	Income Item	Description (Income Item)	Actual	Budget	
I01	General offerings from Congregation attendees (via plate, envelope, electronically)	This is money collected from members of the Congregation during services either directly into the plate, electronically or via a direct debit system, e.g. Giving Direct.	\$65,000.00	\$62,000.00	2 3 ✕ Edit Details
I02	Presbytery levies	To be completed by Presbyteries only who are collecting levies from their Congregations.	\$2,000.00	\$2,300.00	▼
I03	Wider Work - Donations received and separately intended for specific causes (e.g. Christmas Bowl, natural disasters)	Apart from I1 above, members of the Congregation may give extra donations for a variety of causes, charities, etc. The money collected here is then paid out to these external organisations. This payment is shown at E12 below.			▼
I04	Income from UCA Organisations, excluding interest (e.g. Synod grants, reimbursement of supply ministry expenses)	Congregations may receive financial support from other parts of the Uniting Church such as grants (e.g. Capacity Grants) or as a reimbursement for expenses incurred (e.g. supply ministry). This does not include interest received.			▼

4

View details

Income Item

General offerings from Congregation attendees (via plate, envelope, electronically)

Description

This is money collected from members of the Congregation during services either directly into the plate, electronically or via a direct debit system, e.g. Giving Direct.

Actual

\$ 65,000.00

Budget

\$ 62,000.00

5

Submit

TOTAL INCOME ACTUALS (Addition of I01 to I14)

\$ Total : \$67,000.00

TOTAL INCOME BUDGET (Addition of I1 to I14)

\$ Total : \$64,300.00

Commentary

If applicable, provide explanations on other income or other variances from prior years

6

7

Save & Continue

EXPENSES

5b. Expenses

1. Click Expenses.

The **Expense Codes** will be listed, along with the **Expense Items** and **Descriptions**.

Complete the following actions for each Item Code applicable.

2. Click the arrow on the 'Income Code' row.

3. Select Edit Details.

4. Add information to fields.

Do not enter characters for currency

INCORRECT - \$2000.00

CORRECT – 2300

5. Click Submit.

The bottom of the expense will show the **Total Expenses Actual** and **Total Expenses Budget** based on each 'Expense Code' entry calculations.

You will also see the **Surplus / Deficit Actuals** and **Surplus / Deficit Budget** calculations.

6. Enter comments in the Commentary field.

7. Click Save & Continue.

5b
Expenses
1

Click the dropdown arrow and select **Edit Details** to add the required information

Expense Code ↑	Expense Item	Description (Expense Item)	Actual	Budget
E01	Remuneration for Ministers, Deacons, Lay Pastors, Youth Workers' stipends (accredited and non-accredited)	Any payments made to a minister of the word (both the 70% taxable and 30% MEF portions) in any capacity (including lay) must be recorded here. This includes stipends, allowances and both Ministers' Beneficiary and Support Fund payments.	\$2,000.00	\$2,300.00
E02	Lay staff salaries, wages, allowances, honorariums (including FBT expense)	Same as E01 above but relating to non-ministry employees e.g. finance / administrative positions, cleaners, musicians, etc		
E03	Consultants / contractors (non-employees)	These are not employees but rather people engaged to undertake a specific task for a specific period. In most cases a tax invoice will be issued with both an ABN and GST amount. The GST paid on these invoices can then be claimed as GST credits. These exclude tradespeople engaged under E5 below.		
E04	Rent paid	Monies paid for property that is rented for any purpose e.g. property rented for a youth worker, minister's manse being renovated and requiring temporary accommodation, etc.		

View details

Expense Item

Remuneration for Ministers, Deacons, Lay Pastors, Youth Workers' stipends (accredited and non-accr

Description

Any payments made to a minister of the word (both the 70% taxable and 30% MEF portions) in any capacity (including lay) must be recorded here. This includes stipends, allowances and both Ministers' Beneficiary and Support Fund payments.

Actual

\$
2,000.00

Budget

\$
2,300.00

5
Submit

Expense Actuals (FY)

TOTAL EXPENSES ACTUAL (Addition of E01 to E25)

\$
Total : \$2,000.00

TOTAL EXPENSES BUDGET (Addition of E1 to E25)

\$
Total : \$2,300.00

SURPLUS / DEFICIT ACTUALS

\$
Total : \$65,000.00

SURPLUS / DEFICIT BUDGET

\$
Total : \$62,000.00

Commentary

If applicable, provide explanations for major capital works or abnormal profit/loss for the financial year.

6

7
Save & Continue

BALANCE SHEET (A)

6. Balance Sheet (A)

1. Click Balance Sheet (A).

The **Asset Codes** will be listed, along with the **Asset Items** and **Descriptions**.

Complete the following actions for each Item Code applicable.

2. Click the arrow on the 'Income Code' row.

3. Select Edit Details.

4. Add information to fields.

Do not enter characters for currency

INCORRECT - \$72,00

CORRECT – 72000

5. Click Submit.

The bottom Total Assets will show the **Total Current Assets**, **Total Non-Current Assets** and **Total Assets** based on the 'Asset Code' entry calculations.

6. Click Save & Continue.

6 Balance Sheet (A) 1

Click the dropdown arrow and select **Edit Details** to add the required information

Asset Code ↑	Asset Item	Description (Asset Item)	Actual
A01	Operating accounts held with Uniting Financial Services (UFS)	This is the Congregation's working account (usually a UFS cheque account) where all of the operational income (E01 to E24) is banked and all operational expenses (E01 to E24) are paid.	2 3 Edit Details
A02	Investment accounts and sinking funds held with UFS	These accounts are where the monies expended in E06 are accumulated and saved over the years for the future refurbishment, upgrade or replacement of assets.	v
A03	Sales proceeds accounts held with UFS	If the Congregation has any sales proceeds from the sale of real estate, the proceeds from settlement are banked here accruing interest. These monies cannot be used for operational purposes.	v
A04	Bank accounts (all types) with other non-UFS financial institutions	Where the Congregation has sought exemption from the Synod's "Compulsory Deposit Policy" and deposits funds with a financial institution other than UFS, the balance of these bank accounts are to be recorded here.	v
A05	Minister's Expense Facility (MEF) asset	Where the Minister's Expense Facility takes the form of a cheque account or supplements a corporate credit card then the balance is recorded here.	v
A06	Debtors - Current	The current book value of any monies which are owed to the Congregation for the provision of products or services provided on credit. Payment is expected to be received within the next 12 months.	v
A07	Land value of properties (using the latest Valuer-General's valuation)	The value of the land portion of the Congregation(s) reported in this return. If it covers multiple Congregations (refer Part 1 of this return) then these values are to be consolidated.	v
A08	Buildings and fixtures (insured value being the replacement cost. Net of depreciation)	As per A06 above, however this item covers the building and fixtures portion. Sometimes the insured (replacement) value is higher than the market value or sale price. To be consistent, the insurance value is taken.	v
A09	Other assets owned - net of depreciation (e.g. motor vehicles, furniture, office equipment)	The depreciated value of each asset on the fixed asset register.	v
A10	Other investments (e.g. shares, bonds)	Current market value of any other types of investments held by the Congregation.	v

View details

Asset Item

Operating accounts held with Uniting Financial Services (UFS)

Description

This is the Congregation's working account (usually a UFS cheque account) where all of the operational income (E01 to E24) is banked and all operational expenses (E01 to E24) are paid.

4 Actual

\$ 72,000.00

5 Submit

TOTAL ASSETS

TOTAL CURRENT ASSETS

\$ Total : \$72,000.00

TOTAL NON-CURRENT ASSETS

\$ Total : \$0.00

TOTAL ASSETS

\$ Total : \$72,000.00

6 Save & Continue

BALANCE SHEET (L)

6. Balance Sheet L)

1. Click Balance Sheet (L).

The **Liability Codes** will be listed, along with the **Liability Items** and **Descriptions**.

Complete the following actions for each Item Code applicable.

2. Click the arrow on the 'Income Code' row.

3. Select Edit Details.

4. Add information to fields.

Do not enter characters for currency

INCORRECT - \$10,000.00

CORRECT – 10000

5. Click Submit.

The bottom Total Assets will show the **Total Current Liabilities**, **Total Non-Current Liabilities**, **Total Liabilities** and **Net Assets** based on the 'Liabilities Code' entry calculations.

6. Enter an explanation as to why MEF asset does not equal MEF liability.

This is only necessary if the MEF asset does not equal MEF liability.

7. Click Save & Continue.

6

Balance Sheet (L)

1
X

Click the dropdown arrow and select **Edit Details** to add the required information

Liability Code ↑	Liability Item	Description (Liability Item)	Actual
L01	Minister's Expense Facility (MEF) liability	This item is contra to A05 where we record monies owed to the Minister. A05 and L03 should be the same value but opposite in sign so as to net each other out.	\$10,000.00
L02	Provision for lay staff related expenses	The balance of any outstanding leave (annual and long service) where the Congregation is putting aside monies (called provisions) to cover the cost of such leave. These monies are owed to the employee and any unused portion is paid out to the employee at the time of resignation/retirement.	
L03	Creditors	Monies owed to people or organisations for the provision of products or services provided on credit, excluding L01. Payment is expected to be made within the next 12 months.	
L04	Creditors (ATO related, e.g. GST, PAYG)	Any monies owing to the Australian Taxation Office, e.g. Goods and Services Tax (GST), Pay As You Go withholding (PAYG), etc.	
L05	Creditors (Super, MBF, MSF)	Monies owed to the following external funds: - Superannuation Fund - Ministers Beneficiary Fund (Mercer) (MBF) - Ministers Support Fund (MSF)	

View details

Liability Item

Minister's Expense Facility (MEF) liability

Description

This item is contra to A05 where we record monies owed to the Minister. A05 and L03 should be the same value but opposite in sign so as to net each other out.

4

Actual

\$

5

Submit

TOTAL CURRENT LIABILITIES

\$ Total : \$10,000.00

TOTAL NON CURRENT LIABILITIES

\$ Total : \$0.00

TOTAL LIABILITIES

\$ Total : \$10,000.00

NET ASSETS (Total Assets less Total Liabilities)

\$ Total : \$62,000.00

Please provide explanation as to why MEF asset does not equal MEF liability

7

Save & Continue

BALANCE SHEET (E)

6. Balance Sheet (E)

1. Click Balance Sheet (E).

The **Equity Codes** will be listed, along with the **Equity Items** and **Descriptions**.

Complete the following actions for each Item Code applicable.

2. Click the arrow on the 'Income Code' row.

3. Select Edit Details.

4. Add information to fields.

Do not enter characters for currency

INCORRECT - \$7,500

CORRECT – 7500

5. Click Submit.

This will show your **Total Equity** based on your **Equity Code** calculations.

If the Total Equity does not balance, you will receive a message to check your net assets and equity figures.

Note: You will not be able to submit the form unless the below explanation field is complete.

6. Enter an explanation if the 'Net Assets' do not equal 'Total Equity.'

This is only necessary if Net Asset does not equal the Total Equity.

7. Click Save & Continue.

6

Balance Sheet (E)

1

✕

Click the dropdown arrow and select **Edit Details** to add the required information

Equity Code ↑	Equity Item	Description (Equity Item)	Actual
Q01	Accumulated surplus/deficit	The profit / (loss) accumulated over prior years. Also called Retained Earnings. Q1 = Net assets - Q2 - Q3 - Q4	2 3 ✕ Edit Details
Q02	Current Year Earnings	The current year profit/(loss) which should equal the difference between Total Income (TI) and Total Expenses (TE).	
Q03	Asset Revaluation Reserve	A reserve to recognise a non-current asset's increase/decrease in fair value (market value), e.g. land and buildings. Refer to Valuer-General's letter. This balance needs to be disclosed separately from Q1.	
Q04	Other Reserves	A reserve to recognise additional funds for a designated purpose.	

View details

Equity Item

Accumulated surplus/deficit

Description

The profit / (loss) accumulated over prior years. Also called Retained Earnings.

Q1 = Net assets - Q2 - Q3 - Q4

4

Actual

7500

5

Submit

TOTAL EQUITY

\$ Total : \$7,500.00

Check - Net Assets must equal Total Equity to get "Balanced" message below (rounding difference within \$10 is acceptable)

Does not balance, please check net assets or equity figures

If Net Assets do not equal Total Equity, please explain why this is the case *

6

7

Save & Continue

DECLARATION

7. Declaration

1. Click Declaration.

You will need to select one of the three options depending on your total come.

Note: Should you not be able to submit the form due to fields incorrectly populated, a message will appear directing you which fields need to be updated.

The total income based on all entered fields will display.

- i. If your **total income is less than \$100,000** for the current financial year.

Complete the **Treasurer and Chairperson Signature Section**.

- ii. If your **total income is greater than \$100,000**, but **less than \$500,000** for the current financial year and eligible for Variations.

Complete the **Review** fields.

Note: Variations to Qualifications under UCA regulation 3.8.7 (e), please have 2 independent, fit, and proper persons appointed by the Church Council review your records. They must examine and confirm that the statements of receipts and payments, assets and liabilities for the year accurately present the value of monies received and expended.

If your books have been externally audited, additionally:

Complete the **Externally Appointed Auditor** section.

7

Declaration

1

Please select one of the three options depending on your total income.

1. If your total income is **less than \$100,000** for the current financial year, please complete the **Treasurer and Chairperson Signature Section**.
2. If your total income is **greater than \$100,000 BUT less than \$500,000** for the current financial year and are eligible for Variations to Qualifications under UCA regulation 3.8.7 (e), please have 2 independent, fit and proper persons appointed by the Church Council review your records. They must examine and confirm that the statements of receipts and payments, assets and liabilities for the year accurately present the value of monies received and expended. Please complete the **Review section**. If your books have been externally audited, please additionally complete the **Externally Appointed Auditor section**.
3. For all others (i.e. your total income is **greater than \$500,000**) you must appoint an external auditor and complete the **Externally Appointed Auditor section**.

The form could not be submitted for the following reasons:

Treasurer is a required field.
Chairperson is a required field.
Acceptance is a required field.
Acceptance is a required field.

Treasurer's, Reviewer's or Auditor's Declaration

Total Income

\$ Total : \$67,000.00

i Treasurer and Chairperson Signature

Treasurer *

Date *

DD/MM/YYYY

Acceptance *

Chairperson *

Date *

DD/MM/YYYY

Acceptance *

ii Review

1st Reviewer/Auditor

Date

DD/MM/YYYY

Completed

2nd Reviewer/Auditor

Date

DD/MM/YYYY

Completed

Externally Appointed Auditor

Name of External Auditor

Date of Declaration

DD/MM/YYYY

Accounting Body Membership Number

Firm Name

Phone

Provide a telephone number

Mobile

Provide a telephone number

Email

Save & Continue

WORK INSTRUCTION

- iii. If your income is **greater than \$500,000** for the current financial year.

You must appoint an external auditor, additionally:

Complete the **Externally Appointed Auditor** section.

2. **Click Save & Continue.**

iii Externally Appointed Auditor

Name of External Auditor

Date of Declaration

Accounting Body Membership Number

Firm Name

Phone

Mobile

Email

Save & Continue

2

SUBMIT

8. Submit

1. **Click Submit.**
2. **Review** the information you have entered in all form fields.
3. **Click Submit Return.**

Note: Should you not be able to submit the form due to fields incorrectly populated, a message will appear directing you which fields need to be updated.

8 Submit

1

Thank you for completing the Annual Financial Return. Please take a few moments to review the information you have entered. Once you are satisfied that all of the information is correct, please click Submit Return

i The form could not be submitted for the following reasons:

Treasurer is a required field.
Chairperson is a required field.
Acceptance is a required field.
Acceptance is a required field.

Submit Return

3