

MEMO 2020-004:

Prepared on behalf of Linda Wilson, Chief Operating Officer



ANNUAL GENERAL MEETING & ANNUAL PARISH RETURNS INFORMATION PACK

**Information prepared for Diocese of Newcastle Parishes'
2020 Annual General Meeting AND
Annual Parish Returns Process**

Document last reviewed 25 February 2020

ANNUAL GENERAL MEETING

All Parishes are required under Part 5 of the *Administration of Parishes Ordinance 2010* to hold the Annual General Meeting before 31 March each year. To assist in preparing for and holding this meeting, please refer to the following documents available on the Anglican Diocese of Newcastle website:

- Part 5 of the Administration of Parishes Ordinance 2010 – Parish Annual General Meeting
- Section 5.2 of the Diocesan Handbook concerning the Parish Electoral Roll
- Section 5.3 of the Diocesan Handbook concerning the Annual General Meeting
- Section 3.9 of the Diocesan Handbook concerning the Code of Conduct

Attached separately to this document are the following:

- An Annual General Meeting Checklist
- A notice of the Annual General Meeting for posting on the main entrance door to the Church
- Position Descriptions and Responsibilities for:
 - Churchwardens
 - Missions Secretary
 - Parish Council Secretary
 - Parish Council Treasurer
- Declaration for Ministry Team Members, Synod Representatives, Churchwardens and Parish Councillor's.

It should be noted that election of Synod Representatives, Incumbency Board members and Alternate Incumbency Board members occur in the year of the First Session of a Synod. This year each Parish is required to elect their Synod Representatives and Incumbency Board Members for the First Session of the Fifty Third Synod.

The election of two People's Wardens, the Mission Secretary and members of the Resourcing team or Parish Council should occur at the Annual General Meeting as these are annual appointments.

All members appointed to the Parish Council are to be asked to endorse the Code of Conduct and return a signed copy to the Parish Secretary for retention in the Parish's Delegated Authority Register. You are not required to send a copy to the Diocesan Office as we do not retain these records.

The Code of Conduct can be found on the Diocesan website in the Diocesan Handbook at Section 3.9: newcastleanglican.org.au/parish-portal/diocesan-handbook/

ANNUAL PARISH RETURNS

The Annual Parish Returns process consists of two sections:

SECTION 1: Financial Information:

- Part A: Parish Financial Statements
- Part B: ACNC Annual Information Statement
- Part C: Update records of Account Signatories and Office Bearers

SECTION 2: Administrative Information:

- Part A: Parish Contact and Statistical information
- Part B: Building Checklist
- Part C: Cemeteries Return
- Part D: Insurance Return (mid-year)

Submission due dates:

ALL Parish returns are to be completed and sent back to the Diocesan Office by the following dates:

- Section 1: Financial Information is **due within seven days of the Parish AGM**, in accordance with Section 78 of *Administration of Parishes Ordinance*.
- Section 2: Administrative Information is **due by no later than 31 March 2020**.

We ask for all returns once complete to be returned via email to:

parishreturns@newcastleanglican.org.au.

SECTION 1: ANNUAL PARISH RETURNS – FINANCIAL INFORMATION

The following financial information is required to be submitted to the Diocesan Office within 7 days of the Parish AGM:

- A copy of the Financial Statements for 2019 (audited or reviewed)
- Auditor's Report for the 2019 Financial statements (if applicable)
- 2020 Budget for the Parish
- 2020 Mission Giving Target
- Audited Financial statements for every Parish Organisation or Entity

Where there are changes, Parishes are also required to update the signatories and Office Bearer information with the Anglican Savings and Development Fund and Australian Charities and Not for Profit Commission.

Information on all the Parish reporting requirements is provided below.

Part A: Parish Financial Statements

The Parish Council Treasurer is to ensure that the Parish Council Secretary is provided a copy of the Parishes' Financial Statements (audited or reviewed) and Auditor's Report (if applicable), along with a copy of the adopted 2020 Annual Budget and the 2020 Mission Giving Target Statement.

These documents, along with a financial statement (audited or reviewed) for every Parish Organisation* or Entity which raises, manages or controls funds for any Parish purpose is to be forwarded to the Diocesan Office by the Parish Council Secretary.

ALL Financial Returns information is due within 7 days of the Parish Annual General Meeting or Special General Meeting via email to: parishreturns@newcastleanglican.org.au

A **Parish Organisation refers to every organisation or group formed, approved or created under the auspices of the Parish and shall not be limited to organisations approved under any ordinance of this Diocese, or of Provincial Synod, or under any General Synod Canon.*

Part B: Annual Information Statement

Each year, the Parish will also need to complete an Annual Information Statement (AIS) for the Australian Charities and Not for Profit Commission (ACNC). Parishes are to use figures from the 2019 Financial Statements to complete the AIS.

This statement should be lodged with ACNC as soon as possible after the Parish Financial Statements are confirmed and by no later than 30 June 2020.

For more information, please see the 2019 Annual Information Statement Hub page on the ACNC website:

www.acnc.gov.au/for-charities/annual-information-statement/2019-annual-information-statement-hub

Part C: Account Signatories

Following your Annual General Meeting you may need to update various records of Office Bearers and Signatories.

[Anglican Savings and Development Fund](#)



Attached is an updated form for those Parishes where there has been a change of signatories for the Anglican Savings and Development Fund. If any new signatories have not previously been identified by the ASDF, this information will also need to be provided. In this case, please have the new signatory complete the Identification Procedure Form. This form contains the instructions for what needs to be provided.

Should you have any questions, please contact Zoe Williams at the Diocesan Office.

Australian Charities and Not for Profit Commission

All Parishes must be registered with the ACNC. It was recommended to Parishes that the 'responsible people' for each Parish should be the Incumbent, the Parish Secretary and the Parish Treasurer.

You must notify the ACNC every time a 'responsible person' takes on or finishes a role they have as a responsible person. This includes any change in their role (for example, if the Treasurer has been elected at the Annual General Meeting as the new Secretary).

Any changes can be notified on-line by going to:

www.acnc.gov.au/for-charities/manage-your-charity/make-changes-your-charity-details

If you are adding a new responsible person you will be asked a series of questions, such as name, date of birth, residential address, position held, the date they became a responsible person and if you have searched the ASIC Register of Banned or Disqualified Persons for this responsible person. Some are mandatory and some are optional. ONLY the responsible person's name and position will appear on the ACNC Register.



SECTION 2: ANNUAL PARISH RETURNS – ADMINISTRATIVE INFORMATION

Each year, Parishes are required to submit administrative and statistical information to the Diocesan Office to help inform key functions of the Diocese. The information required includes:

Part A: Parish Contact and Statistical Information

Some changes have been made to this return. The Declaration to be signed by office holders is no longer required at the Diocesan Office. This should be held at the parish. As such it is now distributed in a separate document. Licences and Authority for Laity is no longer required to be sent to the Diocesan Office, however proactive management around expiring licences remains the responsibility of the Incumbent.

Part B: Building Checklists (for every Parish site)

The 2019 Annual Building Checklist should be completed for each Parish site and include submission of all relevant document for each site.

Part C: Cemeteries Annual Activity Reporting Form

As issued by Cemeteries & Crematoria NSW (CCNSW), please forward a copy of the Operator Activity Reporting Form for 2019. An individual form is to be completed for each cemetery, columbarium and memorial garden site. This return is required to be completed for all Parishes with cemeteries, columbarium's and memorial gardens.

Part D: Insurance Return (mid-year)

The Diocese is currently reviewing what critical information is required for insurance purposes to ensure each Parish has adequate cover and premium pricing. The Annual Insurance Return will be forwarded to each Parish for completion mid this year.



Annual Parish Returns and the Privacy Act

The contact information collected by the Anglican Diocese of Newcastle via these Parish Returns is for the purposes of communicating with Parish Officers as required from time to time.

The contact details for Parish Council Secretaries and Parish Council Treasurers appear in the Year Book which is available on the Parish Portal of the website.

Attached is a copy of the Diocesan Privacy Statement which is provided to all people whose personal details are provided in the Parish return. This statement is a summary of the Diocesan Privacy policy which can be found on the website.

Parish to Retain a Copy of their Returns

A copy of the Parishes' Annual Returns is also to be retained in the Parish.