9 June, 2020

Finance Assistance Report

This report constitutes an application for a grant under the policy announced by the Church Council of the NSW and ACT District. The policy provides financial support to congregations in meeting payroll and other expenses, and in preserving cash reserves for contingencies. The District has already provided information relating to the JobKeeper program and other government assistance.

A report is to be lodged with the District Administrator each month, for so long as assistance is required. Note that the amount of financial assistance is determined by each congregation’s individual circumstances, so if there are any questions or relevant information which is not reflected by this form, congregations are encouraged to contact the District Administrator.

Congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Item No | Description | Amount $ |
| 1 | Offerings and other income |  |
| 2 | JobKeeper payments |  |
| 3 | TOTAL INCOME |  |
| 4 | Pastor’s Salary and expenses |  |
| 5 | Other personnel salary and expenses |  |
| 6 | Church and hall expenses (utilities, etc.) |  |
| 7 | Manse expenses (utilities, etc.) |  |
| 8 | TOTAL EXPENSE |  |
| 9 | NET DEFICIT (Total INCOME less TOTAL EXPENSE) |  |
| 10 | Cash and equivalents on hand (at month-end) |  |
| 11 | Projected major repairs and capital expenditures |  |
| 12 | Target cash position |  |
| 13 | Grant sought (target position less cash on hand) |  |

Notes: Item 10 is to include balances in the congregation’s bank account(s), including any term deposits or other investments earmarked as reserves or contingency funds. Any restrictions on funds, *eg*, terms of a bequest or trust deed, should be noted.  
  
Item 11 refers to planned and budgeted expenditures, but not limited to those to be paid in the coming month.  
  
Item 12 is the congregation’s estimate of a prudent cash reserve. In general, the District Church Council anticipates that the target position should be the higher of $10,000 and three months’ projected expenditures, subject to the congregation’s specific circumstances.

The following information is also helpful to the District and the determination of the grant amount.

|  |  |
| --- | --- |
| Church members (baptised, confirmed, active, total) | / / / |
| Average weekly attendance, 2019 |  |
| Total offerings, 2019 |  |
| Total expense, 2019 |  |
| Cash and equivalents, 1 March 2020 |  |
| Total offerings, 2020 YTD |  |
| Total expenses, 2020 YTD |  |