

Thank you for taking the time to complete the 2018 Parish Financial Data Return.

This survey relates to the calendar year 2018 i.e. the period from 1 January 2018 to 31 December 2018.

Please note the following:

- **The collection period will remain open until 23 March 2019. Please respond by this date.**
- **This survey relates to all parish activities conducted under the parish ABN.**
- **Please take care when entering values to avoid typos and inaccuracies.**
- **If you do not have accurate data to answer a particular question, please leave the answer field blank rather than estimating or guessing an answer, as this could skew the overall results.**
- **You do not have to complete the survey in a single session. Your responses are saved each time you click the “Next” button on a survey page, therefore it’s possible to close the survey part-way through and continue it at a later time. However, it is only possible to resume a partially completed survey if you (1) Use the same computer (with the same IP address), (2) Use the same browser, and (3) Have cookies enabled and do not clear cookies after starting the survey. If you are unsure of your browser’s cookie settings, it is recommended that you complete the survey in a single session to avoid the possibility of losing your responses.**

If you have any questions or require assistance, please contact Louise Bulman on 4927 3188 or diocese@anglicanchurchcq.org.au

Preparation

When you are ready to begin the survey, please click the 'next' button below.

Answer format

For answer fields requiring a dollar value, please enter whole numbers only (without decimal points, commas, dollar signs, text or spaces). If you enter a value containing anything other than numerals, you will be prompted to correct your answer.

Respondent details

* 1. Select parish

* 2. Name of the person completing this survey:

* 3. Position of the person completing this survey:

* 4. Contact number of the person completing this survey:

* 5. Email address of the person completing this survey:

Financial information

Please provide the following breakdown (in \$) of all parish income and expenditure in accordance with these guidelines (as recorded in your parish financial statement for 2018):

INCOME & EXPENDITURE GUIDELINES

PARISH INCOME

Offertories - All offertory income - envelopes, direct giving, loose plate

Outreach & Other Ministries - Income from Special services (weddings, funerals, etc), Ministry groups (Mainly Music, RI in Schools, Chaplaincies (police, armed forces, school), Parish resources (Lectionaries, Gazette, Library)

Ministry Support - Received from other sources (eg Bush Church Aid, Diocesan SSM Fund)

Fundraising - Fete, cent sale, parish lunch/dinner, etc

Op-Shop - Gross income from op-shop operations

Property Income - Gross income from rent, sales, etc on all properties

Investment Income - Interest, dividends, trust income

Other Income - Donations, gifts, grants

Bequests & Special Purpose Donations

Missions & Appeals - Collected for other mission agencies (ABM-A, Bush Church Aid, CMS, Nov Appeal, Christmas Bowl, etc)

Extra Ordinary Income - Eg, net profit on sale of property/assets

PARISH EXPENDITURE

Stipends & Honoraria - Stipends, wages, honoraria, allowances, superannuation, long service leave, workcover for Incumbent, assistant clergy, office and other staff.

Parish Contributions

Motor Vehicle Expenses - Fuel, maintenance, rego, insurance, depreciation for parish vehicles.

Other Direct Ministry Costs - Sanctuary supplies, copyright, thanksgiving/stewardship program costs, synod, clergy retreat & conference, etc.

Outreach & Other Ministries - Expenses associated with adult education (Alpha, Safe Ministry Training, Blue Cards), children's ministry (Mainly Music, Sunday School, Playgroups), Parish resources (Lectionaries, Gazette, Library), RI in Schools, NCLS, etc.

Property Expenses A - Expenses associated with non-income producing properties (eg, rectory, parish hall, etc) - cleaning, electricity, insurance, maintenance, rates, rectory telephone/internet, etc.

Depreciation - A provision made for depreciation on motor vehicles, furniture and equipment associated with Property Expenses A.

Interest on Loans - Interest on loans associated with non-income producing property/assets (eg, rectory, church, parish hall).

Administrative Expenses - Accounting software, advertising, audit fees, bank charges, office telephone/internet, insurances, legal fees, photocopying, postage, stationery, office expenses.

Other Expenses - Expenses associated with grants, donations or which don't fit into categories above.

Fundraising - Expenses associated with fetes, cent sales, parish lunch/dinner, etc.

Op-Shop - Expenses associated with op-shop operations (rent, electricity, insurance, rates, stationery, etc).

Property Expenses B - Expenses associated with income producing properties (eg, rented rectories, commercial properties, etc) - cleaning, electricity, insurance, maintenance, rates, management fees, interest on loans, etc .

Missions & Appeals - Distribution of monies collected for other mission agencies (ABM-A, Bush Church Aid, CMS, Nov Appeal, Christmas Bowl, etc).

Extra-Ordinary Expenses - Eg, capital improvements to properties expensed instead of capitalised to Balance Sheet item.

Depreciation B - Provision made for depreciation on furniture and equipment associated with Property Expenses B.

Bequests and Special Purpose Donations - Expenses associated with such income.

For Parishes using Xero and the Diocesan Model Parish Chart of Accounts

This chart of accounts was designed in conjunction with the Parish Financial Data return. As such the Xero account number groups which make up each line of Parish Income and Parish Expenditure on the return are shown in brackets beside the line headings. Simply total the appropriate account balances from your customised Xero chart to complete each line.

6. Parish Income

Offertories (Account 1000-1099)

Outreach & Other

Ministries (Account 1100-1199)

Ministry Support (Account 1200-1299)

Fundraising (Account 1300-1319)

Op-Shops (Account 1320-1339)

Property Income (Account 1340-1359)

Investment Income
(Account 1360-1399)

Other Income (Account 1400-1499)

Bequests & Special
Purpose Donations
(Account 1500-1599)

Missions & Appeals
(Account 1600-1699)

Extra-Ordinary Income
(Account 1700-1799)

TOTAL INCOME

7. Parish Expenditure

Stipends and Honoraria
(Account 2000-2099)

Parish Contributions
(Account 2100-2199)

Motor Vehicle Expenses
(Account 2200-2299)

Other Direct Ministry Costs
(Account 2300-2399)

Outreach & Other
Ministries (Account 2400-
2499)

Property Expenses A
(Account 2500-2599)

Depreciation A (Account
2600-2699)

Interest on Loans
(Account 2700-2799)

Administrative Expenses
(Account 2800-2999)

Fundraising (Account
3000-3099)

Op Shop (Account 3100-
3199)

Property Expenses B
(Account 3200-3299)

Other Expenses (Account
3400-3899)

Depreciation B (Account
3300-3399)

Missions & Appeals
(Account 4000-4999)

Bequests and Special
Purpose Donations
(Account 3900-3999)

Extra-Ordinary Expenses
(Account 5000-5999)

TOTAL EXPENSES

8. Did you make a NET SURPLUS or NET DEFICIT for the year?

☐ Surplus

☐ Deficit

Enter the amount of the surplus or deficit for the year:

Balance Sheet Extracts

Balance Sheet Extracts.

Please provide details of Bank Accounts & Investments, Investments with Diocesan Trust Account and Loans and Debts.

9. Bank Accounts & Investments - Account 1

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

10. Bank Accounts & Investments - Account 2

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

11. Bank Accounts & Investments - Account 3

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

12. Bank Accounts & Investments - Account 4

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

13. Bank Accounts & Investments - Account 5

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

14. Bank Accounts & Investments - Account 6

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

15. Bank Accounts & Investments - Account 7

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

16. Bank Accounts & Investments - Account 8

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

17. Bank Accounts & Investments - Account 9

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

18. Bank Accounts & Investments - Account 10

Bank & BSB Number

Account Number

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

19. Investments with Diocesan Trust Account - Account 1

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

20. Investments with Diocesan Trust Account - Account 2

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

21. Investments with Diocesan Trust Account - Account 3

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

22. Investments with Diocesan Trust Account - Account 4

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

23. Investments with Diocesan Trust Account - Account 5

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

24. Investments with Diocesan Trust Account - Account 6

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

25. Investments with Diocesan Trust Account - Account 7

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

26. Investments with Diocesan Trust Account - Account 8

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

27. Investments with Diocesan Trust Account - Account 9

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

28. Investments with Diocesan Trust Account - Account 10

Account Name

Opening Balance 1 Jan
2018

Closing Balance 31 Dec
2018

29. Loans & Debts - Account 1

Date of Loan

Lendor

Security

Purpose

Original Amount

Interest Rate

Balance Owing 31 Dec
2018

30. Loans & Debts - Account 2

Date of Loan

Lendor

Security

Purpose

Original Amount

Interest Rate

Balance Owing 31 Dec
2018

31. Loans & Debts - Account 3

Date of Loan	<input type="text"/>
Lendor	<input type="text"/>
Security	<input type="text"/>
Purpose	<input type="text"/>
Original Amount	<input type="text"/>
Interest Rate	<input type="text"/>
Balance Owing 31 Dec 2018	<input type="text"/>

32. Loans & Debts - Account 4

Date of Loan	<input type="text"/>
Lendor	<input type="text"/>
Security	<input type="text"/>
Purpose	<input type="text"/>
Original Amount	<input type="text"/>
Interest Rate	<input type="text"/>
Balance Owing 31 Dec 2018	<input type="text"/>

33. Loans & Debts - Account 5

Date of Loan	<input type="text"/>
Lendor	<input type="text"/>
Security	<input type="text"/>
Purpose	<input type="text"/>
Original Amount	<input type="text"/>
Interest Rate	<input type="text"/>
Balance Owing 31 Dec 2018	<input type="text"/>

Record of response

34. Would you like to be emailed a copy of your answers to this survey?

Please note delivery may take up to 1-2 weeks.

☐ Yes

☐ No