

MINUTES OF MEETING OF THE CONGREGATION
10.45 am, SUNDAY 26th NOVEMBER 2017

In attendance: 63 **Apologies:** 16
Chairperson: Margaret Cargill
Secretary: Christine Secombe

1. WELCOME

In opening the meeting Margaret

- thanked all those who had helped in setting up and preparing for the meeting,
- drew attention to the muffin morning, thanked the Mission Project Team, and reminded those present to make their donations, and
- invited members to record their attendance and any apologies they may know of on the sheets on the tables.

2. ATTENDANCE AND APOLOGIES

Refer Attachment 1

3. AGENDA

Papers for attention on tables included

- Agenda
- Attendance sheets
- Orange & Blue cards
- Community Building & Fundraising 2018 planning calendar
- Income and Expenditure report, January to October 2017, including projections for November and December and a projected Gross Profit for 2018
- Budget v Actual Report, January to October 2017
- Balance Sheet as at 31st October 2017
- Draft Interim 2018 budget
- Student Housing Project Report
- Magill Inter-Church Council (MICC) Report.

Papers circulated by email prior to the meeting and available in the foyer:

- Agenda
- Community Building & Fundraising 2018 planning calendar
- Income and Expenditure report, January to October 2017, including projections for November and December and a projected Gross Profit for 2018
- Budget v Actual Report, January to October 2017
- Balance Sheet as at 31st October 2017
- D
raft Interim 2018 budget
- Student Housing Project Report
- Magill Inter-Church Council (MICC) Report.

Margaret drew attention to the incorrect total showing in the *Income and Expenditure report, January to October 2017, including projections for November and December and a projected Gross Profit for 2018*, explained that a formula had not copied correctly, advised that the correct version of the report will be attached to the minutes of this meeting (Attachment 2), and asked members to note that the Net Income showing in that report is \$57,357.81. With that correction, the agenda was **APPROVED**.

4. CONFIRMATION OF MINUTES

Minutes of meetings of Morialta Congregation held 23rd July 2017 were **APPROVED** and signed as a correct record.

MISSION IN ACTION

5. MINISTRY UPDATE

Bob reflected on four months of being in Placement here at Morialta. The family have settled into the manse and he is settling into Morialta's life as a church and as a community.

Bob's report included detail of

- positive afternoon spent with our young people and their families,
- participation in the October Planning Workshop, Advent Planning, 'Regenerating Places of Faith' Conference, the Mighty Magill Market, Fellowship AGM and attendance at the forthcoming meeting of the Presbytery and Synod of SA,
- an expanded list of web based worship resources to assist worship planners/leaders, and
- his dream of sessions for worship planning and preparation, either once a month or quarterly.

In relation to worship, Bob reported:

- 8:15 am - maintaining about 12 attending. Some context based planning is being injected and the responses are mainly positive. There's often good discussion, reflective and meditative worship, responsive, sometimes songs, sometimes AV,
- 9:30 am – seeing signs of growth in attitude and expectation of worship,
- two new couples seem to be connecting,
- planners/leaders continue to offer variety. Preaching just now includes some hard texts on judgment,
- affirmation has come for celebrating Holy Communion early in the service,
- worship planners/leaders
 - are moving towards emphasis on 'context' not 'content' and how we might do that, moving from being "audience" to participating in worship in various ways, and
 - are encouraged and empowered to have as much input as desired into the Order of Service.

Bob's report was received with acclaim.

Margaret prayed a blessing for Bob and his family as they journey together on holidays for the period 27th November – 10th December 2017.

6. STUDENT ACCOMMODATION PROJECT

6.1. Student Accommodation Building Project (Attachment 3)

The report as circulated was taken as read.

Chris Ayles' reply to a question about the timeline for the project is that the schedule on the notice board, assuming a projected completion date of July 2018, is the best possible scenario and he clarified that Rossdale Homes are controlling the process, the Project team and the congregation have control of the content, ie fittings, landscaping etc.

6.2. Housing for current students

Chris reminded the meeting that when the project gets underway, the students presently in 24 Chapel Street will have to move elsewhere. The Project Team have been trying to find appropriate, alternative accommodation – we'd like to keep these folk in our fold.

The Project Team is negotiating to lease the Adelaide Korean UC manse at 26 Fox Ave, Athelstone. This house of 5 bedrooms, is available initially for a six (6) month lease, renewable month by month after that.

We look forward to these students moving back to 24 Chapel Street as soon as the building is complete and that they will be joined by the students presently living at College Drive when that house is vacated.

The meeting noted that when the building process commences, John Powers' and Rob Webbe's lawn mowing services will no longer be required.

The meeting expressed warm thanks to John and Rob for maintaining the lawns.

6.3. Interest-free loans

Margaret informed the meeting of Council's decision to establish a framework for seeking and managing interest-free loans to be used for the Student Accommodation Project, and that such framework will be brought to the congregation meeting on 25th March 2018.

The information was received warmly.

7. RECOMMENDATIONS FROM THE MISSION PROJECTS TEAM FOR 2018 PROJECTS

Beverley Tredrea reported that the Mission Projects Team will meet tomorrow to research *Uniting World's* projects and to bring proposals for Morialta's 2018 projects to the congregation through *Vision* magazine and a report to the congregation at the March 2018 meeting.

RESOURCING AND ENABLING MISSION

8. COMMUNITY BUILDING AND FUNDRAISING CALENDAR 2018

Margaret referred members to the Community Building and Fundraising Calendar on the tables and as distributed, reminded the meeting that these ideas came from a Church Planning Day on October, and signalled that all ideas are open for discussion today. Margaret reminded members that there have been requests to hold only one fundraiser per month and the fundraising target for 2018 is \$16,000.00.

Margaret reminded the meeting of the very successful Mighty Magill Market held 18th November, it has strong reputation in the community, and is a major community building event for the congregation. Margaret noted that age is taking its toll on us, and asked for a straw poll test members' willingness to be involved with a Mighty Magill Market in 2018, remembering that the Calendar suggests that an option to consider is to re-schedule the MMM activities into three or four separate occasions during the year. Fifty Three (53) orange cards were held up.

Today's conversation, including a suggestion to explore other options including partnering in the Burnside Council Garage Sale Trail, will inform the final work to be done by the Community Building and Fundraising Team.

9. FINANCE

9.1. Working Group on Finance and Property 2018 (Working Group) (Attachment 2)

Margaret reminded the meeting of the decision of the meeting of the congregation, 19th March 2017:

The Working Group's report and recommendations were presented to Council on 15th August 2017.

Church Council has

- acted on Recommendation 6 and decided that "funds held in the Sinking Fund be for the major maintenance, minor modification, alteration, variation, amendment, renewal or reinstatement of or additions to the buildings, structures or other improvements of the Morialta Congregation, at the discretion of the Finance Operational Ministry Team and the Property Operational Ministry Team",
- commenced review of Goals and Responsibilities of all teams, along with membership and skill base per Recommendation,
- acted on Recommendation 9 and incorporated risk management focus into responsibilities common to all teams, and
- Identified the need for clear, agreed mission priorities to inform forward planning and budgeting decisions. This is highlighted as for urgent action in early 2018.

9.2. Treasurer's report

Income and Expenditure report, January to October 2017, including projections for November and December and a projected Gross Profit for 2018.

Carole explained that the Net Ordinary Income amount of \$20,379.78 to 31st October is due mainly to

- Generous response to *Mission-Possible*
- Generous donations (including in-kind)
- Savings in
 - ministerial costs
 - repairs and maintenance
 - administrative costs.

Income & Expenses, January - October 2017	
Total ordinary income	182,003.90
Total expenses	161,624.12
Net ordinary income	20,379.78

Carole noted that this report provides a picture of Morialta's projected financial status at the end of the year and that the projected surplus will put us in good standing for 2018.

Projected income and expenditure, January - December 2017		
	Budget	Projected
	Revised March 2017	December 2017
Total ordinary income	220,050.00	227,320.00
Total expenses	213,862.00	199,435.00
Net ordinary income	6,188.00	27,885.00

MORIALTA UNITING CHURCH

Balance Sheet

Extract from Balance Sheet at 31 October 2017	
Investment accounts	
UC Invest eSaver (at call)	135,961.88
UC Invest Easy Access	594.73
UC Invest Term Deposit	54,964.10
TOTAL	\$ 191,520.71

Extract from Balance Sheet at 31 October 2017	
Sinking Fund	
UC Invest 239281	13,200.96
UC Invest 239272	3,968.24
UC Invest 239263	14,073.91
TOTAL	\$ 31,243.11

9.3. Interim 2018 budget

Margaret reported to members that Council were unable to adequately prioritise all budget submissions from Teams.

She went on to explain that the Property OMT budget and the AVLTL budget are placed where they are because Council and the congregation have not at this stage defined our mission priorities to enable us to do the evaluation work across the whole gamut of need.

Margaret signalled that a revision of this interim budget will be presented at the March 2018 congregation meeting.

Chris Ayles unpacked the POMT budget of \$46,000.00, advising that the services of engineers and heritage architects and builders will be required to effect repairs in the church building.

Carole led the meeting through the detail. of the interim budget.

Proposal: Morialta Congregation endorses the interim budget for 2018 as outlined in the budget papers. AGREED

WIDER CHURCH

10. MAGILL INTER-CHURCH COUNCIL (MiCC)

In speaking to his report, Colin signalled that he and Carole are nervous for the future of the MiCC, mainly because there seems to be a lessening of commitment from the majority of churches linked to the MiCC.

Colin re-affirmed the value the Pastoral Care Workers place on the ongoing pastoral support of the MiCC.

Margaret reminded the meeting that Morialta will host *World Day of Prayer* on Friday 2nd March.

Colin was warmly thanked for his report.

11. MEETING OF PRESBYTERY AND SYNOD OF SOUTH AUSTRALIA, 23RD – 25TH NOVEMBER 2017

Beverley Tredrea reported that, due to Christine Secombe's inability to attend through ill-health, she and Bruce Ind had represented Morialta congregation.

Worship, Bible study, receiving reports, adopting the budget, concerns for the men on Manus Island and for the situation in The Philippines sat alongside the major work of this meeting, being to discuss matters that will be going to the Triennial Assembly Meeting 8th – 14th July 2018 – the Uniting Church definition of marriage and matters of sovereignty for our First Peoples.

Bev reported that there were robust conversations and some controversy but a feeling that we must stay united through our diversity of opinion prevailed.

Colin Cargill reported that he, too, had been at the meeting, as a member of the Synod's Environmental Action Group, promoting a set of documents prepared by Uniting Communities that provide a very good set of actions individuals can take to reduce power usage and costs.

OTHER BUSINESS

12. HOLIDAY MUSIC PROGRAM

Joh Powers reported with delight Community Program's acceptance of Jane Feast's offer to organise and run a program for very young children on Thursday mornings from 14th December to 24th January.

John called for volunteers to support the program for about an hour and a half each week.

13. NETBALL COURT RE-SURFACING

The meeting noted with delight the Morialta UC Netball Club's success in the SA's Government's *Fund my Neighbourhood* scheme.

Margaret assured members that the congregation will be informed once the timelines for the work are known and asked that any particular concerns be passed to her or to Chris Ayles.

Margaret asked the social tennis group to liaise with Chris Ayles so that any concerns may be taken into consideration.

14. CLOSING REMARKS

In closing, Margaret reminded members that there are vacancies on Church Council and in some of the Ministry Teams and invited them to consider whether this might be one way of contributing to the life of the Morialta congregation.

Margaret thanked everyone who had helped with the meeting, thanked members for their participation, and closed the meeting at 12.10 pm.

15. MEETING CLOSE

Rev Christine Garner concluded with prayer and a blessing.

NEXT MEETING: 10.45 am Sunday 25th March 2018

CONFIRMED

Chairperson Date

MORIALTA UNITING CHURCH

Meeting of Congregation, 26 th November 2017	Attachment	1.
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ATTENDANCE AND APOLOGIES

PRESENT	PRESENT	PRESENT	APOLOGIES
Pauline Norman	Linda Johnson	Merv Boundy	Anne Ind
Betty Omond	Ruth Carter	Averil Nash	Bruce Ind
Kingsley Stephens	Margaret Pittman	Val Whittle	Julie Lomman
Helen Stephens	Rhonda Amber	Ruth Pitt	Bob Lomman
John Morrison	Brian Hogben	Joan Wagner	Jing Luo
Elva Prosser	Aileen James	Ruth Dunning	Margaret Webbe
Marie Elson	Helena Begg	John Beard	Rob Webbe
Mary Watson	Bob Hutchinson	Marion Beard	Steve Begg
Ruth Wise	Christine Garner	Dale Corrigan	Margaret Boundy
Jenny Hancock	Robert Cheel	Margaret Dix	John Drew
Ray Clogg	Kath Cheel	Helen Drew	Jennie Hosking
Margaret Clogg	Arlene Lomman	John Powers	Cynthia Story
Doug Hosking	Craig Ottmann	Lorraine Powers	Dawn Colegrove
Adam Yearsley	Chris Ayles	Ted Burford	Sam Colegrove
Tiffany Winn	Pam Ayles	Colin Sampson	Beverlie Hopkins
Sharon Mackenzie	Judith Purling	Jenny Swanbury	Matthew Mackenzie
Katrina Mackenzie	David Purling	Doreen Matheson	
Craig Mackenzie	Colin Cargill	John Secombe	
Peter Thornley	Beverley Tredrea	Jordan Hall	
Mary Thornley	Carole Lyons	Arthur Tideman	
		Lesley Tideman	

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MORIALTA UNITING CHURCH

Meeting of Congregation, 26th November 2017	Attachment	2.
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Morialta Uniting Church Income and Expenditure January through October 2017 including projections for November and December and a projected Gross Profit for 2017

MUC Income & Expenditure Jan to October 2017														
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	TOTAL	Proj Nov-Dec	PROJ TOTAL	AMENDED 2017 BUDGET
Ordinary Income/Expense														
Community Programs Receipts	0.00	1,245.00	1,591.60	1,339.80	1,948.15	1,650.25	1,796.60	1,519.90	1,892.60	1,277.55	14,261.45	2,852.29	17,113.74	17,550.00
Donations Received	0.00	5,000.00	0.00	100.00	355.00	1,300.00	80.00	0.00	0.00	400.00	7,235.00	5,000.00	12,235.00	5,000.00
Fundraising Income(net of Cost)	15.00	49.50	172.75	56.50	1,526.10	256.00	450.85	771.00	1,717.50	987.50	6,002.70	9,500.00	15,502.70	16,000.00
Giving Electronic	6,117.00	5,867.00	6,049.93	6,009.89	6,404.77	6,484.41	7,050.86	6,258.09	8,269.10	7,479.16	65,990.21	13,198.04	79,188.25	69,000.00
Giving Envelopes	2,235.00	2,437.50	2,190.00	1,983.00	2,966.00	2,802.00	4,495.00	2,286.10	2,697.50	2,622.25	26,714.35	5,342.87	32,057.22	46,000.00
Giving Loose plate	1,000.40	1,021.80	853.70	754.05	1,285.25	1,069.40	978.60	685.00	556.50	1,516.35	9,721.05	1,000.00	10,721.05	10,000.00
Hire of Equipment	0.00	0.00	0.00	190.00	0.00	150.00	181.82	750.00	0.00	0.00	1,271.82	1,000.00	2,271.82	3,000.00
Hospitality / Catering	0.00	0.00	0.00	133.35	126.80	103.70	158.10	0.00	197.30	213.30	932.55	100.00	1,032.55	600.00
Interest Received	157.88	139.30	154.94	166.34	185.43	1,030.13	201.56	221.05	140.76	250.38	2,647.77		2,647.77	1,000.00
Manse Rentals	1,780.00	4,200.00	3,150.00	2,450.00	3,850.00	2,450.00	4,150.00	2,660.00	2,800.00	3,150.00	30,640.00	6,128.00	36,768.00	40,900.00
Miscellaneous Income(Reimburse)	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	120.00	135.00		135.00	1,000.00
Property Income - Hall Hire	175.00	1,342.50	1,232.50	715.00	2,404.55	455.00	1,399.09	450.91	1,560.45	740.00	10,475.00		10,475.00	10,000.00
Property Income - Utilities	0.00	840.00	630.00	895.00	770.00	490.00	630.00	532.00	560.00	630.00	5,977.00	1,195.40	7,172.40	
	11,480.28	22,142.60	16,025.42	14,792.93	21,822.05	18,240.89	21,587.48	16,134.05	20,391.71	19,386.49	182,003.90	45,316.60	227,320.50	220,050.00
	11,480.28	22,142.60	16,025.42	14,792.93	21,822.05	18,240.89	21,587.48	16,134.05	20,391.71	19,386.49	182,003.90		7,270.50	
Expenses														
Advertising	0.00	0.00	0.00	300.73	0.00	0.00	0.00	0.00	0.00	13.64	314.37	500.00	814.37	
Affiliation & Registration Fees	0.00	0.00	0.00	0.00	0.00	10.30	0.00	0.00	0.00	0.00	10.30		10.30	
Audio visual	0.00	0.00	1,727.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,727.27	2,472.73	4,200.00	4,200.00
Chaplaincy	0.00	0.00	0.00	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00	1,000.00	2,050.00	
Cleaning Materials	134.16	0.00	142.16	180.12	0.00	0.00	246.76	21.64	0.00	126.20	851.04	148.96	1,000.00	
Cleaning Subcontractors	0.00	340.00	720.00	390.00	780.00	445.00	55.00	330.00	310.00	680.00	4,050.00	1,450.00	5,500.00	
Community Programs Payments	80.00	665.30	592.50	578.00	577.50	660.40	823.90	547.60	560.09	685.30	5,770.59	1,154.12	6,924.71	12,400.00
Computer & Internet	423.31	169.75	169.75	169.75	298.31	1,211.11	306.93	260.18	509.41	1,612.14	5,130.64	1,026.13	6,156.77	
Copyrights & Licences	0.00	0.00	0.00	0.00	340.00	250.00	0.00	0.00	0.00	78.53	668.53		668.53	
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	970.00	970.00		970.00	
Flowers	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	20.00		20.00	
Hospitality & Catering	187.97	(41.45)	27.11	160.40	280.60	364.00	274.64	196.88	130.60	49.00	1,629.75	325.95	1,955.70	
Insurance	6,300.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,300.15		6,300.15	
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(78.34)	0.00	(78.34)		78.34	
Kids Camp Out	0.00	0.00	0.00	0.00	0.00	231.75	0.00	0.00	0.00	0.00	231.75		231.75	
KOS	80.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.05	100.00	180.05	990.00
Library Books & Videos	0.00	0.00	229.80	0.00	65.72	0.00	48.09	232.57	0.00	0.00	576.18	670.00	1,246.18	
Long Service Leave	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	550.00	110.00	660.00	
Ministers Travel & Accom	0.00	0.00	0.00	297.22	0.00	0.00	332.93	0.00	0.00	0.00	630.15	126.03	756.18	
Ministers Remuneration	193.37	5,754.29	5,902.06	5,902.06	5,902.06	5,902.06	147.77	6,292.66	6,642.18	6,642.18	49,280.69	13,284.36	62,565.05	69,756.00

MORIALTA UNITING CHURCH

Morialta Uniting Church Income & Expenditure January through October 2017 including projections for November and December and projected Gross Profit for 2017 (cont)

MUC Income & Expenditure Jan to October 2017														
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	TOTAL	Proj Nov-Dec	PROJ TOTAL	AMENDED 2017 BUDGET
Miscellaneous	131.64	22.27	257.73	0.00	0.00	0.00	107.38	0.00	0.00	0.00	519.02		519.02	2,400.00
Outreach	0.00	0.00	181.82	0.00	90.91	90.91	84.41	90.91	0.00	294.42	833.38	166.62	1,000.00	20,650.00
Postage	0.00	0.00	112.73	0.00	18.18	0.00	0.00	11.82	6.82	0.00	149.55	50.00	199.55	
Printing and Photocopier	233.77	254.01	290.86	225.68	366.08	236.00	296.58	310.08	356.05	304.00	2,873.11	574.62	3,447.73	
Professional Fees	45.45	0.00	0.00	0.00	0.00	0.00	31.82	0.00	0.00	0.00	77.27		77.27	
Repairs and Maintenance	1,013.29	916.05	761.76	501.41	1,013.92	1,872.67	472.11	2,324.55	96.44	0.00	8,972.20	1,794.44	10,766.64	55,117.00
Repairs - Sinking Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00		4,000.00	
Salaries & Wages - Admin	1,996.68	1,996.68	2,995.02	2,660.58	1,996.68	1,996.68	2,565.73	3,332.28	1,960.00	1,960.00	23,460.33	3,920.00	27,380.33	49,250.00
Salaries & Wages - Playgroup	157.44	314.88	314.88	78.72	393.60	314.88	242.49	340.20	170.10	340.20	2,667.39	680.40	3,347.79	
Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	0.00	0.00	80.00	80.00	160.00	
Stationery & Office Supplies	48.97	0.00	0.00	17.27	548.26	386.40	53.48	23.64	0.00	41.81	1,119.83	880.17	2,000.00	
Study Materials	0.00	0.00	0.00	0.00	72.64	0.00	0.00	0.00	0.00	0.00	72.64		72.64	
Synod Mission & Service Fund	1,466.66	1,466.66	1,466.66	1,466.66	1,466.66	1,466.66	1,466.66	1,466.66	1,466.66	1,466.66	14,666.60	2,933.32	17,599.92	
Telephone	202.26	169.04	237.98	126.28	228.66	172.86	147.54	189.34	(39.57)	129.27	1,563.66	312.73	1,876.39	
Utilities	2,234.57	1,548.79	1,383.53	0.00	3,247.54	1,199.08	803.39	4,707.87	559.21	4,378.91	20,062.89	4,012.58	24,075.47	
Workcover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.85	0.00	0.00	280.85		280.85	
Worship Resources	0.00	271.82	20.00	43.60	72.86	12.00	0.00	0.00	30.00	12.00	462.28	37.72	500.00	3,100.00
	14,984.74	13,903.09	17,588.62	14,203.48	17,815.18	16,897.76	8,562.61	21,094.73	12,734.65	23,839.26	161,624.12	37,810.88	199,435.00	217,863.00
Net Ordinary Income	(3,504.46)	8,239.51	(1,563.20)	589.45	4,006.87	1,343.13	13,024.87	(4,960.68)	7,657.06	(4,452.77)	20,379.78	7,505.72	27,885.50	2,187.00
Other Income/Expense	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	TOTAL			
Other Income														
Kensington Gardens Uniting	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00			
Morialta Parish Foundation	0.00	0.00	0.00	0.00	10,755.76	0.00	0.00	0.00	0.00	0.00	10,755.76			
Fundraising - Mission Projects	0.00	75.00	0.00	134.00	83.30	1,847.00	266.00	0.00	337.00	313.70	3,056.00			
Fundraising - Tours	0.00	0.00	0.00	0.00	0.00	0.00	5,244.00	1,200.00	6,495.00	9,700.00	22,639.00			
Special Appeals Receipts	350.00	20.00	439.40	202.40	0.00	220.00	0.00	944.40	0.00	0.00	2,176.20			
Transfer from Trust Account	517.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	517.25			
Total Other Income	867.25	95.00	439.40	336.40	35,839.06	2,067.00	5,510.00	2,144.40	6,832.00	10,013.70	64,144.21			
Other Expense														
Student Housing Project	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00			
Property Repairs & Improvements	0.00	0.00	0.00	0.00	19,472.73	0.00	0.00	0.00	0.00	0.00	19,472.73			
Special Appeals Payments	0.00	887.25	233.00	0.00	0.00	628.80	0.00	944.40	0.00	0.00	2,693.45			
Total Other Expense	0.00	887.25	233.00	0.00	19,472.73	5,628.80	0.00	944.40	0.00	0.00	27,166.18			
Net Other Income	43,603.25	41,974.75	43,001.40	43,162.40	59,222.33	39,325.20	48,427.00	44,148.00	49,811.00	53,022.70	465,698.03			
Net Income	40,098.79	50,214.26	41,438.20	43,751.85	63,229.20	40,668.33	61,451.87	39,187.32	57,468.06	48,569.93	486,077.81			

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Meeting of Congregation, 26 th November 2017	Attachment	3.
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WORKING GROUP ON FINANCE AND PROPERTY REPORT TO MORIALTA UNITING CHURCH COUNCIL, AUGUST 2017

Following the Meeting of the Congregation on 19th March 2017 the Working Group on Finance and Property was formed to review and consider processes and procedures relating to finance and property. Members of the Working Group were Rhonda Amber, Steve Begg, Rob Cheel, Neville Clarke, Carole Lyons, John Powers, John Secombe and John Thornton.

Among the deliberations requested was to review and/or establish processes and procedures for

- Reviewing recording, analysing and reporting financial transactions, projections and trends.
- Recording & reporting financial management of Morialta's property.
- Managing the risks associated with holding financial and property assets.
- Making appropriate investment decisions that protect and enhance Morialta's asset base into the future.
- Seek written or personal contributions from the congregation.
- Review the goals & responsibilities of the Finance and Property teams.
- Review the processes and procedures for:
 - Achieving the Congregations long term sustainability
 - Achieving the Congregations missional program & goals and their long-term viability
 - Ensuring appropriate strategic planning by all teams and council Ensuring that council meets the requirements of regulations

A note on uncertainty, risk and opportunity: uncertainty about the future (or past or present) could result in the possibility of negative (undesired) outcomes, which are termed risks, and positive (desirable) outcomes which are termed opportunities. If the risk or opportunity is considered significant (by the consequence of the outcome and its perceived chance of happening), plans should be put in place to try to pro-actively mitigate risks and capture opportunities, should they occur.

The following recommendations are presented:

The analysing of financial trends has in the past been on an ad-hoc basis and requires much greater use of historical data as well as graphs and estimates of likely expenditure in future years. The need for a five year financial forecast, with annual updates is essential to be able to adequately assess budget requirements for all ministry teams. This will require increased information from other Ministry teams and Church Council regarding their future plans and expectations.

Recommendation 1: the FOMT develop a process to make 5 year financial predictions that include the impacts of both planned (known) incomes and expenditures and plausible estimates of potential (uncertain) incomes and expenditures,

Alternative strategies for funding the congregation's mission and goals need to be investigated with a holistic view of our assets. Advice should be sought from various financial institutions including UC Invest relating to financial strategies particularly in relation to various investment options e.g. share portfolios, term deposits etc. Further advice should be sought to cover grant applications and property maintenance as well as checking with other organisations such as Lions, Rotary and Salvo's regarding their overview of these areas.

Recommendation 2: a small independent group, with a suitable range of skills/knowledge/experience, be formed to explore and investigate investment strategies in depth.

In managing the risks associated with holding financial and property assets it was found that there are currently no instructions in relation to advising or seeking approval from the FOMT or POMT before Council approval is obtained.

Appropriate investment decisions in finance and property should involve an assessment of the uncertainties in outcomes: both upside opportunities and downside risks should be reported to Church Council when investment decisions are to be made.

Recommendation 3: approval &/or a report from both POMT and FOMT for any project should form part of any proposal for consideration by Church Council.

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Instructions available to any Ministry Team regarding procedures associated with standard purchases or major/minor projects should be implemented. The amount that relates to a standard purchase should be divided into major or minor categories with limits determined by Church Council. Similarly, what determines a minor or major project should also be stipulated by Church Council. As property projects in excess of \$10,000 require approval from Synod's Property

Services team this could be the amount that is used to stipulate a major project. An example of the purchases schedule that could be implemented is:

All Ministry Teams	Authorisation of expenditure within team budget
Up to \$50.00	Any member of the Ministry team
\$50.00 to \$1,000.00	Leader of the Ministry team
Over \$1,000.00	Approval from Council

Projects

Minor projects (up to \$10,000.00)	Within budget or approved by Council – Leader of Ministry Team
Major projects (over \$10,000.00)	Approved by Property Services and Church Council - Leader of Ministry Team or Project Leader

Recommendation 4: Church Council develops a graduated delegation of authority, and associated procedures, for the approval of all expenditures.

Recommendation 5: for major projects, a team should be assembled that should include members of the POMT and FOMT and any other ministry team that may be significantly impacted by, or have relevant input on, the project. The team members should report to their Ministry team so that the Ministry team is fully informed about the project and has the opportunity to provide inputs such as expected benefits, risks and opportunities.

The recent inclusion of a “sinking fund” in the church’s financial accounts is noted. This will require the development of guidelines on the use of the funds and procedures to be implemented for the POMT, FOMT and Church Council.

Recommendation 6: Church Council develops guidelines for the use of funds relating to the “sinking fund”.

Ministry teams and Church Council have very few instructions in place regarding operational procedures and responsibilities, for referral by current and future members. These instructions should form a vital part of succession planning to ensure processes (particularly for Finance, Property, Office and Church Council) are in place for referral by current and future members of all teams.

Recommendation 7: a “high level procedures” book for every mission team and Church Council should be developed.

The goals and responsibilities of all Ministry teams are reviewed by each Ministry team every two years. Each team should include reference to forward planning of the needs of their Ministry team. The FOMT should include in their Responsibilities the preparation of income and expenditure projections, with associated risks and opportunities, over the next five years. Likewise, the Property team should also include responsibility to advise Council of property needs over the next five years. The day to day management of Property issues should be included in POMT Goals and Responsibilities. Similar wording should be included in all team goals.

The Responsibilities Common to all Teams should include reference to management of the team’s budget and advising Council of any variations required.

Recommendation 8: Goals and Responsibilities include these suggestions when next reviewed.

The risks and opportunities pertaining to every Ministry team are not well identified and should be regularly assessed. When identified, they should be recorded (not just discussed) to ensure Council is fully aware of potential problems.

Recommendation 9: a record of risks and potential risks pertaining to every Ministry team be maintained and reviewed regularly.

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The low membership numbers of several Ministry teams is placing an added burden on those in office and requires immediate attention. In particular, it is of great concern that the current FOMT does not have sufficient members with the requisite skills to input satisfactorily to gain a wide opinion on possible developments and trends. The membership of FOMT must be increased with a wider range of skills to be able to meet its obligations in this regard.

Recommendation 10: membership of all Ministry teams be reviewed by Council with particular reference to a skill check of members, and if necessary, the scope of their activities is reduced so that it is achievable with the resources available.

Church Council forwarded an additional item to be included in the Working Group deliberations. It read -

There is a general understanding that all donations of \$5,000.00 or more be set aside for Council and the congregation to direct their use, ie they are earmarked for a special purpose as designated by Council rather than propping up operating income. Business Committee has asked the Working Group to formalize this and to draft a policy and process to be brought to Council for conversation and discussion.

The Working Group did not agree with the concept of donations being set aside and earmarked for a special purpose unless specifically requested by the donor. As in the past, Council could seek an indication from the donor of likely preferences in the usage of the funds. The use of donations that have not been earmarked becoming part of operating income should not cause concern.

The feedback from the Working Group was that our brief is not to write procedures, but to review and prepare recommendations regarding processes and procedures.

Recommendation 11: this proposal does not proceed in its present form.

Contributions to the review from the congregation were sought at the Meeting of the Congregation and through the weekly newsletter and noticeboard. No contributions have been received.

John Powers
Chair, Working Group on Finance and Property
7th August 2017