

GLEN WAVERLEY UNITING CHURCH

MEETING OF THE CONGREGATION

AGENDA

1. Welcome and Apologies
2. Prayer
3. Confirmation of Minutes of Meeting held on 14th March 2021
4. Reports and Recommendations
 - 4.1. Ministry Team Report
 - 4.2. Church Council Report
 - 4.3. Finance Report
 - 4.3.1. 2021 Finance Report
 - 4.3.2. 2022 Budget
 - 4.3.3. Endowment Fund
 - 4.4. People and Culture Report
5. Congregational Outreach Project Selection Committee for 2022
6. Other Business
 - 6.1. Marriott Bequest Picture Window Update
7. Benediction

22nd February 2022.

Presentation and Resolution for Congregation Meeting

GWUC: Financial Statements and Reports for Year Ended 31 December 2021.

We are pleased to submit Financial Accounts of GWUC for financial year 1st January 2021-31st December 2021. In what has been a challenging year with all the interventions and changes associated with the COVID-19 management and the associated regulations. GWUC has achieved a sound result and remains in an excellent financial position.

We present a Set of Accounts which reflect a Profit and Loss of a small deficit of \$4,784.93 after progressing several important items. That is a pleasing outcome with several important items being significantly behind budget. Importantly, we also recognize that our Operational Deficit was \$52,990.93.

We provide the following commentary of explanations and detail of issues which are pertinent in Church Council and the Congregations understanding the outcome and the various elements:

Transfer from Deferred Maintenance Reserve

We have also expensed some major items to allow for appropriate maintenance and updating of carpet, sound system and installed large televisions as replacement items for the overhead projector. We have drawn down Reserves from the Deferred Maintenance Reserve to the extent of \$48,206 as a Balance Day adjustment on 31st December 2021 to cover these items. The items purchased were expensed through our 2021 Accounts under approval from Church Council on Finance Committee recommendations.

Prior to the use of these Reserve Funds, we had recorded an Operating Deficiency, i.e., a cash flow deficiency of \$4,784.93 plus the Deferred Maintenance Transfer of \$48,206 being \$52,990.93. Finance Committee remains comfortable with the drawdown and use of the Deferred Maintenance Reserve.

Accruals from 2021 to 2022

We have processed and created Accruals reflecting funds received in 2021 but not applied/expensed through 2021 which will be used in 2022. These are reflected in accounts for 2021 as \$30,082.83.

We are satisfied in analysing each item as to the appropriateness of the Accruals for 2021.

Significant Items of Income and Expenditure in 2021.

Planned Giving Direct Credit Receipts are \$16,802 behind plan for 2021 and this primarily relates to the decision and amended processes when UEthical ceased to offer and provide the services to manage Direct Credits from individuals to Congregations.

We have worked diligently to determine the implications. We know that twenty-three people did not transfer their Planned Giving Direct Debits directly to Westpac. We have researched and followed through, and we believe that of this number, 5 have now commenced giving via our Westpac Account and several other have elected to use envelopes. It is apparent that of those not contributing, we have lost somewhere between \$1,500-\$2,500 per month over the period August-December 2021. This remains an ongoing issue.

Pleasingly Open Plate and Envelopes have held up well. This is a significant issue going forward

Rental Income Receipts and Bad Debts.

We have been fortunate in having some Rental Income from the Manse, but most other Rentals were suspended or ceased in 2021. Our Rental Income fell to \$37,020 against a plan of \$54,000 which is a shortfall of \$16,980.31.

Job Keeper Receipts.

We received \$34,915.68 in receipts from the government under the JobKeeper Scheme in early 2021 and this allowed us to retain all staff and to deliver all programmes. You will appreciate that the JobKeeper receipts were close to the two items above in total. The JobKeeper receipts cancelled out these two major receipt shortfalls.

Major Expenses on Maintenance and Upgrades.

Church Council on the recommendations of Property committee and Finance committee approved several major updates and replacements as expenditure for 2021, whilst the premises would be quieter. We have completed the carpet replacement, upgraded the sound system and television and camera capabilities to assist with our on-line ministry during the closure and restrictions.

As a Balance Day adjustment, we transferred the sum of \$48,206 from the Deferred Maintenance Reserve.

Staff Costs and Budget Implications.

Our staff costs as reflected in the Ministerial Team Stipends and Office and Other Staff and Wages is on budget, although the classification in the planned items requires tightening in the 2022 Budget.

Profit & Loss for period 1st January-31 December 2021.

We incurred a significant Operating Deficit of \$52,990.93. However, this is readily explained.

This was offset through the Transfer of Funds from the Deferred Maintenance Reserve of \$48,206.

GWUC incurred a Net Deficit (after accruals and transfer of Deferred Maintenance Reserve) of \$4,784.93. We have in prior years indicated that any deficits will continue to eat into our retained earnings accumulated from prior years.

We have indicated to Church Council that with our staffing resources locked in and committed for the next several years, we need to be more prudent in the budget and in terms of expenditure.

Our Rental income and property income does provide a means of meeting all operational transactional expenditure. The Planned Giving which continues to diminish by approximately 1.5% per annum is required to meet all staffing expenditure, all program needs as well as Mission & Service Costs.

This has been achieved in 2021 and we have tightly managed all expenditure. However, we have indicated that the time has come for Church Council to prioritize projects and expenditure and we really need to be conscious of the need to attract and source new revenue streams.

We are pleased to comment upon the attached Balance Sheet.

Balance Sheet as of 31 December 2021.

We present a Balance Sheet which demonstrates a strong historical performance and the accumulation of funds. Following our 2021 results the Balance Sheet remains strong, but we reiterate that we cannot continue to accumulate deficits without establishing new revenue streams.

Our retained earnings stand at \$187,931 after being reduced by the Deficit of \$4,784.93.

We have reduced our Deferred Maintenance Reserve from \$73,529 to \$25,333 following the use of \$48,206 for the major property maintenance and upgrades. We now will need to contribute funds to this account in 2022 and beyond to enable the necessary expenditure upon Manses when transitions or changes occur. We have not contributed any funds to Deferred Maintenance Reserve in 2021. Kindly note that we have discussed the use of the Deferred Maintenance Reserve and its accounting with our auditor. Our treatment will be reassessed as our accounts are Audited.

We have created a Families and Young Adults Reserve by transferring funds from the De Raven Reserve and from the Kombi Reserve. These were Liabilities held within our Accounts and we have now created a Reserve of \$11,093 for future use in terms of Young Adults and / or families in future years.

As commented above we have created Accruals from 2021 for use in 2022 to the extent of \$30,082.

Bank Accounts and Investment Management.

During 2021 Finance Committee recommended significant changes to the management of our surplus funds via the adoption of a Funds Management Investment strategy. As you are aware Interest Rates have been at negligent levels.

We have transferred funds into U Ethical Growth Account and U Ethical Cash Management Trust Wholesale. We now have almost \$153,000 in these Managed Funds and we will transfer more in a structured approach over the next year.

Whilst always conscious of our liquidity needs, there is a need to seek to earn the best available returns at lowest risk. We have reduced our holding through Westpac, both our transaction account balance (\$46,091) and funds maintained in Term Deposit (\$50,308).

Our overall Total Bank and Investment Accounts at end of 2021 is \$292,495 against a Budget of \$333,820 due to the expenditure on Property Maintenance items.

Marriott Bequest – Deferred Liabilities.

We created specific Liability Accounts for the balance of the Marriott Bequest.

We transferred the unused balance of the Marriott Bequest funds from the Endowment Fund into GWUC Balance Sheet as a Deferred Liability. The balance remains at \$49,357.79.

We are conscious that continuing work is being undertaken to enable the expense and completion of proposals which meet the tenor of the Will documents.

Summary and Recommendation.

Finance committee is pleased to present Profit and Loss Accounts for Year ended 31 December 2021 and Balance Sheet as of 31 December 2021. A solid result in that we provided all staff and programmes and met all expenditure requests. Church Council has accepted the Financial Accounts.

After a challenging year, these represent a solid performance but again a significant Operating Deficit, which reflected items applied for expenditure on carpet, televisions & cameras and sound equipment. Our Net Deficit after the transfer of the Deferred Maintenance reserve funds of \$48,206 was \$4,784.93.

Our small deficit reflects tight control. There remain ongoing concerns as to our offering and Planned Giving Direct Debit. We remain concerned as to our demographics and the recent passing and loss of several long-standing congregation members will impact us in many ways.

Attached are several reports for information purposes. Finance Committee recommends that Church Council adopt these accounts and authorize the forwarding to Yates and Partners, our auditors to complete the Audit Processes.

We will then make the Financial Accounts available to the congregation and forward to Presbytery.

Finance Committee appreciates the support from Church Council and its officers.

Recommendation to Congregation Meeting:

Church Council and Finance Committee have confirmed the annual Financial Statements and Accounts as at 31 December 2021.

It is recommended that the Congregation Meeting approve the Accounts as presented and for forwarding to our Auditors and then to Presbytery

Ken M Coutts
GWUC Treasurer.

Profit & Loss [Last Year Analysis]

January 2021 To December 2021

ABN: 33 086 862 203

Email: office@gwuc.org.au

	This Year	Last Year	\$ Difference	% Difference
Operating Income				
Offerings	\$304,861.53	\$280,671.72	\$24,189.81	8.6%
Donations, Legacies & Bequests	\$700.00	\$3,085.00	-\$2,385.00	(77.3)%
Fundraising & Special Efforts	\$40,208.39	\$88,819.73	-\$48,611.34	(54.7)%
Fundraising - Local Church	\$0.00	\$5,473.34	-\$5,473.34	(100.0)%
Kitchen Fundraising	\$0.00	\$100.00	-\$100.00	(100.0)%
Special Purpose	\$0.00	\$1,668.50	-\$1,668.50	(100.0)%
Entertainment Books	\$0.00	\$20.00	-\$20.00	(100.0)%
Church Council	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
Worship & Christian Education	\$1,884.89	\$400.00	\$1,484.89	371.2%
Missional Groups Income	\$13,832.80	\$7,291.15	\$6,541.65	89.7%
Property Income	\$89,435.72	\$26,217.28	\$63,218.44	241.1%
Admin & Finance	\$27,171.37	\$7,562.20	\$19,609.17	259.3%
Other Income	\$392.00	\$0.00	\$392.00	NA
Total Operating Income	\$478,486.70	\$422,808.92	\$55,677.78	13.2%
Gross Profit	\$478,486.70	\$422,808.92	\$55,677.78	13.2%
Operating Expenses				
Ministry Team Stipends etc	\$169,308.66	\$187,766.65	-\$18,457.99	(9.8)%
Mission & Service Giving	\$58,359.96	\$58,364.16	-\$4.20	0.0%
Church Council Expenses	\$672.72	\$3,198.99	-\$2,526.27	(79.0)%
Worship Ministry & Education	\$7,941.21	\$4,394.84	\$3,546.37	80.7%
Church Missional Groups	\$38,821.80	\$25,933.63	\$12,888.17	49.7%
Property	\$99,429.59	\$72,846.85	\$26,582.74	36.5%
Admin & Finance	\$100,100.49	\$68,840.18	\$31,260.31	45.4%
Miscellaneous	\$7,987.54	\$935.00	\$7,052.54	754.3%
Total Operating Expenses	\$482,621.97	\$422,280.30	\$60,341.67	14.3%
Operating Profit	-\$4,135.27	\$528.62	-\$4,663.89	(882.3)%
Fundraising for Outreach				
Fete nett income	\$100.34	\$0.00	\$100.34	NA
Total Fundraising for Outreach	\$100.34	\$0.00	\$100.34	NA
Outreach Disbursements				
LSL Accrual Expense	\$750.00	\$750.00	\$0.00	0.0%
Total Outreach Disbursements	\$750.00	\$750.00	\$0.00	0.0%
Net Profit/(Loss)	-\$4,784.93	-\$221.38	-\$4,563.55	(2,061.4)%

This report includes Year-End Adjustments.

Balance Sheet [Budget Analysis]

December 2021

ABN: 33 086 862 203

Email: office@gwuc.org.au

	Selected Period	Budgeted	\$ Difference	% Difference
Assets				
Bank Accounts	\$292,425.95	\$333,820.22	-\$41,394.27	(12.4)%
Trade Debtors	\$2,560.00	\$1,875.00	\$685.00	36.5%
Prepayments	\$3,850.44	\$1,410.44	\$2,440.00	173.0%
Total Assets	\$298,836.39	\$337,105.66	-\$38,269.27	(11.4)%
Liabilities & Reserves				
Accruals	\$30,082.83	\$49,046.62	-\$18,963.79	(38.7)%
GST on Sales	\$49.56	\$49.56	\$0.00	0.0%
GST on Purchases	-\$2,576.01	-\$1,911.46	-\$664.55	(34.8)%
Payroll Liabilities	\$2,250.00	\$1,500.00	\$750.00	50.0%
Bequests	\$49,357.79	\$19,941.90	\$29,415.89	147.5%
Rental Bonds	\$100.00	\$0.00	\$100.00	NA
Total Liabilities & Reserves	\$79,264.17	\$75,635.55	\$3,628.62	4.8%
Net Assets	\$219,572.22	\$261,470.11	-\$41,897.89	(16.0)%
Equity				
Retained Earnings	\$187,930.90	\$187,930.90	\$0.00	0.0%
Current Earnings	-\$4,784.93	-\$13,746.00	\$8,961.07	65.2%
Deferred Maintenance Reserve	\$25,333.21	\$73,539.21	-\$48,206.00	(65.6)%
Families and Young Adults Reserve	\$11,093.04	\$0.00	\$11,093.04	NA
Total Equity	\$219,572.22	\$247,724.11	-\$28,151.89	(11.4)%

GWUC Balance Sheet as at 31st December 2021.

Note to the Accounts.

Families and Young Adult Reserve

Church Council has approved the creation of this reserve using funds from the De Raven Bequest and the capital remaining from the sale of the Kombi Van.

Purpose is to enable future funding of the Families and Young Adult Ministry should there be a need following changes to our ministry team.

9 February 2022

Memo to Congregation Meeting

GWUC – Budget Updated for 2022.

We are pleased to present to the Congregation Meeting an update of the Draft budget submitted to Church Council in November 2021. This was submitted to Church Council in early February 2022 as a Final Budget document for 2022 by Finance Committee. Approved by Church Council at February meeting

There has been significant work undertaken as to the shortfall in our Direct Debit Offering following the changes via UEthical in July/August 2021. This has been a concern to Finance Committee since August 2021

We are now satisfied that we have identified and contacted, through our Recording Committee, each of those where it was deemed practical and responsible.

A number have not renewed their monthly pledges. Whilst we have had some 5 recommence giving via our Westpac Account and several others have elected to use envelopes, there are apparently some 12-15 people who will not be contributing. We thank our Recorders for this work and Rev. Neil Peters for his engagement and compassion.

The financial impact is likely to be a reduction in our Offering Receipts of \$1,500 per month. But there is a smaller compensating increase in Envelopes. I am suggesting a balance of a reduction in offerings of \$15,000pa.

I haven't detailed the exact outcomes, because these remain uncertain.

We have adjusted our Mission & Service Giving to \$48,000pa with a commitment that we will review mid-year and if possible, will adjust. Jeff Gardener, Presbytery Treasurer is understanding. This represents a saving of \$11,000pa.

We have adjusted and increased our Rental Income by \$22,000 per annum after Warren and Joanne confirmed a significant large new rental.

Finance Committee endorses this Budget which Church Council has approved and confirmed, and we now present to the Congregation Meeting:

- We will now advise all groups as to their Budget for 2022
- We will update the financial projections and forward copies to Presbytery.
- We are able to meet all commitments in terms of planned projects and staffing as approved within this Budget.
- We are confident that these assumptions and the Budget document provide a solid way forward.

Finance Committee continues to maintain extremely tight control and we thank all groups for their assistance and support.

We present a Budget which will likely present a small surplus for 2022 but it relies upon the maintenance of existing revenue from offering and giving, the increased rental income and the reduction of our Mission & Service contribution. We respectfully indicate that there is no surplus means of tightening further without making challenging decisions as to our program priorities.

There is nothing more to be squeezed from the existing income to meet expenditure plans and initiatives. Church Council should be conscious as to how finely balanced our Budget for the forthcoming year is.

Attachment – Budget 2022

Ken M Coutts
GWUC Treasurer

Overall Budget
UCA - GLEN WAVERLEY
January 2022 to December 2022

Account	Total
Income	
Donations & Special Efforts (4-12)	\$0.00
Grants Received - Government (4-	\$0.00
Grants Received - Government - u	\$0.00
Grants Received - Presbytery and	\$0.00
Grants Received - Synod (4-3100)	\$0.00
Insurance Claims (4-5340)	\$0.00
Interest & Dividends (4-1300)	\$2,000.00
Miscellaneous Income (4-4550)	\$0.00
NON UCA Appeals (4-1360)	\$0.00
Offering - Direct Giving (4-1170)	\$132,000.00
Offering - Envelope (4-1160)	\$86,400.00
Offering - Open Plate (4-1150)	\$70,800.00
Offering - Other (4-1180)	\$0.00
Other Receipts (4-4700)	\$0.00
Property Income - Rental (4-5300)	\$72,000.00
Property Income - Toilet Cleaning	\$2,004.00
Receipts - State Youth Games (4-	\$0.00
Receipts - Annual Book Sale (4-12	\$5,000.00
Receipts - Annual Fete (4-1220)	\$28,100.00
Receipts - Annual Walk-a-thon (4-	\$2,000.00
Receipts - Bequest - Gwenda Hen	\$12,000.00
Receipts - Bequest - Irene Marriot	\$0.00
Receipts - Bequest - John DeRavi	\$0.00
Receipts - Children & Families (4-2	\$0.00
Receipts - Children & Families Wo	\$9,420.00
Receipts - Choir of Hope (4-4341)	\$0.00
Receipts - Church Council (4-2030)	\$0.00
Receipts - Faith Development (4-4	\$240.00
Receipts - Flowers (4-2032)	\$0.00
Receipts - Glen Waverley SC Bre	\$0.00
Receipts - Honey Money (4-4342)	\$0.00
Receipts - Inclusive Community (4	\$600.00
Receipts - Leisure Time (4-4322)	\$0.00
Receipts - Organ Fund (4-2031)	\$0.00
Receipts - Playgroup (4-4321)	\$0.00
Receipts - Printing (4-4553)	\$0.00
Receipts - Rental Bonds (4-5320)	\$0.00
Receipts - The Hub (4-4323)	\$0.00
Receipts - Weddings and Funerals	\$0.00
Receipts - Welfare Coordinator (4-	\$0.00
Receipts - Welfare COP (4-4332)	\$5,000.00
Receipts - Welfare General (4-433	\$6,000.00
Receipts - Welfare Henry Shaw Ec	\$4,000.00
Receipts - Welfare Sammy Stamp	\$0.00
Receipts - Welfare Wesley (4-433)	\$0.00
Receipts - Youth & Young Adults	\$600.00
Tranfer for Deferred Maintanance	\$0.00
UCA Appeals eg: Share (4-1350)	\$0.00
Total Income	\$438,164.00
Gross Profit	\$438,164.00
Other Income	
Petty Cash Income (4-4599)	\$0.00
Total Other Income	\$0.00

Less Operating Expenses	
Audit Fees (6-4555)	\$2,400.00
Bad Debt/Adjustment (6-9000)	\$0.00
Bank Charges (6-1410)	\$0.00
Contributions to Mission and Servi	\$48,000.00
Contributions to NON UCA appeal	\$0.00
Contributions to UCA supported a	\$0.00
CSPS Fees (6-1001)	\$0.00
Donations to UCA Appeals/Project	\$0.00
Expenses - Annual Fete (6-1220)	\$0.00
Expenses - Catering and Morning	\$504.00
Expenses - Children & Families (6-	\$204.00
Expenses - Choir of Hope (6-4341)	\$0.00
Expenses - Church Council (6-203	\$3,500.00
Expenses - Communications Comr	\$1,000.00
Expenses - Cross Cultural Ministry	\$0.00
Expenses - Educational Books an	\$0.00
Expenses - Faith Development (6-	\$600.00
Expenses - Flowers (6-2039)	\$1,128.00
Expenses - Glen Waverley SC Bre	\$600.00
Expenses - Gwenda Henry Beque:	\$0.00
Expenses - Honey Money (6-4342)	\$262.00
Expenses - Inclusive Community (\$804.00
Expenses - Leisuretime (6-4322)	\$0.00
Expenses - Marriott Bequest (6-4	\$0.00
Expenses - Office Copier Rental/L	\$3,000.00
Expenses - Office Expenses and	\$0.00
Expenses - Organist, Choir, Music	\$0.00
Expenses - Playgroups (6-4321)	\$0.00
Expenses - Printing and Stationer	\$900.00
Expenses - Property - Caretaking	\$5,004.00
Expenses - Property - ClearWorld	\$5,004.00
Expenses - Property - Insurance	\$12,000.00
Expenses - Property - IT (6-5334)	\$2,004.00
Expenses - Property - Maintenanc	\$6,096.00
Expenses - Property - Purchases	\$6,264.00
Expenses - Property - Telephone	\$3,960.00
Expenses - Property - Utilities anc	\$6,996.00
Expenses - Safe Church (6-2037)	\$0.00
Expenses - State Youth Games (€	\$0.00
Expenses - Stewardship (6-2031)	\$0.00
Expenses - The Hub (6-4327)	\$1,500.00
Expenses - Weddings and Funeral	\$0.00
Expenses - Welfare COP (6-4332)	\$0.00
Expenses - Welfare General (6-43	\$13,572.00
Expenses - Welfare Henry Shaw E	\$3,000.00
Expenses - Welfare Sammy Stamp	\$0.00
Expenses - Welfare Wesley (6-43	\$0.00
Expenses - Worship & Christan Ex	\$0.00
Expenses - Worship Resources (e	\$4,824.00
Expenses - Worship Supplies (eg	\$0.00
Expenses - Youth & Young Adults	\$480.00
Fixed Charges / Workcare (6-1420)	\$4,000.00
Grants to Presbytery and/or other	\$0.00
less: GST refund MBA purchases	\$0.00
Ministers Stipends & Allowances (\$167,400.00
Other Capital Expenses (6-5360)	\$8,000.00
Petty Cash Expenses (6-4599)	\$0.00
Salary, Allowances and Superann	\$9,420.00
Salary, Allowances and Superann	\$54,996.00
Salary, Allowances and Superann	\$6,876.00
Salary, Allowances and Superann	\$12,000.00
Tranfer to Deferred Maintanance (\$5,000.00
Trf to prov for Office LSL (6-1045)	\$750.00
Visiting Preachers/Suppy Ministry	\$0.00
Wage Clearing Account (6-1010)	\$0.00
Total Operating Expenses	\$402,048.00

Total Expenses **\$402,048.00**

Net Profit **\$36,116.00**

25th February 2022

GWUC Presentation for Congregation Meeting.

Budget Update 2022 – clarification re Surplus

In the earlier memo and attached spreadsheet, we reflect a Budgeted Profit for the year of \$36,116 and this is somewhat contrary to the comments in the accompanying memo, where we indicate a potential small profit.

To clarify, we have included in our total revenue/income of \$438,164 an amount of \$28,000 from the Fete.

We realize that this will need to be distributed/expensed in November/December 2022 but haven't made an entry or adjustment at this time. Our total expenditure is predicted to be \$402,048. In addition, we haven't reflected expenses for the fete which are likely to be \$3,500.

When we add the Fete Disbursements of a projected \$28,000 plus Fete Expenses of \$3,500 to the existing total Expenditure of \$402,048, we will have total expenses of \$433,548. But we require approvals for the Charities and/or groups who will receive the Disbursements.

Then we will have a revised framework:

Total Income budgeted for 2022	\$438,164
Total Expenditure Budget 2022	\$433,548
Budgeted Surplus 2022	\$4,616

In summary, we are planning a small surplus, but remain uncertain as to the Revenue and in particular our receipts from Offerings.

We are confident that the Expenditure items as recorded are sound and will be managed tightly.

Finance Committee is pleased to advance this Budget for confirmation and implementation as per our earlier memo.

Ken M Coutts
GWUC Treasurer

25th February 2022.

GWUC Presentation for Congregation Meeting Re Endowment Fund.

GWUC Endowment fund 2021- Transactions and Comment.

U Ethical Enhanced Income Trust Wholesale # 115691974

We are pleased to provide a summary of the GWUC Endowment Account and relevant transactions.

The full report is currently being finalized and will be submitted to Church Council by mid-March 2022 following sign off by the Board Members.

The Account has been reconciled through our accounts and through MYOB/Xero.

UEthical changed their accounts to be based upon unit prices which are reviewed and updated daily dependent upon broader financial market movements.

Opening Balance carried forward was 116,621 units at a unit price of 1.0037 giving a value of \$117,052.50.

We transferred the Marriott Bequest funds following Church Council and Congregation Meeting approval in May 2021.

This resulted from 49,593 Units at a unit price on sale of 1.0082 giving value of \$50,000.

With distributions being reinvested we have closing units of 67,828.10 and a final closing balance of \$68,140.11 which agrees with the reconciled statement from UEthical.

The full detailed report will be provided by the Trustees in the next several weeks.

This Account remains outside the GWUC Financial Accounts. The Account will be audited by John Yates over the next several months as part of our overall audit arrangements.

Recommendation:

Congregation approves the Accounts for the GWUC Endowment Fund to be sent to our auditors following finalization of these accounts and signed off by the Board Members.

Ken M Coutts
GWUC Treasurer

Presentation to Congregation Meeting.

People & Culture Update.

Church Council has been aware of ongoing issues in finalizing our staffing and employment arrangements for our team in late 2021 and early 2022.

Each of our team has an updated contract and Position Descriptions were updated and confirmed in 2021 and attached to the revised Letters of Offer.

In 2020 Synod and Presbytery advised amendments to the Ministry of Pastor designation and definition and all congregations were advised to update and amend relevant Position Descriptions and validate the Terms of Employment as specified in Letters of Offer.

In particular, we were conscious as to the different levels of Ministry of Pastor and the desire of Presbytery to ensure consistency, particularly where congregations had engaged members of the congregation to undertake leadership and teaching roles.

As you are aware we engaged Jemma Graham in 2020 to undertake the role of Children and Families Worker. We are all delighted with Jemma's contribution and engagement.

In late 2021, your People and Culture Committee sought to extend this arrangement as we became aware that Jemma would be available to undertake this role in 2022. This was approved by Church Council but required sign off by Presbytery.

We have since been involved in detailed and extensive communications with Presbytery as to whether this role should be reviewed and qualified as a Ministry of Pastor role. We received strong support from Church Council and our Ministry Team. We disagreed with such an interpretation, progressed this via Katie Haala and Ken Coutts and rewrote and updated the Position Description. No-one at GWUC considered the role relevant to Ministry of Pastor.

In mid/late January we achieved a breakthrough and at the February Meeting of PRC it was approved under the existing Award designation.

Jemma has since signed the Position Description and Letter of Offer for 2022 in mid-February.

We are pleased to conclude this review process and to have Jemma continue as an important part of our team at GWUC.

Performance reviews 2022- An Issue for Resolution.

In mid-2020 Church Council determined and advised that Performance reviews would not be completed as to our staff during 2020 following the first COVID-19 situation.

People & Culture confirmed the extension of this approach during 2021.

We undertook reviews as to our Office Manager and Welfare Coordinator where there were probationary requirements or prior to a longer-term renewal of contracts.

There have been no reviews completed for our Ministerial Team members over this period.

We are required under Presbytery requirements and guidelines to undertake annual reviews apart from in significant circumstances.

We are delighted with our whole process management throughout the COVID lockdowns and our ability to proceed.

People and culture will come forward to Church Council with a modified approach for 2022.

Ken Coutts, Treasurer and Convenor of People & Culture