

# GLEN WAVERLEY UNITING CHURCH

---

## MEETING OF THE CONGREGATION

---

To be held in the Church at 12:00pm on Sunday 20th November 2022 - following a shortened 11:00am worship.

📄 A printable version of this agenda and key documents is attached.

## AGENDA

---

### 1. Welcome and Apologies

---

Apologies:

### 2. Prayer

---

### 3. Appointment of Chair

---

As advised at the March 2022 meeting of the congregation, nominations are sought for chair of meetings of the congregation for a period of five years. John Snare is one candidate.

**Proposed resolution: This meeting of the Congregation of the Glen Waverley Uniting Church appoints xxxx as chair of meetings of the congregation for a period of five years.**

### 4. Confirmation of Minutes of Meetings held on 14th March 2022 and 11th September 2022

---

The minutes of the March meeting of the congregation are at [CongMeetingMinutes20220306](#)

The minutes of the September meeting of the congregation are at [CongMeetingMinutes20220911](#)

### 5. Report of Election of Church Councilors

---

Following an election on 6th November 2022, AlisonClarkson, VidaFoo, SusanKaroly, and WendyPepper were elected as Church Councilors for 2023. A report of the election is at [CongMeetingReport20221106](#)

## 6. Reports and Recommendations

---

### 6.1. Ministry Team Report

---

Some good news about some of our programmes (for information)

### 6.2. Church Council Report

---

### 6.3. Finance Report

---

#### 6.3.1. 2023 Budget

---

📎 A summary of the proposed budget for 2023 is attached.

**Proposed Resolution: This meeting of the Congregation of the Glen Waverley Uniting Church approves the Budget for 2023**

Proposed by KenCoutts, GWUC Treasurer

#### 6.3.2. Endowment Fund

---

The endowment fund no longer suits the needs of the congregation. It is proposed to change the arrangements for bequests and the funds in the endowment fund. Information concerning background and recommended action follows the budget information in the 📎 budget document.

**Proposed resolution: This meeting of the Congregation of the Glen Waverley Uniting Church approves the following proposal.**

1. The Functions and Framework of our Current Endowment fund have been made largely obsolete through changes implemented through Synod as to the receipt and use of Bequests and gifts. All Bequests and gifts with defined tied actions and processes now being centralised through Synod Secretariat.
2. Authorise Finance Committee to initiate actions to close the existing Endowment fund and develop processes for a new Endowment fund to enable receipt by GWUC of untied bequests. This Fund to be maintained within the GWUC.
3. Agree to recommendations to close and terminate the existing Endowment Fund framework. Terminate the associated rules where capital received is/was assumed as perpetual capital and for interest to be available for projects progressed through Church Council and approved by the Congregation.
4. Existing Endowment fund will be closed by approval from the congregation with funds to be transferred in total being Capital and Accumulated interest to a Reserve within the Equity Section of GWUC Balance Sheet from the date of the Congregation Meeting but not later than 31 December 2022.
5. Confirm the development of a revitalised Endowment fund and associated rules, following the decision to cancel and close the existing fund, because its functionality/definitions have had been compromised by the Changes of Synod.
6. Complete a formal letter to the existing Trustees thanking them for their involvement. This to be signed off by Chairperson of Church Council and Treasurer. There will be no Trustees under the new Fund because it will operate within the controls of GWUC

Balance Sheet and the authority of Church Council and Finance Committee.

7. Develop new rules for use of the Existing funds transferred from the independent Endowment fund to the Endowment fund reserve within GWUC Balance Sheet.
8. Continue to complete independent Audit of the existing Endowment fund through our auditors Yates and Partners for the Financial Year 2022.
9. From 2023 year the Endowment fund will sit within our GWUC Balance Sheet and will be Audited as part of GWUC and not as a separate entity.
10. Complete new definition and processes for a new Endowment fund. Undertake the development of a new detailed marketing profile for Bequests (untied) for presentation to GWUC congregation in early 2023.

Proposed by Ken Coutts, GWUC Treasurer

## **6.4. People and Culture Report**

---

## **6.5. Property Report**

---

## **7. Other Business**

---

Although not essential, it would help the chair manage the agenda and time if members of the congregation could let the chair know before the meeting of matters that they would like discussed.

## **8. Benediction**

---

CongMeetingAgenda20221120 (last edited 2022-11-07 20:01:15 by JohnSnare)

Draft 1 1 November 2022

**Resolution Budget and Financials for 2023.**

Finance Committee and Church Council have reviewed the Budget documents and recommend the Approval by the Congregation of the Budget for 2023.

**Resolution re The Endowment Fund and its Future.**

The detailed paper presented by our Treasurer and Finance Committee to the Congregation summarising the Review outcomes and detailed recommendations as to the existing Endowment Fund has been reviewed by Church Council and is now recommended to the congregation for approval.

These recommendations incorporate the summary presented to Church Council on 12<sup>th</sup> October 2022.

## Report to Congregation Meeting - 20 November 2022

### Final Budget 2023 - (Reduced MOW/Pastor)

#### UCA - GLEN WAVERLEY

January 2023 to December 2023

<b>Account</b>	<b>Total</b>
<b>Income</b>	
Donations and Interest	\$9,000.00
Offering	\$280,800.00
Offering - Other (4-1180)	\$30,504.00
Rental Income (incl. Toilet Cleaning Levy)	\$94,008.00
Receipts - General	\$20,808.00
Receipts - Welfare Coordinator (4-2050)	\$4,000.00
Receipts - Welfare	\$23,604.00
<b>Total Income</b>	<b>\$462,724.00</b>
<hr/>	
<b>Less Operating Expenses</b>	
Audit Fees (6-4555)	\$2,496.00
Contributions to Mission and Service Giving (6-1180)	\$48,000.00
CSPS Fees (6-1001)	\$996.00
Expenses - Church Council	\$1,608.00
Expenses - General	\$33,444.00
Expenses - Property	\$91,896.00
Expenses - Welfare	\$11,508.00
Ministers Stipends & Allowances (6-1020)	\$134,508.00
Staffing and Office Administration	\$83,565.00
Transfer to Deferred Maintenance (6-5350)	\$5,004.00
<b>Total Operating Expenses</b>	<b>\$413,025.00</b>
<hr/>	
<b>Net Surplus</b>	<b>\$49,699.00</b>
<hr/>	

Good morning to everyone here at GWUC,

I commence by suggesting that the presentation of this budget to you for approval has been a painstaking challenge and the Finance Committee has delivered an outcome which presents a challenge. We need our community and congregation to step up to drive change and success.

For some 3-4 years Finance Committee has been expressing the financial strategic challenges and imperatives which are now challenging GWUC and its leaders.

The last Congregation meeting represented a water shed for the whole GWUC community. I apologise for my absence, but understand that the congregation unanimously supported the continuation of 2 FTE for a further 5 year period.

A stunning commitment given where we find ourselves. We provided Church Council with all of our thoughts and detailed information, the declining revenues and shortfall in Offerings post Covid, our uncertainty as to the ability to meet our expenditures, the challenge of our program aspirations and the fact that we were running down the reserves established by our predecessors.

We highlighted that our revenues through our giving was declining by 1 ½ % per annum yet our expenses were increasing by 3%.

You accepted the challenge and Church Council is now running “the Appeal” seeking an annual increase in Giving and Offering. I thank you at the starting point and I will be even more satisfied when we achieve the \$30,000 increase sought per annum for the next 5 years.

The Budget figures submitted to support our employment of 2 FTE plus our other staff include the proceeds from the Appeal using the \$30,000 for 2023 and for the subsequent 5 years.

The 2023 Financial projections also assume that we have an extended period without one of our team and that the replacement of Rev Neil Peters will occur late 2023. We also provided for Supply ministry resources to help us thorough but that in itself remains a challenge.

#### **GWUC –Budget and Plan 2023 Final.**

The challenges of presenting a Financial Budget and Plan for GWUC in 2023 are complicated by several changes which are detailed below:

- Uncertainties in relation to obtaining replacement for Alanee Hearnshaw with no appointee assumed likely until July 2023;
- Ability to attract relief and supply ministry (which is constrained in the immediate term);
- Continuing work being progressed by JNC as to the replacement of Rev Neil Peters and the timings and overlap arrangements;
- Congregation approval at recent Congregation Meeting in September to support and fund the financial means of maintaining two FTE via an Appeal being progressed and implemented in late October through December 2022.
- Use of Jemma Graham for period February 2023- Easter, given her availability for this period to settle the Children’s ministry;
- Likely receipt of funds from Kingsway Welfare foundation for part funding of Welfare Coordinator.

In addition, to these factors we see significant cost increases through Inflation pressures and through Ministry and Staff stipends and allowances likely to increase by a minimum of 3%

**The Appeal process following the congregation meeting and support for 2 FTE is now being actioned with an ambitious target of \$30,000 per annum. That becomes central to our ability to fund and deliver going forward but particularly in the years beyond 2023. We have planned for this amount to be achieved and have budgeted to include it in our 2023 projections.**

We have made several assumptions, relative to the above issues, which significantly impact this plan process.

We have anticipated that we will not have a replacement in place for Alanee in the modified role until July 2023.

We have anticipated receiving a minimum of \$4,000 from Kingsway Welfare foundation as part contribution to the salary cost of our Welfare Coordinator.

The outcomes from adoption of these assumptions:

#### **Receipts and Income.**

- The Offering – direct giving has been increased slightly to reflect the changes of the last couple of months prior to the Appeal.
- The Offering –Envelopes is assumed to increase to close to our plan for 2022 despite the disappointing response throughout 2022.
- The Offering-Open Plate has also been returned to approximately the planned 2022 levels.
- We have also increased our rental income to \$86,000 (input from Property and Office Manager). We are then close to maximum return from Rental of our property
- We have included \$4,000 from Kingsway Welfare foundation (achievable).
- Assume receive Henry Shaw Grant of \$5,000 in Oct 2023.
- Assumed we will have an accumulated Welfare Receipt of about \$12,000 for 2023 which also includes the accrual/ transfer from 2022.
- Haven't built in a Fete.

#### **Expenditure Items**

-We have adopted a Mission & Service contribution figure of \$48,000 but will also seek to increase in Nov 2023 (if applicable to Say \$53,000).

-Tightened our Cleaning expense.

-Have increased Insurances to \$23,000 in line with recent Invoice received.

-Have tightened Property Maintenance expenditure.

-Reduced Stipends and Min Benefits to an Average of \$11,200 per month being a reflection of 1 FT Minister for the year and a second FTE for 5 months. Total is expected to be \$134,508. We are really using approx. \$8,000 for first 6/7 months then \$15,500 for the balance of the year with 2 FTE

-Reduced Superannuation by \$800 per first 7 months. To a total of \$22,485.

### Summary.

As a consequence of the Appeal and inclusion of \$30,000 additional income together with a significant saving in our Expense upon Salaries and Benefits reflecting 1 FTE for the year and 5 months of the second where we save \$52,000 and Superannuation of \$4,500 we see a significant change, albeit a short term arrangement.

Based upon these assumptions and extensions we would achieve a Surplus of approximately \$50,000 based upon Revenue of \$462,724 against expenditure of \$413,025 for 2023. That is a sound result which will add to our retained earnings within the Balance Sheet for the short term and then be expended as we progress over the 5 year term. But it masks a potentially uncomfortable future.

Underlying this result is self explanatory saving in Staff Costs of say \$56,500. We still use the funds planned and derived from the Appeal process. We cannot and must not delay that process and the timings of receipts. We must not under achieve.

***If we had 2 FTE Staff members from January to December 2023, we would likely break even. The imperatives remain. To raise all of the projected funds through the appeal that the Congregation approved and accepted remains the challenge.***

We haven't brought to account an item for Workcover. We recently received the increased invoice for 2022-2023 of \$3,800. My best guess would be something like \$4,000 but will await advices from Synod

Should this be achieved and we replace the modified role in say July / August 2023 through the JNC process we would carry forward the resultant Surplus into our retained earnings for use in 2024 and beyond. Naturally we understand the need for a replacement as soon as possible.

Any incremental reduction in Funds obtained though the Appeal materially reduces the 2023 surplus, whilst also impacting the subsequent year's revenue stream and also means we would require the use of previously accumulated Funds from Retained Earnings in forthcoming years. Similarly, any earlier replacement has significant implications.

***For 2023 we have maintained all programs although there is an undeniable tightening.***

We cannot assure that this can continue going forward.

As a final observation after we expend the Marriott Bequest funds in late 2022 we will have cleaned up our Balance Sheet.

Our Balance Sheet and in particular our retained earnings will reflect surplus accumulated funds of approximately \$140,000 -150,000.

We will also bring the Endowment fund balance of \$69,000-70,000 into the Balance Sheet in 2023.

Our funding table is tightening as we have continued to use and avail of funds generated and saved by our predecessors and as our current revenue streams are insufficient to meet our operational expenditures.

**Budget and Cash flow Projections for Presbytery and JNC activities.**



We adopted these Budget assumptions and the resultant figures for 2023 as the commencing framework to complete the Financial Budget and Projections for use by PRC and JNC for the 5 year period. That has been finalized and submitted.

***We will assume that the \$30,000 is achieved and then continues annually throughout the 5 year period with minimal slippage. We cannot commit and comfortably survive without achieving this appeal outcome for the whole period.***

We have been incurring revenue reductions (primarily via offering reductions) over several years of approximately 1.5% whilst our costs have increased by approximately 2.5 to 3.0% again in terms of our Staff costs and oncosts.

Appreciate the outstanding work of Joanne and Finance Committee to get to this point

We thank Church Council and The Congregation for their appetite in accepting the financial challenges which facilitate the projections within our budget. Now over to you !

We are pleased to answer any queries.

Regards

## **Memo to GWUC - Finance Committee and Church Council.**

### **The Endowment Fund – Now and The Future**

#### **Its role at GWUC- Recommendations as to the Way Forward.**

For a period, Finance committee has been wrestling with and considering the current and prospective role and arrangements of the Endowment Fund. The Endowment Fund was established with the intention of creating a vehicle into which Congregation members could contribute Donations and Bequests from Wills which would see the Capital retained in perpetuity and invested on a perpetual basis and the interest available for Church Council to make decisions as to appropriate projects.

As a committee, but driven by the Treasurer, we have come to question the ongoing relevance and practical efficacy of the Endowment Fund given that we have received only a small number of Bequests from Estates via Wills etc.

However, we are also wary to recommend actions because there are good grounds to argue that whilst it hasn't been promoted or marketed, we do not know and will not know who has made provision for funds to be directed to GWUC or Synod through Wills over subsequent years etc.

We have also experienced challenges with Wills and Bequests where there are specific actions stipulated (e.g., Marriott and now the Falconer Bequest) or in the case where people have directed funds though the Bequest framework defined by Synod (e.g., Gwenda Henry) where this has caused administrative challenges.

GWUC is a wealthy and generous congregation, and we continue to receive donations for a variety of items, perhaps last year's Welfare Appeal following the cancellation of the Fete where \$10,000 approx. was donated by Congregation members, to support our Welfare Program, exemplifies our situation. An amazing demonstration of both commitment, support, and compassion.

In addition, we have many people donating clothing and food parcels.

The Endowment Fund as planned and executed by Roger Vass and his Committee was intended to provide the vehicle for the Congregation to continue their donating by making generous Bequests through their wills and Estates for the long-term benefit for the congregation and in terms of providing financial security and stability.

competing effectively against this opposition which is aggressively marketing themselves and seeking Bequests and gifts

Whilst the need to promote is well understood, it has not occurred and there has been a reluctance and reticence to discuss and engage as to this fund. Examples of comments made in relation to promotion and marketing are as follows:

- Don't want to be seen to be promoting or selling to people on their Death bed
- It isn't us, as Christians, to be selling
- We shouldn't talk as to Finances, but others do.
- Isn't that for the Ministers to do?
- There are enough people and Charities seeking Donations and Synod does something

- Don't want to hassle people when they are ill.

There are a plethora of reasons and excuses, some valid others not, as to why we haven't and cannot engage. Whilst that may seem correct and may be right and with an ageing demographic perhaps there is no realistic and appropriate time to talk and discuss what can be a touchy and very personal subject.

Therefore, we have (by our inaction) failed to tap into a significant group of people who over prior and subsequent years will be planning and deciding as to the allocation of funds under their Wills and Estates both to family members and other groups such as Clubs, Charities and other Not for Profits all seeking donations and funds from Estates, Bequest and Gifts.

We suggest that we have an obligation to our Congregation to provide both materials and advice (not in-terms of financial advice under the law) but in terms of what we have, that may allow them to give funds or provide for funds to an organisation, their Church, to which they have been passionately committed over many years. In many cases their sporting clubs, football clubs etc all have well documented policies and products available to allow them to add these to their Wills and Estates.

Significant changes initiated by Synod have also reduced the ability of GWUC to control and manage any items of Bequests received where there are tied actions. These are now Centralised within Synod Property Secretariat who have been entrusted with the handling of donations and Bequests apart from those received without any strings. We maintain a sound relationship with Karen Bell as to these issues and actions. However, going forward we will no longer have access directly to tied items in any Bequest. This significantly impacts the former role of the Endowment fund.

As a consequence of the detailed review by Finance Committee we recommend the following actions to Church Council and The Congregation Meeting in November 2022.

### **Recommended Actions.**

- 1 The Functions and Framework of our Current Endowment fund have been made largely obsolete through changes implemented through Synod as to the receipt and use of Bequests and gifts. All Bequests and gifts with defined tied actions and processes now being centralised through Synod Secretariat.
- 2 Authorise Finance Committee to initiate actions to close the existing Endowment fund and develop processes for a new Endowment fund to enable receipt by GWUC of untied bequests. This Fund to be maintained within the GWUC
- 3 Agree to recommendations to close and terminate the existing Endowment Fund framework. Terminate the associated rules where Capital received is/ was assumed as Perpetual Capital and for Interest to be available for projects progressed through Church Council and approved by the Congregation.
- 4 Existing Endowment fund will be closed by approval from the congregation with funds to be transferred in total being Capital and Accumulated interest to a Reserve within the Equity Section of GWUC Balance Sheet from the date of the Congregation Meeting but not later than 31 December 2022.

- 5 Confirm the development of a revitalised Endowment fund and associated rules, following the decision to cancel and close the existing fund, because its functionality / definitions have had been compromised by the Changes of Synod.
- 6 Complete a formal letter to the existing Trustees thanking them for their involvement. This to be signed off by Chairperson of Church Council and Treasurer. There will be no Trustees under the new Fund because it will operate within the controls of GWUC Balance Sheet and the authority of Church Council and Finance Committee
- 7 Develop new rules for use of the Existing funds transferred from the independent Endowment fund to the Endowment fund reserve within GWUC Balance Sheet.
- 8 Continue to complete independent Audit of the existing Endowment fund through our auditors Yates and Partners for the Financial Year 2022.
- 9 From 2023 year the Endowment fund will sit within our GWUC Balance Sheet and will be Audited as part of GWUC and not as a separate entity.
- 10 Complete new definition and processes for a new Endowment fund
- 11 Undertake the development of a new detailed marketing profile for Bequests (untied) for presentation to GWUC congregation in early 2023.

Following approval to these changes we will implement the required actions and advance ne processes to Church Council after we have finalised a revitalised Marketing programme for the new simplified Endowment fund at GWUC.

Ken M Coutts

GWUC Treasurer.