

To: The Parish Secretary
From: General Manager/Registrar – Naomi Fountain
Date: 5 December 2017
Subject: **2018 - Annual Parish Meeting**
2018 - Annual Parish Return

Welcome to the Annual Parish Return for 2018.

- As approved at Synod in 2016, Office Bearers and Parish Council members were elected for a 3 year term commencing 2017. *Please note*, as this is the second year of the three year cycle the documentation concerning Parish office bearers is only required where there has been a change of details; we have included a copy of your current officebearers, please check and if required, update and advise of changes to any contact details.
- Where a new appointment to an office has been made, please download a new Parish Officebearers form and complete and return to the Registry.
- Similarly, new Warden and Parish Councillor Declarations will only be required where a new appointment has been made.
- Electronic copies of all forms are available from the website: www.bendigoanglican.org.au
Hard copies of all forms are available on request from the Registry, phone 5443 4711 or email reception@bendigoanglican.org.au
- The Parish Rector/Priest in Charge and Secretary are responsible for ensuring completed Parish Returns are received by the Registry Office as early as possible, but no later than **Friday, 9 March 2018**

Please note the following;

<p>Annual Parish Meeting (APM)</p>	<p>The Parish Administration Act 2010 (PAA 2010) requires that the Annual Parish Meeting shall be held before the 31 March of each year (See PAA 2010) 2.1 (a).</p> <p>The matter of who is eligible to vote is set out in Division 3.3 of the PAA 2010. The Order of Business for the Annual Parish Meeting is set out in Division 4 of the PAA 2010.</p> <p style="text-align: center;">Due to Synod dates in 2018 your APM is required to be held prior to, or on, Friday, 9 March 2018</p>
<p>APM Minutes – Bank signatories</p>	<p>Please ensure that included in the minutes of the APM are any outgoing bank signatories and incoming bank signatories. Banks now require a copy of minutes to change bank signatories for all types of accounts.</p> <p>Notification of change to bank signatories should be made to your financial institutions as soon as possible.</p>
<p>APM Minutes – Australian Taxation Office (ATO)</p>	<p>Please ensure that included in the minutes of the APM are authorised contact person/s and contact details for the ATO. Authorised contact person/s enable the parish to communicate with the ATO. Reasons for direct contact with the ATO are BAS enquiries and/or claiming or payment of GST. APM (or if required another meeting) Minutes are an excellent way of recording authorised contact person/s.</p>

Australian Business Register (ABR)	<p>It is a legal obligation to update details within 28 days of any changes with your registered business details.</p> <p>Please see the enclosed ATO/ABR – Authorised Contact Person/s Sheet, for detail.</p>
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Churchwardens: For nominated and/or newly elected Wardens	<p>It is very important that people are aware of the duties, responsibilities and requirements of the position prior to accepting a nomination.</p> <p>The <i>Churchwardens Agreement</i> is required to be completed and signed by any newly elected Churchwarden, returning this to the Registry following the APM.</p> <p>A reminder also that Parishioners elected to office as a Warden should be members of the Anglican Church of Australia (confirmed or received by a Bishop into the Anglican Church of Australia).</p> <p>In the event of new Churchwardens being elected, A Churchwardens Pack is an important tool for their understanding of the role. If required, copies may be downloaded from the website, under Parish Resources.</p>
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Parish Councillors: For newly elected Parish Council members	<p>It is very important that people are aware of the duties, responsibilities and requirements of the position prior to accepting a nomination.</p> <p><i>The Parish Councillors Agreement</i> is required to be completed and signed, and returned to the Registry Office prior to attending their first meeting.</p> <p>A reminder also that Parishioners elected to office as a Parish Council member should be members of the Anglican Church of Australia (confirmed or received by a Bishop into the Anglican Church of Australia).</p> <p>In the event of new Parish Councillors being elected, A Parish Councillors Pack is an important tool for their understanding of the role. If required, copies may be downloaded from the website, under Parish Resources.</p>
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Lay Ministry Authorisations:	<p>As part of the Diocesan Safe Church strategy the policy document <i>Lay Authorisations and Required Checks</i> was adopted by the Council of the Diocese, and was distributed to parishes in January 2016.</p> <p>Please take this opportunity to check that all your incumbents have met the requirements of this policy, including any newly appointed members. If you are unsure, please contact Sarah to confirm.</p> <p>Please refer to the policy to see the clearance requirements for the various lay positions in your Parish. This is available on the website under Parish Resources_Lay authorisations.</p>
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Documentation required for the first time as part of the Annual Parish Return:	<p>Current Mission Action Plan (MAP)</p> <p>Please include in your Parish Annual Return documentation, a copy of your current mission action plan, and any progress report you may have completed.</p>
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DOCUMENTATION REQUIRED TO BE COMPLETED AND RETURNED EVERY YEAR

1 Parish Financial Return

Consists of 4 parts:

- Copy of final audited financial statements as tabled at the Annual Parish Meeting
- Summary of receipts and payments
- Parish Mission Giving report
- Signed declaration

Parish Financial Guidelines were issued to all Parishes in October 2015. If your Parish requires another copy please contact the Registry Office by phone on 5443 4711 or email reception@bendigoanglican.org.au

The Parish Administration Act 2010 Section 8:7 requires that the Incumbent and the Parish Secretary provide to the Registrar on or before 31 March each year, the audited Annual Parish Returns (that is the audited Annual Financial Statements (Profit & Loss and Balance Sheet) of the Parish Council and every organisation in the parish).

In 2018, all information is required to be returned to the Registry Office **by Friday, 9 March.**

2 Parish Statistical Return

Statistical information is required to provide a current Parish 'snapshot' of the year.

If you have any questions please contact Rhonda or Jackie at the Registry.

Kind regards



Naomi Fountain
General Manager/Registrar