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Legal Name of Entity: Anglican Diocesan Ministry Support Centre

Other Name of Entity: ADMSC

Type of Entity and Legal Basis: The Anglican Diocesan Ministry Support Centre is established under the Code of Canons and Constitution of the Anglican Church in Aotearoa, New Zealand and Polynesia.
The Anglican Diocesan Ministry Support Centre is a registered charity.

Registration Number: CC56265

Entity Purpose or Mission:

The ADMSC primary function is to provide services and resources to support the Anglican Diocese of Christchurch in the advancement of the Christian religion.

- be responsible for the administration of the Diocese.
- provide administrative support to the running of Synod.
- be the vehicle through which the Diocese employs ministry staff to assist ministry units carry out mission and ministry as determined by Synod.
- make funding applications to further the mission and ministry of the Diocese.
- provide administrative support services to the ministry units of the Diocese.

Entity Structure:

Governance Structure:

The Anglican Diocesan Ministry Support Centre is governed by the Diocesan Statutes and Regulations of the Anglican Diocese of Christchurch and the Anglican Diocesan Ministry Support Centre Statute 2018.

Operational Structure:

The ADMSC Governance Board acts as the governing body of the Anglican Diocesan Ministry Support Centre; comprising the Bishop, three members from Standing committee and up to two members co-opted by the Anglican Diocesan Ministry Support Centre Governance Board for specialist skills. The manager of the Anglican Diocesan Ministry Support Centre attends in an ex officio capacity.

The membership of the Standing committee members on the governance board is reviewed annually by Standing Committee at their first meeting following Synod.

The role of the Governance Board is to provide strategic direction on the management of the Anglican Diocesan Ministry Support Centre and fulfil the statutory reporting obligations. The Governance Board must meet not fewer than six times per year.

The financial management of the Anglican Diocesan Ministry Support Centre is the responsibility of the ADMSC Manager who will delegate to appropriately qualified and trained staff in the Anglican Centre.

Main Sources of the Entities Cash and Resources:

The entity relies on the following income sources to cover operating costs:

- Donations & grants
- Investment income

Main Methods Used by the Entity to Raise Funds:

The Anglican Diocesan Ministry Support Centre does not undertake fund raising activities.

Entity Reliance on Volunteers and Donated Goods or Services:

The Anglican Diocesan Ministry Support Centre relies on volunteers for the Governance Board, with Board members volunteering their time and expertise to attend bi-monthly meetings and provide strategic direction on the management of the Centre.

Contact Details

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ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF SERVICE PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



Description of the Entity's Outcomes:

The principal function of the Anglican Diocesan Ministry Support Centre is providing both ministry and administration support and services for the parishes of the Diocese of Christchurch.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2019 Actual
<p>Ministry & Mission:</p> <p><u>Training & Courses:</u></p> <p>Clergy Professional Development - Number funded 43</p> <p>Lay Training Development - Number funded 102</p> <p>Clergy Conference 85</p> <p>Post Ordination Training - Number of Clergy 13</p> <p>Deacons Formation - Number of Deacons 12</p> <p>Deacons Retreat - Number of attendees 10</p> <p>Boundaries Education Courses - Number held 4</p>	
<p><u>Ministry Staff Employed:</u> (Number of positions) FTE</p> <p><u>Training & Education Ministry Staff:</u></p> <ul style="list-style-type: none"> - Parish ministry & mission support 0.30 - Education & post ordination training 1.19 - Rural Anglican ministry support 0.10 <p style="text-align: right;">1.59</p> <p><u>Children, Youth & Young Adults Ministry Staff:</u></p> <ul style="list-style-type: none"> - Children's ministry 0.32 - Youth ministry 0.94 - Young adults ministry 0.75 - Youth mental health 0.75 <p style="text-align: right;">2.76</p> <p><u>Social Justice Staff:</u></p> <ul style="list-style-type: none"> - Social Justice Advocate 0.1 <p><u>Chaplaincy Funding:</u> (Number of positions) FTE</p> <p>Christchurch Hospital 0.75</p> <p>Canterbury & Lincoln Universities 0.5</p> <p>Westland Anglican Regional Ministry Unit 0.75</p>	

ANGLICAN DIOCESE OF CHRISTCHURCH
STATEMENT OF SERVICE PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



Description and Quantification (to the extent practicable) of the Entity's Outputs:	2019 Actual
<u>Other Grant Funding (SPF):</u> Clergy Study Leave Fund - Number of clergy funded Curates in Training Fund - Number of curates funded Diocesan Earthquake Fund: - Operational grant for Chch Cathedral - Operational grant for ADMSC 'Selwyn Foundation - Care of the Elderly Fund: - Number of centres funded (operating at parishes)	 1 4.6 1 1 6
<u>Communications:</u> Anglican Life magazine (6 issues) - Number printed Anglican e-Life Weekly Newsletter - Number of recipients Anglican Resource Centre - Library items issued	 5,500 1069 355
Administration & Finance: <u>Diocesan Accounting Scheme:</u> - Number of parishes & Cathedral - Number of other Anglican entities <u>Centralised Payroll System:</u> - Number of clergy (year end) - Number of lay persons (year end)	 28 3 78 123

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
SUMMARY STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



	Actual 2019 \$	Budget 2019 \$
REVENUE		
Donations & other similar revenue		
Donations		
General Operations	843,692	823,604
Special Purpose Funds	68,149	-
Grants & Endowments		
General Operations	822,175	676,582
Special Purpose Funds	7,876	-
	1,741,891	1,500,186
Revenue from providing goods & services	116,327	51,160
Interest & other Investment Income	98,213	5,150
Other Revenue	1,253	2,000
	1,957,685	1,558,496
EXPENSES		
Volunteer & employee related costs		
General Operations	943,268	849,397
Special Purpose Funds	101,427	-
	1,044,695	849,397
Costs related to providing goods & services		
Administration and Finance	242,493	242,199
Ministry and Mission	263,306	158,755
	505,799	400,954
Grants & donations paid	417,898	349,580
Other expenses	9,345	17,679
	1,977,736	1,617,610
Net Surplus (Deficit) for year	(20,052)	(59,114)
SUMMARY		
General Operations	19,159	(59,114)
Special Purpose Funds	(39,211)	-
Net Surplus (Deficit) for year	(20,052)	(59,114)

This statement is to be read in conjunction with the Audit and Notes to the Performance Report

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



REVENUE	Note	Actual 2019 \$	Budget 2019 \$
Donations & other similar revenue			
Donations - General Operations:			
Parish Quota	5	803,690	798,581
Donations - General		15,000	-
Donations - WARM Parish Contributions		25,002	25,023
		<u>843,692</u>	<u>823,604</u>
Donations - Special Purpose Funds:			
Bishop's Mission Fund		4,153	-
Clergy Study Leave		56,391	-
Curates in Training		275	-
Diocesan Earthquake Fund		500	-
Elder Care Fund		892	-
Kate Gerrard Bequest		45	-
Ordination Candidates		2,190	-
Personal Sickness Insurance		3,427	-
Sister Eveleen Retreat House		275	-
		<u>68,149</u>	<u>-</u>
		<u>911,840</u>	<u>823,604</u>
Grants and Endowments:			
Bequest - HT Clifford (SPF)		7,876	-
Grant - Anglican Pension Board (Chaplain for Retired Clergy)		750	750
Grant - Archdeacons		-	1,250
Grant - CPT General Trust Estate	5	373,132	369,132
Grant - Ministry of Social Development (Youth)	4	1,567	-
Grant - St John's College Trust Board (Operational)	4	306,458	305,450
Grant - St John's College Trust Board (Episcopal Support)		65,000	-
Grant - St John's College Trust Board (Special Projects)	4	75,268	-
		<u>830,051</u>	<u>676,582</u>
		<u>1,741,891</u>	<u>1,500,186</u>
Revenue from providing goods & services			
Parish Accounting Service Fees	5	66,200	51,160
Deacons Retreat Fees		926	-
Youth Ministry - Event Income		8,302	-
Young Adults Ministry - Event Income		34,212	-
Sister Eveleen Retreat House Fees (SPF)		6,687	-
		<u>116,327</u>	<u>51,160</u>
Interest and other Investment income			
Interest Income	5	8,570	5,150
CPT Investment Income (SPF)	5	89,643	-
		<u>98,213</u>	<u>5,150</u>
Other Income			
Sundry Income		1,253	2,000
TOTAL REVENUE		<u><u>1,957,685</u></u>	<u><u>1,558,496</u></u>

This statement should be read in conjunction with the Audit Report and Notes to the Performance Report

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



EXPENSES	Note	Actual 2019 \$	Budget 2019 \$
Volunteer & employee related costs			
General Operations:			
ACC Levies		295	-
Allowances - Archdeacons		4,028	2,565
Bishops Mission Fund payouts (SPF)		5,079	-
Clergy Support - Removal Costs		4,913	5,000
Clergy Retirement Fund Subsidy		2,000	2,500
Employee Costs - Admin Staff		568	1,000
Honorarium - Chaplaincy for Retired Clergy		1,083	1,000
Stipend - Archdeacons		10,012	4,000
Stipend & Wages - Ministry Educator		95,147	47,266
Stipend - Mission Developer		18,682	61,987
Stipend - Rural Life Developer		5,974	5,930
Stipend & Wages - Social Justice Enabler		3,381	29,718
Stipend - WARM Ministry Enabler		54,966	54,461
Stipend & Wages - Young Adults Ministry		45,804	44,432
Travel - Archdeacons		9,618	8,000
Travel - Committees & Admin Staff		7,696	8,000
Travel - Ministry Team		24,183	22,500
Wages - Administration (SLA)	5	524,708	463,150
Wages - Children's Ministry		20,046	30,874
Wages - Youth Ministry		60,805	57,014
Wages - Youth Mental Health Educator		44,280	-
		943,268	849,397
Special Purpose Funds:			
Chch Archdeaconry Endowment payouts		239	-
Clergy Resettlement payouts		44,189	-
Clergy Study Leave payouts		14,051	-
Elder Care stipends & wages		42,272	-
Personal Sickness Insurance payouts		675	-
		101,427	-
		1,044,695	849,397
Costs related to providing goods & services			
Administration and Finance:			
Accommodation costs (SLA)	5	162,131	160,568
Catering costs - Committees		7,167	8,000
Equipment costs (SLA)	5	10,746	9,328
Insurance - Public & Professional liability		18,543	23,160
Printing, Stationery and Postage (SLA)	5	19,750	17,214
Sundry Administration costs		4,539	4,500
Telecommunications & IT costs (SLA)	5	19,617	19,429
		242,493	242,199

This statement should be read in conjunction with the Audit Report and Notes to the Performance Report

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



EXPENSES (continued)	Note	Actual 2019 \$	Budget 2019 \$
Ministry and Mission:			
Anglican Resource Centre		9,250	10,500
Archdeacons Retreat		-	2,000
Bishops Discretionary expenditure		40,082	-
Boundaries Education and Monitoring		3,176	12,750
Clergy Mini Conference		1,345	-
Coaching & Counselling costs - Young Adults		-	2,000
Communications and Media (SLA)	5	63,031	51,525
Conferences & Special Services		1,094	1,250
Ministry Team - Events & Workshops		17,015	11,500
Ministry Team - Young Adults Special projects		66,027	-
Ministry Team - Hospitality		3,942	3,000
Ministry Team - Resources & Materials		4,823	3,500
Ministry Team - Telecommunications		2,919	2,100
Sister Eveleen Retreat House - expenses		8,078	7,730
Sundry Ministry expenses		41	-
Training Support & Education - Clergy		18,448	18,400
Training Support & Education - Lay Training		14,971	15,000
Training Support & Education - Ordinands		3,988	17,500
Elder Care expenses (SPF)		1,446	-
Ordination Candidates Fund payouts (SPF)		1,083	-
Sister Eveleen Retreat House expenses (SPF)		2,547	-
		263,306	158,755
		505,799	400,954
Grants & donations paid			
Anglican Care Grant		6,000	6,000
Archdeacon grants to parishes		35,833	17,500
Cathedral Quota Grant		30,000	30,000
Chaplaincies - Canterbury University Grant		25,755	25,755
Chaplaincies - Christchurch Hospital Grant		59,449	59,449
Chaplaincies - Lincoln University Grant		12,878	12,878
Chaplaincies - Timaru Hospital Grant		8,250	8,250
Joint Regional Committee Grant		250	250
Third World Debt Reduction Grant		9,498	9,498
Bishop's Discretionary Fund (SPF)		5,007	-
Canterbury Earthquake Fund (SPF)		50,000	-
Church Extension Fund (SPF)		4,882	-
Curates in Training Fund (SPF)		170,095	180,000
		417,898	349,580

This statement should be read in conjunction with the Audit Report and Notes to the Performance Report

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2019



EXPENSES (continued)	Note	Actual 2019 \$	Budget 2019 \$
Other expenses			
Audit Fees		5,000	4,100
Depreciation	1	1,026	3,079
Interest expense	5	788	500
Legal/Consultancy Services		2,532	10,000
		9,345	17,679
TOTAL EXPENSES		1,977,736	1,617,610
Net Surplus (Deficit) for year		(20,052)	(59,114)

This statement should be read in conjunction with the Audit Report and Notes to the Performance Report

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2019



	Note	\$	2019 \$
EQUITY			
Accumulated Funds			19,159
Reserves			2,902,614
TOTAL EQUITY			<u><u>2,921,773</u></u>
 ASSETS			
CURRENT ASSETS			
Bank Accounts & Cash			
Petty Cash Float		300	
ANZ Cheque & Call Accounts		587,398	
CPT Call Account	5	48,680	
Diocese Current Account	5	1,887	
		<u>638,265</u>	
Other Current Assets			
Debtors & Prepayments		178,497	
Goods & Service Tax		19,696	
Cathedral Loan (ex Special Purpose Funds)	3	180,000	
		<u>378,193</u>	
Total Current Assets			<u>1,016,458</u>
 NON CURRENT ASSETS			
Investments			
Special Purpose Fund Investments:			
CPT Fixed Income Fund	5	2,118,579	
CPT Balanced Growth Fund	5	26,478	
		<u>2,145,057</u>	
			2,145,057
Plant & Equipment	1		<u>4,098</u>
Total Non Current Assets			<u>2,149,155</u>
TOTAL ASSETS			<u><u>3,165,613</u></u>

This statement should be read in conjunction with the Audit Report and Notes to the Performance Report

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL POSITION
 AS AT 31 DECEMBER 2019



	Note	\$	2019 \$
LIABILITIES			
CURRENT LIABILITIES			
Creditors & Accrued Expenses		166,139	
Employee Costs Payable		23,688	
Unused Grants with Conditions	4	41,986	
Parish Current Accounts	5	12,027	
		243,839	243,839
TOTAL LIABILITIES			243,839
NET ASSETS			2,921,773

Chairperson *[Signature]*

Date: *1 July 2020*

Finance Manager *Alexander*

Date: *1 July 2020*

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF MOVEMENTS IN EQUITY
 FOR THE YEAR ENDED 31 DECEMBER 2019



	Note	2019 \$
EQUITY		
ACCUMULATED FUNDS		
Net Surplus (Deficit) for the year		(20,052)
Transfers (to) / from Special Purpose Funds		39,211
		<u>19,159</u>
Closing Balance		<u>19,159</u>
RESERVES		
Capital Contribution		
Opening Balance		-
Capital Contribution from Diocese of Christchurch	6	2,941,825
Transfers to Special Purpose Funds		(2,364,268)
		<u>577,557</u>
Closing Balance		<u>577,557</u>
Special Purpose Funds		
Opening Balance		-
Transfers from Capital Contribution Reserve		2,364,268
Transfers (to) / from Accumulated Funds		(39,211)
		<u>2,325,057</u>
Closing Balance		<u>2,325,057</u>
Total Reserves		<u>2,902,614</u>
TOTAL EQUITY		<u><u>2,921,773</u></u>

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED 31 DECEMBER 2019



	2019
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash was received from:	
Donations, fundraising and other similar receipts	1,783,877
Receipts from providing goods or services	116,327
Interest and other investment receipts	8,570
Other revenue	1,253
	1,910,028
Net GST	(19,696)
Cash was applied to:	
Payments to suppliers and employees	1,547,915
Donations or grants paid	417,898
	1,965,813
Net Cash Flows from Operating Activities	(75,481)
 CASH FLOWS FROM INVESTING & FINANCING ACTIVITIES	
Cash was received from:	
Receipts from reduction of investment loans	-
Capital Contribution from Diocese of Christchurch	572,429
Receipts from the sale of plant and equipment	1,739
Receipts from reduction of CPT investments	399,291
	973,459
Cash was applied to:	
Payments to advance investment loans	-
Payments to acquire plant and equipment	1,735
Payments to increase CPT investments	270,005
	271,740
Net Cash Flows from Investing and Financing Activities	701,719
Net Increase / (Decrease) in Cash	626,238
Opening Cash	-
Closing Cash	626,238
 THIS IS REPRESENTED BY:	
Petty Cash Float	300
ANZ Cheque & Call Account	587,398
CPT Call Account	48,680
Diocese Current Account	1,887
Parish Current Accounts	(12,027)
Bank Accounts and Cash	626,238

This statement is to be read in conjunction with the Audit Report and Notes to the Performance Report

Name of Fund	Note	BALANCE 1 Jan 2019	Transfers in 1 Jan 2019	----- FUND MOVEMENTS -----					BALANCE 31 Dec 2019
				External Contn's	Diocese Contn's	Investment Income	External Payments	Internal Transfers	
SPECIAL PURPOSE FUNDS									
General Parochal Purposes:									
Children's Ministry Fund	1	-	10,969			452			11,421
Church Extension Fund	2	-	97,360			3,888	(4,882)		96,366
		-	108,328	-	-	4,340	(4,882)	-	107,787
Funds for Benefit of Clergy:									
Clergy Resettlement	3	-	219,999			8,492	(44,189)		184,302
Operating Funds:									
Clergy Study Leave	4	-	246,328	56,391		10,895	(14,051)		299,562
Curates in Training	5	-	3,113	275	180,000	152	(170,095)		13,445
Local Shared Ministry Reserve Pool	6	-	16,232			669			16,901
		-	265,672	56,666	180,000	11,716	(184,147)	-	329,908
Other Specific Purpose Funds:									
Outreach	7	-	19,580			807			20,388
Kate Gerrard Bequest	8	-	7,967	45		330			8,341
Resource Centre Equipment Reserve	9	-	12,456			514			12,970
Archives John Hendry Trust	10	-	2,169			89			2,258
Bishop's Discretionary Fund	11	-	7,301			270	(5,007)		2,564
Companion Diocese	12	-	13,778			567			14,345
Mediation Reserve	13	-	616			25			641
Personal Sickness Insurance Fund	14	-	129,851	3,427		5,360	(675)		137,963
Ordination Candidates Fund	15	-	27,462	2,190		1,151	(1,083)		29,720
Diocesan Earthquake Fund	16	-	321,137	500		4,329	(100,000)		225,965
Elder Care Fund	17	-	702,376	1,132		28,371	(43,958)		687,921
Parish Support Fund	18	-	108,586			4,478			113,064
Evangelistic Work (Saving Souls)	19	-	17,358			716			18,073
Sister Eveleen Retreat House Fund	20	-	13,212	6,962		587	(2,547)		18,214
The Bishop's Mission Fund	21	-	325,471	4,153		13,422	(5,079)		337,967
		-	1,709,320	18,410	-	61,016	(158,349)	-	1,630,396
TOTAL SPECIAL PURPOSE FUNDS		-	2,303,320	75,076	180,000	85,565	(391,567)	-	2,252,393
BEQUESTS AND ENDOWMENTS									
St Faiths Religious Education - Capital	22	-	5,630			705		(122)	6,214
St Faiths Religious Education - Income	22	-	8,129			336		122	8,586
Archdeaconry of Christchurch Endowment	23	-	11,079			1,388	(239)		12,228
		-							-
Bishop's Ordination Candidate	24	-	36,111			1,489			37,600
Clifford H T Bequest	25	-		7,876		160			8,036
TOTAL BEQUESTS AND ENDOWMENTS		-	60,949	7,876	-	4,078	(239)	-	72,664
TOTAL		-	2,364,268	82,952	180,000	89,643	(391,806)	-	2,325,057

PURPOSES & CONDITIONS OF USE

Special Purpose Funds

- 1 To fund grants for children's work within the Diocese.
- 2 Revenue to be used to extend ministry and mission into areas of population growth.
- 3 Fund to be utilised at the discretion of Standing Committee for clergy resettlement.
- 4 To fund the cost of clergy stipends over the period while clergy are on approved study leave.
- 5 Fund provides a subsidy to parishes with curates in training for up to a maximum of 3 years.
- 6 Fund to be utilised for the financing of Local Shared Ministry in the Diocese.
- 7 To fund new parish outreach initiatives in the Diocese.
- 8 Bequest to be used for providing bibles for boys within the Diocese.
- 9 Fund for the purchase of Resource Centre equipment.
- 10 To fund the cost of publishing a survey of architectural drawings.
- 11 Donations for Bishop's discretionary use.
- 12 Fund for future Companion Diocese expenses.
- 13 Fund for the settlement of claims.
- 14 Fund to assist parishes with covering the cost of relieving clergy.
- 15 Fund for assistance of Ordination Candidates (eg: bibles etc.)
- 16 Fund for assisting with earthquake related ministry, pastoral care and building needs in the Diocese. A \$180,000 loan was provided to the Christchurch Cathedral on the 16th April 2013 from this fund, this is interest free and repayable on demand.
- 17 Fund for caring of the elderly in Canterbury.
- 18 Fund for providing financial support to parishes.
- 19 Fund to be used for evangelistic work in saving souls (requested not in building churches).
- 20 Fund for running of the Sister Eveleen Retreat House.
- 21 Fund to be used at the Bishop's discretion for mission opportunities.

Bequests & Endowments (Income available only)

- 22 To fund religious education of NZ women at the discretion of the Bishop.
- 23 To augment the stipends of clergy with young children in parishes within the old Christchurch archdeaconry.
- 24 Bishop's discretionary fund for Ordination Candidates.
- 25 No restrictions have been placed on this bequest.

Basis of Preparation

The Anglican Diocesan Ministry Support Centre has elected to apply PBE SFR-A (NFP) Public Benefit Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000.

All transactions in the Performance Report are reported using the accrual basis of accounting.

The Performance Report is prepared under the assumption that the Anglican Diocesan Ministry Support Centre will continue to operate in the foreseeable future and all amounts are stated in NZ dollars.

Goods and Services Tax (GST)

The Anglican Diocesan Ministry Support Centre is registered for GST, therefore all amounts are recorded exclusive of GST, except for debtors and creditors which are stated inclusive of GST.

Income Tax

The Anglican Diocesan Ministry Support Centre is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Revenue

Donations are recognised as revenue when invoiced for regular givers and upon receipt for one-off Grants are recognised as revenue upon receipt other than grants with "use or return" conditions attached which are initially recognised as a liability and as conditions are met the grant is recorded to revenue. Revenue from services is recognised when the services are provided. Interest income is recognised as revenue as it accrues.

Bank Accounts and Cash

Bank Accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Debtors

Debtors are stated at their expected realisable value. Bad debts are written off in the year in which they become uncollectible.

Investments

Investments are stated at fair value. Investments with the Church Property Trustees, although available at call, are shown according to the Anglican Diocesan Ministry Support Centre's intention of retaining them for the long term.

Plant and equipment

Plant and equipment are recorded at cost less accumulated depreciation. Assets less than \$500 are expensed. Depreciation has been provided on a straight line basis, to allocate the assets cost less estimated residual value over their estimated economic lives.

Estimated economic life is:

Sound System	5 years
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Tier 2 PBE Accounting Standards Applied

The Anglican Diocesan Ministry Support Centre has not adopted any Tier 2 PBE Accounting Standards in the preparation of these accounts.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year.

1 Plant & Equipment

This Year					
Asset Class	Cost \$	Purchases and Sales \$	Depn \$	Accumulated Depreciation \$	Closing Balance \$
Sound System	5,123	5,123	1,026	1,026	4,098
Total	5,123	5,123	1,026	1,026	4,098

Significant donated assets recorded

There are no significant donated assets recorded in the performance report.

Significant donated assets not recorded

There are no significant donated assets that are not recorded in the performance report.

2 Commitments and Contingencies

Commitments

There are no commitments as at balance date.

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date.

3 Cathedral Loan

Purpose of loan	Loan	Term	Interest Rate	2019 \$
Cathedral general operations	\$180,000	On Demand	Nil	180,000
				180,000

The Cathedral loan is unsecured and interest free and was funded from the Diocesan Earthquake fund in April 2013. The loan is repayable on demand, three months notice of such demand will be given.

4 Unused Grants with Conditions

St John's College Trust Board Grants:

Operational Grant - annual grant funding for the ministry educator, ministry to under 40's, formation and training for mission and ministry, Anglican Resource Centre and deacons formation.

Unplugged Network Grant - Three year new initiative grant totaling \$135,000 for educating young adults in the ongoing practice of Christian contemplation, through holding 3 day silent retreats in Christchurch where they are introduced to the theology and practice of Christian contemplative spirituality, and can then go on to educate others on future unplugged retreats.

Youth Mental Health Grant - Three year new initiative grant totaling \$214,250 for employing a youth mental health educator who will work to pilot and develop various education programs for the various ministries that work with under 40's around issues concerning emotional health and it's connection with spiritual wellbeing and Christian theology.

Vocatio Grant - One year new initiative grant of \$20,920 for an experimental community of formation and learning located in Christchurch for young adults who find themselves on the very outer edges of church, or outside of church altogether. The primary emphasis to be on personal vocation, contemplative spirituality and emotional health.

Bishop's Ordination Grant - A grant received for assisting towards training expenses of the new bishop elect.

Ministry of Social Development Grant:

Grant received for delivering youth-led projects for people aged 12 to 24 years aiming to increase resilience through leadership, mentoring and volunteering activities at Banks Peninsula through community events such as picnics, hangis and beach clean ups.

				2019
Transferred from Diocese	Purpose		\$	\$
				30,763
Grant Income Received:				
St Johns College Board	Operational		306,458	
St Johns College Board	Unplugged Network	Special Project	45,000	
St Johns College Board	Youth Mental Health	Special Project	56,750	
St Johns College Board	Vocatio	Special Project	-	
St Johns College Board	Bishops Ordination		-	
			408,208	
MSD	Youth Ministry		-	408,208
Utilised as follows:				
St Johns College Board	Operational		(306,458)	
St Johns College Board	Unplugged Network	Special Project	(22,325)	
St Johns College Board	Youth Mental Health	Special Project	(45,146)	
St Johns College Board	Vocatio	Special Project	(7,797)	
St Johns College Board	Bishops Ordination		(13,692)	
			(395,418)	
MSD	Youth Ministry		(1,567)	(396,985)
Closing Balance				41,986
Comprised as follows:				
St Johns College Board	Unplugged Network	Special Project	28,089	
St Johns College Board	Youth Mental Health	Special Project	11,604	
			39,693	
MSD	Youth Ministry			2,293
Total Unused Grants				41,986

5 Related Parties

The Anglican Centre

The Diocese of Christchurch, through the Anglican Diocesan Ministry Support Centre, with the Church Property Trustees and Anglican Care, share services and resources through the Anglican Centre. Operational costs are funded through service level contributions from the three partner entities.

The service level agreement (SLA) was entered into in November 2005 with the Anglican Centre. The shared staffing services; equipment, resources and facilities; communications & media relations advice; and the provision of storage for records and historical documents are apportioned between the partner entities on an appropriate basis. The SLA is reviewed and negotiated on an annual basis.

	2019	2019
	Value of Transactions	Amount Outstanding
Service level agreement charges	\$ 799,983	\$ -
	799,983	-

Diocese of Christchurch

The Anglican Diocesan Ministry Support Centre provides short term cash flow funding to the Anglican Diocese of Christchurch on an arms length basis as required. The funding is unsecured, interest is charged at the current ANZ Call account rate and is repayable on demand.

	2019	2019
	Value of Transactions	Amount Outstanding
Current Account:	\$	\$
Interest Expense	386	-
Value of Current Account	-	1,887
	386	1,887

Church Property Trustees

The Church Property Trustees (CPT) provides short term cash flow funding to the Anglican Diocesan Support Centre on an arms length basis as required. The funding is unsecured, interest is charged at 5.4% p.a. and is repayable on demand.

There was no funding from CPT outstanding as at the end of 2019.

The Anglican Diocesan Ministry Support Centre invests all special purpose funds in either the Fixed Income or Balanced Growth funds on the same terms and conditions as other investors.

	2019	2019
	Value of Transactions	Amount Outstanding
Operating Grant Income:	\$	\$
General Trust Estate	373,132	-
Fixed Income Fund investments:		
Interest Income	90,459	-
Value of Investment	-	2,167,259
Balanced Growth Fund investments:		
Revaluation Gain	2,253	-
Value of Investment	-	26,478
	465,844	2,193,737

Parishes

The Anglican Diocesan Ministry Support Centre provides a parish accounting service, 1 of the 28 parishes & 3 related Anglican entities utilising this service operates a current account with the ADMSC for deposits and payments. Interest is paid at the current ANZ on call rate.

	2019	2019
	Value of Transactions	Amount Outstanding
Parish Accounting Services:	\$	\$
Fees Income	66,200	-
Current Accounts:		
Interest Expense	393	-
Value of Current Accounts	-	12,027
	66,593	12,027

The Anglican Diocesan Ministry Support Centre operates a centralised payroll service for clergy stipends & allowances and staff wages and also pays other related parish expenses. The ADMSC invoices parishes for reimbursement on a monthly basis in arrears.

	2019 Value of Transactions \$	2019 Amount Outstanding \$
Costs on-charged as Agent:		
Centralised payroll & parish charges	7,823,856	-
	<u>7,823,856</u>	<u>-</u>

The Anglican Diocesan Ministry Support Centre invoices parishes on a monthly basis for their allocated share of parish quota, amounts outstanding are included above as quota is invoiced with the centralised payroll & parish charges.

Parish Quota Income	803,690	-
	<u>803,690</u>	<u>-</u>

6 Capital Contribution Reserve

The net assets of the Anglican Diocese of Christchurch have been transferred to the Anglican Diocesan Ministry Support Centre on the 1st January 2019 at fair value. These have been treated as a capital contribution from owners recognised through equity.

7 Events after Balance Date

Impact of the Coronavirus (COVID-19) outbreak

Subsequent to end of the financial year, the COVID-19 outbreak was declared a pandemic by the World Health Organization in March 2020.

We have not seen a significant impact on our activities to date. The outbreak and the response of Governments in dealing with the pandemic is interfering with general activity levels within the community, and the economy, and the Diocesan Ministry Support Centre's activities. The scale and duration of these developments remain uncertain as at the date of this report, however they may have an impact on our financial performance, cash flows, and financial condition.

It is not possible to estimate the impact of the outbreak's near-term and longer effects or Governments' varying efforts to combat the outbreak and support the community. This being the case we note that the value of certain assets recorded in the statement of financial position determined by reference to fair or market values at 31 December 2019 may have materially changed by the date of this report. These include the valuation of investments and special purpose funds. Similarly, post balance date investment income from investments held by the Diocesan Ministry Support Centre may be materially reduced.

The financial statements have been prepared based upon conditions existing at 31 December 2019 and considering those events occurring subsequent to that date, that provide evidence of conditions that existed at the end of the reporting period. As the outbreak of COVID-19 occurred after 31 December 2019, its impact is considered an event that is indicative of conditions that arose after the reporting period and accordingly, no adjustments have been made to financial statements as at 31 December 2019 for the impacts of COVID-19.

There were no other events that have occurred after the balance date that would have a material impact on the performance report.

8 Ability to Continue Operating

The Anglican Diocesan Ministry Support Centre has the financial resources available to it to continue into the foreseeable future.

Independent Auditor's Report

To the Members of Anglican Diocesan Ministry Support Centre

Report on the Performance Report

We have audited the performance report of Anglican Diocesan Ministry Support Centre (the "Entity") on pages 1 to 20, which comprises the Entity information, the statement of service performance, the statement of financial performance, the statement of movements in equity and statement of cash flows for the year ended 31 December 2019, the statement of financial position of the Entity as at 31 December 2019, and the statement of accounting policies and other explanatory information.

In our opinion:

- ▶ the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- ▶ the accompanying performance report on pages 1 to 20 presents fairly, in all material respects
 - ▶ the Entity information for the year ended 31 December 2019;
 - ▶ the service performance for the year then ended; and
 - ▶ the financial position of the Entity as at 31 December 2019, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

This report is made solely to the members of the Entity, as a body. Our audit has been undertaken so that we might state to the Entity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Entity and the Entity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand), and the audit of the Entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report.

We are independent of the Entity in accordance with Professional and Ethical Standard 1 (revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interest in, the Entity. Partners and employees of our firm may deal with the Entity on normal terms within the ordinary course of the activities of the Entity. We have no other relationship with, or interest in, the Entity.

Emphasis of Matter: Subsequent Events - Impact of the Coronavirus (COVID-19) Outbreak

We draw attention to Note 7 of the financial statements which notes the World Health Organisation's declaration of the outbreak of COVID-19 as a global pandemic subsequent to 31 December 2019 and how this has been considered by the Governance Board in the preparation of the financial statements. As set out in Note 7, no adjustments have been made to financial statements as at 31 December 2019 for the impacts of COVID-19. Our opinion is not modified in respect of this matter.

Information Other than the Performance Report and Auditor's Report

The Anglican Diocesan Ministry Support Centre Governance Board are responsible for the Annual Report, which includes information other than the performance report and auditor's report.

Our opinion on the performance report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained during the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Governance Board' Responsibility for the Performance Report

The Governance Board are responsible on behalf of the Entity for:

- ▶ Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- ▶ the preparation and fair presentation of the performance report on behalf of the entity which comprises:
 - ▶ the Entity information;
 - ▶ the statement of service performance; and
 - ▶ the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

- ▶ for such internal control as the Governance Board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Governance Board are responsible on behalf of Entity for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Governance Board either intend to liquidate the Entity or cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if,

individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- ▶ Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ▶ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- ▶ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ▶ Conclude on the appropriateness of the use of the going concern basis of accounting by the Governance Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- ▶ Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- ▶ Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Governance Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Accountants
Christchurch
6 July 2020