

<b>Contents</b>	<b>Page</b>
<b>Non-Financial Information:</b>	
Entity Information .....	1 - 2
Approval of Financial Statements .....	3
Statement of Service Performance .....	4 - 7
<b>Financial Information:</b>	
Statement of Comprehensive Revenue and Expenses .....	8
Statement of Changes in Equity.....	9
Statement of Financial Position.....	10
Statement of Cash Flows.....	11
Notes to the Annual Financial Statements .....	12 - 30
Independent Auditor's Report.....	31

**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 an unincorporated society 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.

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**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**

<b>Physical Address:</b>	95 Tuam Street, Christchurch. 8051
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<b>Phone:</b>	(03) 348 6960
<b>Email:</b>	<a href="mailto:diofinancemanager@anglicanlife.org.nz">diofinancemanager@anglicanlife.org.nz</a>
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ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**APPROVAL OF FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 DECEMBER 2022



The Governance Board are pleased to present the approved financial statements of the Anglican Diocesan Ministry Support Centre for year ended 31 December 2022.

**APPROVED**

A handwritten signature in black ink, appearing to read "Peter Carrell", written over a horizontal line.

+Peter Carrell

ADMSC Governance Chairperson

Date ..... 04-07-2023 .....

A handwritten signature in blue ink, appearing to read "Lynn Shearing", written over a horizontal line.

Lynn Shearing

ADMSC Governance Board Member

Date ..... 04-07-2023 .....

### Who are we?

The Anglican Diocesan Ministry Support Centre (ADMSC) is established for the sole purpose of providing support to the Anglican Diocese of Christchurch.

### Why do we exist?

The mission/objectives of ADMSC is to provide services and resources to support the Anglican Diocese of Christchurch and parishes in the advancement of the Christian religion.

### What we aim to do

In supporting the Diocese's ongoing journey in the *missio Dei* (the mission of God), regenerating our Diocese growing in strength, depth and breath, through the mission priorities of making disciples, supporting families and strengthening communities, ADMSC's primary functions are to:

- provide administrative support services to the ministry units of the Diocese.
- be the vehicle through which the Diocese employs ministry staff to assist ministry units with carrying out mission and ministry as determined by Synod.

### What did we do & how did we perform? Making Disciples, Supporting Families, Strengthening Communities

#### Key services delivered:

**Communications** is an essential overriding function for the Diocese, and we achieve this with our "e-Life" weekly newsletter **1,384** recipients (**1,283** prior year) and the quarterly "Anglican Life" magazine **5,100** printed in both years.

#### Administrative Support Services:

In the administrative support area, the objective is to provide a centralised payroll for everyone in the Diocese, including our **58 parishes** and **Anglican Care**, and offer accounting services to our parishes and related entities in the wider Diocese to ensure that they meet regulatory requirements.

This meant that **228** people, (**215** prior year) were paid through our payroll services, fortnightly for laity, and monthly for clergy.

Our accounting team provided **36** entities (**34** prior year), with full accounting services, around half of our parishes and several related entities. Ideally this service is available for all parishes that wish to utilise it, however, with the current staffing levels we are presently at capacity.

#### *Diocesan Accounting Scheme - Testimonial*

*"The monthly financial reports enable good cash flow management and prediction of future demands on funds accompanied by satisfactory monthly and quarterly budgeting. They also allow fairly accurate long-term budget predictions"*

#### Ministry Support Services:

In the ministry education area, we provide grant funding to chaplains, support for those seeking the call to ministry, various training options for clergy and laity and initiated new ministry expressions for parishes.

#### Grant funding for chaplains

We were able to continue **grant funding** for a **0.5 FTE** chaplain position covering both Canterbury and Lincoln universities, **1.5 FTE** chaplain positions at Christchurch Hospital and a **0.75 FTE** clergy position in our Westland Anglican Regional Ministry Unit (WARM) as per the prior year and in line with budget.

#### Ministry Education

There were **32** individuals who explored the call to ordination in 2022, which necessitated the holding of two discernment events with an average attendance of **12**, after not being able to hold any in the prior year due to covid-19.

We provided training support to ordained clergy, deacons and the laity; a total of **265** (**249** prior year) individuals. Pastoral care training days were new in 2022 and we held a further two governance training courses (1 in prior year). Mental health seminars were run in 2021 only, with the focus on the under 40's in the 2022 year.

#### New Ministry Expressions:

As a result of the **Diocesan mission action plan (DMAP)** strategy developed in the 2021 year, the following mission initiatives focusing on parish regeneration were implemented in 2022 to empower parishes to grow:

**"Faith Empowered"**: A zoom training course on evangelism that was run in 2022 and attended by **18** individuals with an 80% attendance or better.

**"Leading Your Church into Growth":** A conference to equip clergy & lay leaders as missional leaders was run in October 2022, with **45 clergy** and **70 laity** in attendance. The target was for all parishes to have at least one representative in attendance, while this aspirational goal was not achieved, there were well over half of parishes represented. **21 clergy** as a result are now using the follow up material. Another conference is to be run in 2023 as a result of the success of this conference.

**Missional Clusters:** Have been set up to support clergy to implement change to grow their parishes in strength, depth & breadth. A target was set of missional clusters with 4-5 clergy. We have **3 missional coaches** and **13 clergy** involved in the first year, with monthly meetings providing prayer, encouragement and feedback opportunities.

**Parish Mission Impact Reviews:** The target of **3 parish** mission impact reviews to be undertaken in 2022 was achieved, helping these parishes to celebrate their strengths and identify ways to develop their ministries for growth.

### **Leading Your Church into Growth Conference - Testimonial**

*"The worship sessions were wonderfully uplifting. I really enjoyed Ven. Rhiannon King and Rev Harry Steele's relaxed but informative input. The interpersonal interviews were a nice touch to help us to get to know people a little better. The written prayer is helpfully focused. 'The Seven Steps' will definitely assist churches to move towards growth, if followed over time. The official website has excellent information including the professionally done research that seemed to undergird the material offered within the course. I am excited about the possibilities for the future. It seems to me that the Holy Spirit is on the move to bring regeneration to our Diocese. To God be the glory!"*

### **Ministry to Under 40's**

#### **Children's & families ministry:**

To help equip church leadership engage well with **children and families** in church services and community ministry, the Diocesan Children's ministry developer holds quarterly children's leaders get-togethers with an average attendance of **13** leaders (**20** in prior year) .

### **Leaders Get Togethers - Testimonials**

*"I found the get-togethers so incredibly helpful. It can get quite lonely working by yourself so gathering with other people who understand and have a heart for the same work is so appreciated. It was also a fantastic space to share ideas and hear what's working for other people. Emma also made sure we had access to lots of resources both physical and digital. I always left our gatherings refreshed and inspired to keep nurturing faith in my context."*

A quarterly VIP magazine for children's ministry is produced, with **720-1400** (**500-900** in prior year) printed per issue for distribution to interested parishes. Distribution of the magazine has been growing in the Diocese as word gets around.

### **Children's VIP Magazine - Testimonials**

*"The VIP magazine is a much anticipated arrival at our various community groups. The young people like to first turn to see photos of themselves, then make the crafts and engage with the stories. It is nice to have something to send home with our midweek preschool music families too. The content is always well thought out, multi cultural and rich with family and community values."*

*"We love it and it inspires our planning as well as enhancing lessons we have already planned."*

#### **Youth & Young Adults ministry:**

In addition to the regular youth events for our **youth and young adults**, a particular focus has been on mental health of our youth.

**Training Initiatives:** A mental health first aid training course was held in 2022 with **16** in attendance. Monthly young adult worship nights for training our musicians continued with an average attendance of **12** both years.

**Leadership development:** Weekly youth minister huddles continued with a group of **10-15** regular attendees in both years. An unplugged pilgrimage was held in July 2022 with **15** in attendance after being cancelled in 2021 due to covid-19 lockdowns.

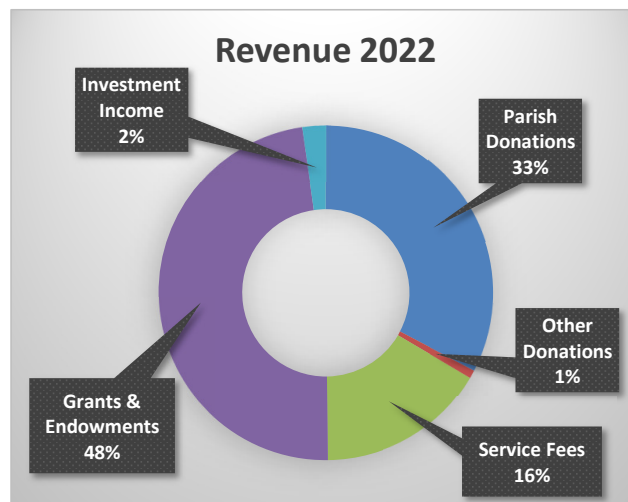
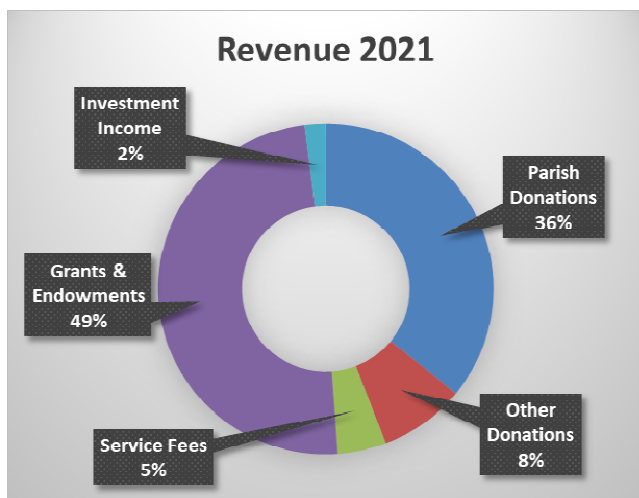
**Spiritual Formation:** All camps were cancelled in 2021 and Easter camp was cancelled both years as a result of covid-19 lockdowns. In 2022 the Deeper camp for intermediates and Unplugged Silent retreat and a Night at the Abbey for young adults were able to go ahead, with **169** in attendance over the 3 events. Covid-19 however is still affecting attendance levels for youth & young adult activities.

### **Deeper Camp - Testimonials**

*"I enjoyed getting to do fun activities and listening to people talk about prayer."*

*"It was amazing to get to meet others from around the Diocese. The music was epic, really engaging all generations. The creative and inspired workshops and teaching were impactful and memorable."*

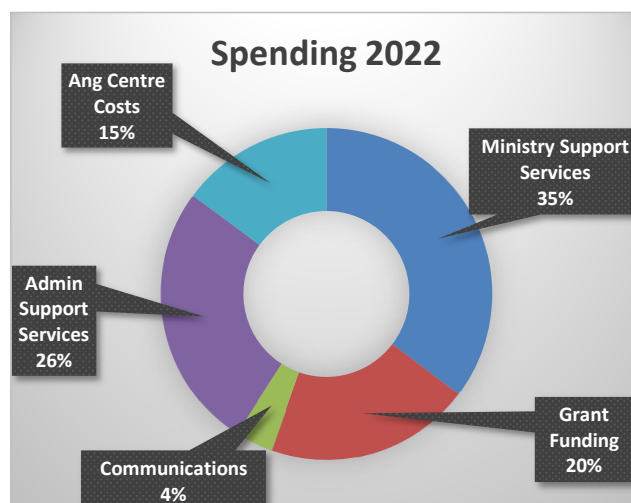
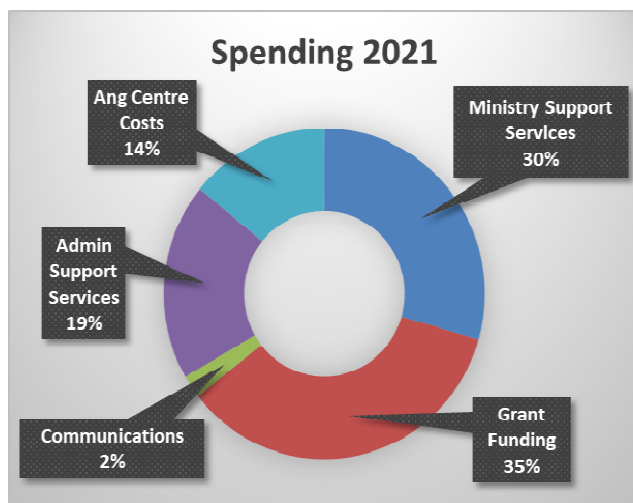
## Revenue & Spending



**Grant income** is up on budget for both years above, due to receiving a one off additional \$155k grant for **covid-19 projects** from St Johns Trust Board in 2021, which has been utilised for under 40's ministry over 2021 and 2022 in relation to the pilgrimage pilot and online engagement. The final year of the St John's **new initiatives grant** funding for youth mental health was utilised in 2022.

Whilst **parish donations** have remained in line with budget and the prior year for funding our regular operational activities, it was a quiet year for **special purpose fund donations** compared with 2021.

With taking over responsibility for the operation of the Anglican Centre building in 2022, upon the dissolution of the previous partnership arrangement, we are now collecting fees from the other entities utilising these resources.



We contributed **grant funding** towards two parish capital projects in 2021 for areas of population growth utilising several special purpose funds and a part-time director was funded from the Sister Eveleen retreat house funds.

A new inner-city missionary started in 2022 funded from the St Lukes funds received. Curate grants however were down by half from 2021 with no new curates available from St John's College as budgeted.

We ran the initial Leading Your Church into Growth and additional governance training conferences in 2022 as part of **ministry support services** utilising unspent grant funding from 2021 due to covid.

Although we have picked up the full operating costs of the **Anglican Centre** building in 2022, our building lease costs are significantly lower with relocating to smaller premises in the CBD in December 2021.

We are also now paying all admin support and communications staff wages and then recovering the other entities share through the service level agreement.

#### **Judgements made in the reporting of Service performance information**

The ADMSC Governance Board in consultation with management and the Diocesan ministry team has determined what information to present, based on an assessment of what was considered most appropriate and meaningful to users when assessing performance against the Diocese of Christchurch's strategic vision for a regenerated Diocese.

The judgements that had the most significant effect on the non-financial information presented related to the selection of information as to what the entity has done in the period and also the selection of performance measures for these key activities.

##### **Selection Judgements:**

The selection of key services to report on is based around the three priorities within the 2021-2030 Mission Action Plan for the Diocese of Christchurch which seeks to improve support for the growth of ministry units.

##### **Measurement Judgements:**

The selection of performance measures for each key activity area has been based around both quantity of services delivered in the year and attendance levels, as this information is retained for both internal management and St Johns' Trust Board grant funding purposes.

The Board has decided in conjunction with management and the Diocesan ministry team to principally use testimonials from course attendees to assess the outcome/impact of the entity's activities, as measuring performance of this nature is subjective and will only become more readily determinable within our ministry units over a period of time.



ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES**  
 FOR THE YEAR ENDED 31 DECEMBER 2022



	Note	2022 Actual \$	2021 Actual \$
<b>Revenue from non-exchange transactions</b>			
Donations	2	957,007	1,126,924
Grants & Endowments	3	1,371,528	1,252,535
Distribution on dissolution of Anglican Centre	9	149,919	-
Distribution on dissolution of Chch St Lukes Parish	10	4,413,156	-
		<u>6,891,610</u>	<u>2,379,460</u>
<b>Revenue from exchange transactions</b>			
Revenue from provision of services	4	443,858	118,772
Interest Revenue		65,064	49,026
Investment Gains		-	2,860
Other Revenue		23,499	778
		<u>532,422</u>	<u>171,436</u>
<b>Total revenue</b>		<u><b>7,424,032</b></u>	<u><b>2,550,895</b></u>
<b>Expenses</b>			
Employee and volunteer costs	5	1,497,541	1,299,490
Administration costs	6	454,793	448,146
Ministry and Mission costs	7	349,446	293,489
Grants & distributions made	8	417,540	922,605
Depreciation	16	107,383	9,546
Interest expense		23,600	2,053
Investment Impairment	23	89,730	-
Investment Losses	23	268,109	-
Loan Forgiven	14	180,000	-
<b>Total expenses</b>		<u><b>3,388,141</b></u>	<u><b>2,975,328</b></u>
<b>Surplus/(Deficit) for the year</b>		<u><b>4,035,891</b></u>	<u><b>(424,433)</b></u>
Other comprehensive revenue and expenses		-	-
<b>Total comprehensive revenue and expenses for the year</b>	11	<u><b>4,035,891</b></u>	<u><b>(424,433)</b></u>

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF CHANGES IN EQUITY**  
 FOR THE YEAR ENDED 31 DECEMBER 2022



	Accumulated Revenue & Expenses	Capital Contribution Reserve (Note 27)	Special Purpose Funds (Note 29)	Total Equity
	\$	\$	\$	\$
Opening equity 1 January 2022	12,215	577,557	1,306,304	1,896,076
Total comprehensive revenue & expense	4,035,891			4,035,891
Total transfers	(3,777,207)		3,777,207	-
<b>Closing equity 31 December 2022</b>	<b>270,899</b>	<b>577,557</b>	<b>5,083,511</b>	<b>5,931,966</b>
Opening equity 1 January 2021	26,373	577,557	1,716,579	2,320,509
Total comprehensive revenue & expense	(424,433)			(424,433)
Total transfers	410,275		(410,275)	-
<b>Closing equity 31 December 2021</b>	<b>12,215</b>	<b>577,557</b>	<b>1,306,304</b>	<b>1,896,076</b>

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF FINANCIAL POSITION**  
AS AT 31 DECEMBER 2022



		<b>2022</b>	<b>2021</b>
	Note	\$	\$
<b>EQUITY</b>			
Accumulated revenue and expenses		270,899	12,215
Capital Contribution Reserve	27	577,557	577,557
Special Purpose Funds	29	5,083,511	1,306,304
<b>TOTAL EQUITY</b>		<b>5,931,966</b>	<b>1,896,076</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	12	744,314	664,214
Receivables	13	283,895	300,835
Goods & Service Tax		16,364	65,616
Prepayments		131,111	10,447
Loan - Cathedral	14	-	180,000
<b>Total Current Assets</b>		<b>1,175,684</b>	<b>1,221,111</b>
<b>NON CURRENT ASSETS</b>			
Investments - CPT Fixed Income Fund	15	1,493,602	1,126,304
Investments - CPT Balanced Growth Fund	15	3,589,909	-
Plant & Equipment	16	659,068	565,279
<b>Total Non Current Assets</b>		<b>5,742,579</b>	<b>1,691,583</b>
<b>TOTAL ASSETS</b>		<b>6,918,263</b>	<b>2,912,695</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Payables	17	265,674	261,706
Employee Benefit Liability		188,127	53,727
Grants received in advance	18	11,826	170,704
Parish Current Accounts	12	-	96,343
Loan - CPT	19	43,802	-
<b>Total Current Liabilities</b>		<b>509,430</b>	<b>582,480</b>
<b>NON CURRENT LIABILITIES</b>			
Loan - CPT	19	476,867	434,139
<b>TOTAL LIABILITIES</b>		<b>986,297</b>	<b>1,016,619</b>
<b>NET ASSETS</b>		<b>5,931,966</b>	<b>1,896,076</b>

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF CASH FLOWS**  
 FOR THE YEAR ENDED 31 DECEMBER 2022



	Note	2022 \$	2021 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Cash was received from:</b>			
Donations received		957,007	1,157,061
Grants & Endowments received		1,210,131	1,252,535
Receipts from provision of services		443,858	118,772
Interest received		5,795	2,202
Net GST received		49,252	-
Other operating receipts		152,873	778
		<u>2,818,917</u>	<u>2,531,348</u>
<b>Cash was applied to:</b>			
Payments to suppliers and employees		2,276,127	2,029,834
Donations and grants paid		287,151	922,605
Interest paid		23,588	1,953
Net GST paid		-	41,322
		<u>2,586,866</u>	<u>2,995,714</u>
<b>Net Cash Flows from Operating Activities</b>		<u><b>232,051</b></u>	<u><b>(464,366)</b></u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Cash was received from:</b>			
Proceeds from sale of investments		252,469	1,269,091
		<u>252,469</u>	<u>1,269,091</u>
<b>Cash was applied to:</b>			
Purchase of plant and equipment		201,172	566,484
Purchase of investments		289,777	704,841
		<u>490,950</u>	<u>1,271,325</u>
<b>Net Cash Flows from Investing Activities</b>		<u><b>(238,481)</b></u>	<u><b>(2,234)</b></u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Cash was received from:</b>			
Proceeds from advance of loans		100,816	434,139
		<u>100,816</u>	<u>434,139</u>
<b>Cash was applied to:</b>			
Repayment of loans		14,286	-
		<u>14,286</u>	<u>-</u>
<b>Net Cash Flows from Financing Activities</b>		<u><b>86,530</b></u>	<u><b>434,139</b></u>
Net Increase / (Decrease) in Cash and cash equivalents		80,100	(32,461)
Cash and cash equivalents at beginning of year		664,214	696,675
<b>Cash and cash equivalents at end of year</b>	12	<u><b>744,314</b></u>	<u><b>664,214</b></u>

## **1 Reporting entity**

The Anglican Diocesan Ministry Support Centre (ADMSC) is a public benefit entity for the purposes of financial reporting in accordance with the Financial Reporting Act 2013. ADMSC is an unincorporated society and is a charity registered under the Charities Act 2005. It was established by the Anglican Diocese of Christchurch, one of thirteen dioceses and *hui amorangi* of the Anglican Church in Aotearoa, New Zealand and Polynesia.

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

## **Effect of PBE Standards RDR adoption**

This is the first set of financial statements of the Anglican Diocesan Ministry Support Centre that are presented in accordance with Tier 2 PBE Standards RDR, having previously reported in accordance with the XRB's Simple Format reporting for Tier 3 reporting entities.

Upon transition to PBE Standards RDR the Anglican Diocesan Ministry Support Centre has applied transitional provisions afforded in FRS-47 as detailed in Note 28.

## **Basis of preparation**

### **(a) Statement of compliance**

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice ("NZ GAAP"). They comply with the Public Benefit Entity Accounting Standards Reduced Disclosure Regime ("PBE Standards RDR") as appropriate for Tier 2 not-for-profit public benefit entities, and disclosure concessions have been applied.

The Anglican Diocesan Ministry Support Centre qualifies for Tier 2 not-for-profit PBE Standards RDR the entity is not publicly accountable and is not considered large as operating expenditure falls below the threshold of \$30 million per annum. Relevant reduced disclosure concessions have been applied where appropriate.

### **(b) Measurement basis**

The financial statements have been prepared on the historical cost basis unless otherwise noted in the specific accounting policies.

### **(c) Functional and presentation currency**

The financial statements are presented in New Zealand dollars (\$) which is the entity's functional currency, rounded to the nearest dollar. There has been no change in the functional currency during the year.

### **(d) Accounting Policies**

The accounting policies detailed in the following notes have been applied consistently to all periods presented in these financial statements. The significant accounting policies are set out below:

## **Use of Judgements and estimates**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future period affected.

## **Revenue**

Revenue is recognised when the amount of revenue can be reliably measured and it is probable that economic benefits will flow to the entity and measured at the fair value of consideration received or receivable.

The following specific recognition criteria in relation to the entity's non-exchange revenue streams must be met before revenue is recognised.

### **(a) Revenue from non-exchange transactions:**

Non-exchange transactions are those where the entity receives an inflow of resources but provides no (or nominal) direct consideration in return.

#### Donations

Donations are recognised as non-exchange revenue at the point at which cash is received.

#### Grants & Endowments

Grant and endowment income is recognised as non-exchange income when the cash is received, unless there are unfulfilled conditions attached to the grants or endowments. Grants and endowments received for which the conditions have not been fulfilled, are recognised as a non-exchange liability on receipt that is subsequently recognised as non-exchange revenue as and when the conditions are satisfied.

### **(b) Revenue from exchange transactions:**

#### Income from provision of services

Parish accounting service fees, IT support fees and advertising income are recognised in surplus or deficit in the accounting period in which the services are rendered.

Ministry event and retreat income is recognised in surplus or deficit at the point at which the cash is received.

Service level agreement fees, relating to shared services and resources at the Anglican Centre, are recognised in surplus or deficit in the accounting period when the services were provided.

#### Interest Income

Interest income is recognised in surplus or deficit as it accrues, using the effective interest method.

#### Other Income

All other income is recognised in surplus or deficit as earned in accordance with the substance of the transaction.

## **Plant and equipment**

### **(a) Recognition and measurement**

Items of plant and equipment are initially measured at cost, except those acquired through non-exchange transactions which are instead measured at fair value as their deemed cost at initial recognition.

Items of plant and equipment are subsequently measured at cost, (or fair value for items acquired through non-exchange transactions) less accumulated depreciation and impairment, if any.

Any gain or loss on disposal of an item of plant and equipment (calculated as the difference between the net proceeds from disposal and the carrying amount of the item) is recognised in surplus or deficit.

### **(b) Depreciation**

For plant and equipment, depreciation is based on the cost of an asset less its residual value.

Depreciation is recognised in surplus or deficit on a straight line basis, assuming nil residual value, over the estimated useful lives of each component of an item of plant and equipment.

The estimated useful lives for both 2022 & 2021 are:

Computer Equipment	3 years
Motor Vehicles	4 years
Plant & Equipment	3-5 years
Furniture & Fittings	10 years
Containers	12.5 years

Depreciation methods, useful lives, and residual values are reviewed at reporting date and adjusted if appropriate.

### **(c) Impairment of non-financial assets**

The carrying amounts of the entity's non-financial assets, are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated.

The recoverable amount of an asset is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows or future remaining service potential are discounted to their present value using a pre-tax discount rate that reflects current assessments of the time value of money and the risks specific to the asset.

Impairment losses are recognised in surplus or deficit. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised.

### **Operating leases**

Leases that are not finance leases are classified as operating leases, where all the risks and benefits of ownership are effectively retained by the lessor.

Operating leases are not recognised in the entity's statement of financial position. Payments made under operating leases are recognised in surplus or deficit on a straight line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expenses, over the term of the lease.

### **Employee benefit Liability**

Employee benefit liabilities for wages and salaries and annual leave are recognised when the entity has a legal or constructive obligation to remunerate employees for services provided and that are expected to be settled wholly before 12 months after the reporting date. Employee benefits are measured on an undiscounted basis and expensed in the period in which employment services are provided.

Sick leave and long service leave entitlements accumulate over periods, up to a maximum number of days specified in employment contracts. Sick leave and long service leave entitlements are only paid to employees when sick or long service leave is taken and are not paid on termination and accordingly sick and long service leave entitlements are not accrued.

### **Capital and reserves**

Equity is comprised of the following components:

**Accumulated revenue and expenses:** represents the entity's accumulated surplus or deficit since its formation, adjusted for transfers to or from specific reserves.

**Capital contribution reserve:** represents the net assets of the Anglican Diocese of Christchurch which were transferred to the Anglican Diocesan Ministry Support Centre on the 1st January 2019 at fair value. This has been treated as a capital contribution from owners recognised through equity.

**Special purpose funds:** relate to funds that are restricted for use in specific areas of ministry or are funds with other restricted purposes. Transactions herein are treated as an attribution to/from accumulated revenue and expenses.

### **Goods and Services Tax (GST)**

The Anglican Diocesan Ministry Support Centre is registered for GST, therefore the financial statements have been prepared exclusive of GST, with the exception of debtors and creditors which are stated inclusive of GST.

### **Income Tax**

The Anglican Diocesan Ministry Support Centre is registered as a charitable entity under the Charities Act 2005, which exempts it from liability to income tax.

### **Financial instruments**

#### **(a) Recognition and initial measurement**

Trade receivables and debt securities issued are initially recognised when they are originated. All other financial assets and financial liabilities are initially recognised when the entity becomes a party to the contractual provisions of the instrument.

A financial asset or liability is initially measured at fair value plus transaction costs that are directly attributable to its acquisition or issue. At initial recognition, short term receivables and payables are measured at the original invoice amount if the effect of discounting is immaterial.

#### **(b) Classification and subsequent measurement**

##### **Financial assets:**

On initial recognition, a financial asset is classified as measured at: amortised cost; Fair value through other comprehensive revenue and expense (FVOCRE) - debt investment and equity investment; or fair value through surplus or deficit (FVTSD).

Financial assets are not reclassified subsequent to their initial recognition unless the management model for managing financial assets changes, in which case all affected financial assets are reclassified on the first day of the first reporting period following the change in the management model.

##### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and at the bank, on demand deposits, any other short-term highly liquid investments that are readily convertible to a known amount of cash, equivalent to fair value, and are subject to an insignificant risk of changes in value. Deposits that have an original investment term of three months or less are included as cash equivalents. No loss allowance has been recognised because the estimated loss allowance for credit losses is trivial.

##### Receivables

Short-term receivables are initially measured at fair value, plus any directly attributable transaction costs, and subsequently measured at amortised cost using the effective interest method less any impairment. This is equivalent to fair value being the debtor face (or nominal) value, less appropriate loss allowances for expected credit losses (ECL) which are measured at an amount equal to lifetime ECL's, and are recognised in surplus or deficit. The carrying amount for debtors is not materially different from the estimated realisable value.



### Investments

Investments in the Fixed Income funds with Church Property Trustees are subsequently measured at amortised cost using the effective interest method. The amortised cost is reduced by impairment losses. Interest income and impairment are recognised in surplus or deficit.

Investments in the Balanced Growth funds with Church Property Trustees are subsequently measured at fair value through surplus or deficit upon initial recognition. Net gains and losses, including interest income, are recognised in surplus or deficit.

Although available at call, CPT investments are shown according to the Anglican Diocesan Ministry Support Centre's intention of retaining them for the long term as they are held for specified purposes.

### **Financial Liabilities:**

Financial liabilities are classified as measured at amortised cost or fair value through surplus or deficit (FVTSD).

Financial liabilities at FVTSD are measured at fair value and net gains and losses, including interest expense, are recognised in surplus or deficit.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense is recognised in surplus or deficit. Any gain or loss on derecognition is also recognised in surplus or deficit.

### Payables

Short-term payables are measured at amortised cost using the effective interest method. This is equivalent to the face (or nominal) value of creditors which is assumed to be approximate to their fair value. The amounts are unsecured and are paid according to their contract terms.

### Interest bearing loans and borrowings

Loans and borrowings are initially recorded at fair value, plus directly attributable transaction costs.

Subsequent to initial recognition, loans and borrowings are measured at amortised costs using the effective interest method.

## **(c) Derecognition**

### Financial Assets

A financial asset is derecognised when the contractual rights to the cash flows from the financial asset expire, or the rights to receive the contractual cash flows, in which all of the risks and rewards of ownership of the financial asset are transferred, or in which the entity neither transfers nor retains substantially all of the risks and rewards of ownership and does not retain control of the financial asset.

When the entity enters into transactions whereby it transfers assets recognised in the statement of financial position but retains either all or substantially all of the risks and rewards of the transferred assets, the transferred asset is not derecognised.

### Financial Liabilities

A financial liability is derecognised when its contractual obligations are discharged or cancelled or expire. The entity derecognises a financial liability when its terms are modified and the cash flow of the modified liability are substantially different, in which case a new financial liability based on the modified terms is recognised at fair value.

On derecognition of a financial liability, the difference between the carrying amount extinguished and the consideration paid is recognised in surplus or deficit.

#### **(d) Offsetting**

Financial assets and financial liabilities are offset, and the net amount presented in the statement of financial position when, and only when, the entity has a legally enforceable right to set off the amounts and it intends either to settle them on a net basis or to realise the asset and settle the liability simultaneously.

#### **(e) Impairment of non-derivative financial assets**

The entity recognises loss allowances for expected credit losses (ECLs) on financial assets measured at amortised cost.

Loss allowances are measured at an amount equal to lifetime ECLs, except for debt securities determined to have low credit risk at the reporting date and other debt securities and bank balances for which credit risk has not increased significantly since initial recognition, which are measured as 12-month ECL's..

Loss allowances for trade receivables are always measured at an amount equal to lifetime ECLs. When determining whether the credit risk of a financial asset has increased significantly since initial recognition and when estimating ECLs, the entity considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis, based on the entity's historical experience and informed credit assessment and including forward looking information.

The entity assumes that the credit risk on a financial asset has increased significantly if it is more than 30 days past due.

The entity considers a financial asset to be in default when the financial asset is more the 90 days past due.

#### **Measurement of ECL's**

ECL's are a probability-weighted estimate of credit losses. Credit losses are measured as the present value of all cash shortfalls. ECL's are discounted at the effective interest rate of the financial asset.

#### **Credit-impaired financial assets**

At each reporting date the entity assesses whether financial assets carried at amortised cost are credit-impaired. A financial asset is credit impaired when one or more events have occurred that have a detrimental impact on the estimated future cash flows.

Loss allowances for financial assets measured at amortised cost are deducted from the gross carrying amount of the assets.

The gross carrying amount of a financial asset is written off when the entity has no reasonable expectation of recovering a financial asset in its entirety or a portion thereof.

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**NOTES TO THE ANNUAL FINANCIAL STATEMENTS**  
 FOR THE YEAR ENDED 31 DECEMBER 2022



	Note	Actual 2022	Actual 2021
<b>2 Donations</b>		\$	\$
Parish Quota	23	848,662	831,611
Donations - General Purposes		7,480	10,545
Donations - Special Purpose Funds		75,148	259,117
West Coast Parish Contributions		25,718	25,651
		<b>957,007</b>	<b>1,126,924</b>
<b>3 Grants and Endowments</b>			
Bequest & Estate Income		3,602	27
CPT - General Trust Estate (Operational)	23	490,000	400,000
St John's College Trust Board (Operational)	18	601,542	559,624
Bishopric Estate (Bishops Office)	23	255,024	285,520
Anglican Pension Board (Chaplain for Retired Clergy)		750	750
MSD (Wage Subsidy)		5,759	-
Ministry of Social Development (Youth)	18	2,079	214
Grants - Special Purpose Funds		12,773	6,400
		<b>1,371,528</b>	<b>1,252,535</b>
<b>4 Revenue from provision of services</b>			
Parish Accounting Service Fees	23	88,213	79,400
Advertising Income (Anglican Life)		10,500	-
Ministry Event Income & IT Support Fees		15,296	3,292
Service Level Agreement (Cardale House)	23	329,849	-
Sister Eveleen Retreat House Fees		-	36,080
		<b>443,858</b>	<b>118,772</b>
<b>5 Employee and volunteer costs</b>			
Bishop's Office		174,626	174,581
Ministry Staff		467,336	413,535
Administration Staff		692,123	562,848
Travel costs		41,816	40,721
Ministry Staff (Special Purpose Funds)		121,640	107,805
		<b>1,497,541</b>	<b>1,299,490</b>
<b>6 Administration</b>			
Accommodation		259,061	311,780
Audit Fees		7,500	5,880
Insurance (Public & Professional liability)		23,311	20,149
Legal & Consultancy		23,352	6,308
Office expenses		141,569	104,029
		<b>454,793</b>	<b>448,146</b>
<b>7 Ministry and Mission</b>			
Anglican Resource Centre		-	8,410
Bishop's Office		16,795	21,734
Communications & Media		99,998	66,586
Ministry Team		125,284	117,226
Training Support & Education		101,568	54,524
Special Purpose Funds Ministry		5,801	25,009
		<b>349,446</b>	<b>293,489</b>
<b>8 Grants and distributions paid</b>			
Archdeaconry		35,723	41,642
Chaplaincies (Hospital & Tertiary)		110,891	108,856
Anglican Care & Diocesan Council for World Mission		50	6,000
Cathedral & Parishes		30,000	34,347
Special Purpose Fund Grants		240,875	731,760
		<b>417,540</b>	<b>922,605</b>

These notes should be read in conjunction with the accompanying Financial Statements

## 9 Distribution on dissolution of Anglican Centre

The Anglican Diocesan Ministry Support Centre, having an interest in the Anglican Centre partnership, received a distribution in 2022 of 64% of the final net assets from the dissolution of the Anglican Centre which ceased operations at the end of 2021.

The shared services and resources previously operated through the Anglican Centre have been taken over by the Anglican Diocesan Ministry Support Centre from the start of the 2022 year.

## 10 Distribution on dissolution of Chch St Lukes Parish

It was resolved at the September 2021 Synod to dissolve the parish of Christchurch St Lukes in the Anglican Diocese of Christchurch on the 18th October 2021. The net assets of the parish to be transferred to two separate funds held by CPT for use of the Anglican Diocese of Christchurch.

The general purpose funds of the parish to be held in the St Lukes Charitable Fund to be available for the Diocese's general purposes, provided the first call shall be the carrying through of the mission of this church in the former area of Christchurch St Luke's parish.

The remaining assets to be held in the St Lukes fund which shall be used to support a priest whose main ministry focus will be chaplaincy to the inner city, and the running of projects which progress social justice or spirituality in the Anglican tradition in the inner city community.

It was resolved by Standing Committee that these two funds be included within the special purpose funds of the Anglican Diocesan Ministry Support Centre.

## 11 Surplus/(Deficit) for the year

	2022 Actual \$	2021 Actual \$
<b>Total comprehensive revenue &amp; expense</b>	<b>4,035,891</b>	<b>(424,433)</b>
<b>Less transfers to Special Purpose Funds</b>		
Chch St Lukes parish distribution on dissolution	4,413,155	-
Other Special Purpose Fund distributions	(635,948)	(410,275)
	<u>3,777,207</u>	<u>(410,275)</u>
<b>Surplus (Deficit) after transfers</b>	<b><u>258,684</u></b>	<b><u>(14,158)</u></b>

The net surplus after transfers to special purpose funds includes the Anglican Centre distribution of \$149,919 in the 2022 year.

## 12 Cash and cash equivalents

	2022 \$	2021 \$
<b>Current assets:</b>		
Petty Cash Float	-	100
ANZ Current & Call Accounts	693,659	612,199
CPT Call Account	50,655	51,914
<b>Total Cash and cash equivalents</b>	<b><u>744,314</u></b>	<b><u>664,214</u></b>
<b>in the statement of cash flow</b>		

Per annum annual interest rate ranges applicable to components of cash and cash equivalent:

ANZ Current & Call Accounts	1.95%-3.55%	0.15%-0.25%
CPT Call Account	3.25%	3.25%

Funds held in the above bank current and on-call accounts are immediately available. The CPT call account is available within 5 working days, earlier access is possible if circumstances require.

There are no restrictions over any of the cash and cash equivalent balances held.

13 Receivables	2022	2021
	\$	\$
Trade receivables	1,277	0
Sundry receivables	30,756	155,130
Recoverable costs from Parishes	268,226	211,321
	<b>300,259</b>	<b>366,451</b>
Receivables from exchange transactions	2,190	1,222
Receivables from non-exchange transactions	298,069	365,229
	<b>300,259</b>	<b>366,451</b>

Receivables principally comprise invoices to parishes to recover centralised services provided (e.g.: payroll & insurance premiums) and sundry costs incurred on behalf of the parish, as well as quota levies to help fund the running of the administration and ministry functions of the Diocese. Payment terms are the last working day of the month. No allowance for doubtful debts is required at year end.

#### 14 Loan - Cathedral

	Maturity Date	Effective Interest Rate	2022	2021
Purpose of loan			\$	\$
Funding Cathedral general operations	On Demand	Nil	-	180,000
			<b>-</b>	<b>180,000</b>

The Cathedral loan was funded from the Diocesan Earthquake special purpose reserve in April 2013.

**Security held:** The loan was unsecured. The loan terms were repayable on demand, with three months notice of such demand to be given.

**Loan forgiveness:** It was resolved during the year to unconditionally forgive the Cathedral loan utilising the remaining earthquake funds, due to the Cathedral continuing to be affected by the Canterbury earthquakes with still being located at the transitional Cathedral and the Cathedral in the Square completion still a number of years away.

#### 15 Investments

The Church Property Trustees investment funds are invested on behalf of Anglican parishes and organisations within the Diocese utilising external managed investment funds managed by professional fund managers in accordance with the Church Property Trustees Statement of Investment Policy and Objectives (SIPO) which serves as the basis for monitoring the on-going performance of the CPT funds and portfolios that make up those funds.

		2022	2021
Investments - Managed Funds		\$	\$
CPT Fixed Income Fund	Amortised Cost	1,493,602	1,126,304
CPT Balanced Growth Fund	Fair Value	3,589,909	-
<b>Total</b>		<b>5,083,511</b>	<b>1,126,304</b>

Investment funds are held for the specific purposes as shown in the Schedule of Special Purpose Reserves. (Note 29)

#### Fixed Income Fund

This is a managed fund designed as an inflation protected short to medium term investment of less than 5 years. Interest is credited to the fund on a quarterly basis, the interest rate at 31 December 2022 was 3.25% (2021: 3.25%).

The FIF Investments have been classified as measured at amortised cost using the effective interest method.

The 12 month expected credit loss on the Fixed Income fund has been assessed. An impairment loss of \$89,730 has been recognised at 31 December 2022 due to the CPT trustees subsequent to year end writing down the FIF funds by 5.6%, with there being insufficient funds in the FIF Reserve fund which is held for the purpose of smoothing returns and replacing capital losses incurred in the Fixed Income fund, as a result of the extraordinary difficult year for investments globally. No further impairment loss is assessed as being required.

### Balanced Growth Fund (level 2)

This is a managed unit fund designed as an inflation protected long term growth investment of over 5 years or more. A six monthly distribution is credited to the fund at the end of June and December. The distribution rate at 31 December 2022 was 4.0% (2021: 4.0%)

The ADMSC investments in the Balanced Growth fund are held in a unitised trust. The units are not traded on an active market but their values are derived from quoted market values of the underlying investment funds, which a managed fund in turn invests in equity or fixed interest securities. Therefore, these investments are classified as level 2 of the fair value hierarchy and measured at Fair Value through surplus or deficit.

The 12 month expected credit loss on the Balanced Growth fund has been assessed, management consider no impairment loss is necessary.

## 16 Plant and equipment

### 2022

Asset Class	Cost \$	Accumulated Depreciation \$	Net Book Value \$
Motor Vehicles	22,979	11,490	11,489
Plant & Equipment	31,636	9,803	21,832
Furniture & Fittings	603,272	58,105	545,166
Computers	119,050	38,469	80,581
<b>Total</b>	<b>776,936</b>	<b>117,868</b>	<b>659,068</b>

### 2021

Asset Class	Cost \$	Accumulated Depreciation \$	Net Book Value \$
Motor Vehicles	22,979	5,745	17,234
Plant & Equipment	20,814	4,020	16,794
Furniture & Fittings	513,551	209	513,342
Computers	18,421	511	17,910
<b>Total</b>	<b>575,764</b>	<b>10,485</b>	<b>565,279</b>

Reconciliation of plant and equipment:

Asset Class	Opening NBV \$	Additions \$	Disposals \$	Depreciation \$	Closing NBV \$
Motor Vehicles	17,234			5,745	11,489
Plant & Equipment	16,793	10,823		5,783	21,832
Furniture & Fittings	513,343	89,720		57,896	545,166
Computers	17,910	100,629		37,958	80,581
<b>Total</b>	<b>565,279</b>	<b>201,172</b>	<b>-</b>	<b>107,383</b>	<b>659,068</b>

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**NOTES TO THE ANNUAL FINANCIAL STATEMENTS**  
 FOR THE YEAR ENDED 31 DECEMBER 2022



17 Payables	2022	2021
	\$	\$
Trade payables	90,057	72,563
Sundry payables	175,618	189,143
	<b>265,674</b>	<b>261,706</b>
Payables for exchange transactions	90,057	72,563
Payables for non-exchange transactions	175,618	189,143
	<b>265,674</b>	<b>261,706</b>

Trade payables are paid according to their contract terms which is generally the 20th of the month following invoice date. Other payables are paid as they fall due.

18 Grants received in advance	2022	2021
	\$	\$
<b>Opening Balance</b>	170,704	140,567
<b>Purpose</b>		
<b>Grant Income Received:</b>		
St Johns Trust Board Ministry Support	359,172	357,305
St Johns Trust Board Episcopal Support	67,295	65,975
St Johns Trust Board Zoom	776	761
St Johns Trust Board Unplugged Network	-	20,000
St Johns Trust Board Youth Mental Health	17,500	70,000
St Johns Trust Board Covid Expressions	-	155,424
	<b>444,743</b>	<b>669,465</b>
<b>Utilised as follows:</b>		
St Johns Trust Board Ministry Support	(397,513)	(365,480)
St Johns Trust Board Episcopal Support	(67,295)	(65,975)
St Johns Trust Board Zoom	(776)	(761)
St Johns Trust Board Unplugged Network	-	(82,176)
St Johns Trust Board Youth Mental Health	(49,003)	(66,717)
St Johns Trust Board Covid Expressions	(86,954)	(58,006)
	<b>(601,542)</b>	<b>(639,115)</b>
MSD Youth Ministry	(2,079)	(214)
	<b>(603,621)</b>	<b>(639,329)</b>
<b>Closing Balance</b>	<b>11,826</b>	<b>170,704</b>
<b>Comprised as follows:</b>		
St Johns Trust Board Ministry Support	-	38,341
St Johns Trust Board Youth Mental Health	1,363	32,865
St Johns Trust Board Covid Expressions	10,463	97,418
	<b>11,826</b>	<b>168,625</b>
MSD Youth Ministry	-	2,079
<b>Total Unused Grants</b>	<b>11,826</b>	<b>170,704</b>



### St John's College Trust Board Grants:

#### Ministry Support 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. Due to the impact of Covid-19 lockdowns during 2020 and 2021, the St John's College Trust Board have permitted unspent ministry support funds to be carried forward through to 2022.

#### Unplugged Network Grant

Three year new initiative grant totalling \$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 totalling \$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.

#### Covid Expressions Grant

Grant funding provided for education initiatives that are responsive to the Covid crisis through applying adaptive and innovative ministry methodologies. Project funding received for:

Project 1: Pilgrimage Pilot Co-ordinator Role \$70,000

Project 2: Online Engagement Role \$70,000

Project 3: Contemplative contemporary Anglican liturgical music project \$10,000

Project 4: South Canterbury Living through Change project \$5,424

#### Ministry of Social Development Grant (MSD):

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.

### 19 Loan - Church Property Trustees

Purpose of loan	Year of Maturity	Effective Interest Rate	2022 \$	2021 \$
Cardale House Fitout (95 Tuam Street)	2032	4.9%	520,669	434,139
			<b>520,669</b>	<b>434,139</b>
Current			43,802	-
Non-Current			476,867	434,139
			<b>520,669</b>	<b>434,139</b>

**Principal Sum:** Up to a maximum of \$800,000 may be drawn in instalments. Each instalment to be equal to the costs incurred and payable relating to the fitout and other establishment costs (as tenant) of Cardale House.

**Security held:** Standing Committee on behalf of the Diocese of Christchurch acts as covenantor for the Anglican Diocesan Ministry Support Centre. Liability is limited to the assets of Standing Committee.

**Interest rate:** The interest rate has been set at 4.9% p.a. commencing 1st October 2022.



**Repayment Terms:** Repayment of the principal sum and interest on the principal sum to be paid on a table basis by consecutive monthly instalments over the 10 year loan term, after the date of the final drawdown of the principal sum in 2022 .

## 20 Contingencies

There are no contingent assets or liabilities as at reporting date.

(2021: The Diocese was working with outside consultants to determine the extent of any outstanding holiday pay liability owing to both current and previous staff employed over the past 6 years, resulting from incorrect interpretations of the Holidays Act 2003 by payroll software providers, which the NZ Government brought to the attention of all employers in late 2020. The pay-out was estimated to be in the vicinity of \$5-6k.)

## 21 Commitments

There are no capital commitments as at balance date. (2021: nil)

## 22 Operating leases

The future non-cancellable minimum lease payments of operating leases as lessee at reporting date are detailed in the table below:

	2022	2021
	\$	\$
Less than one year	172,880	-
Between one and five years	710,917	-
Greater than five years	-	-
<b>Total non-cancellable operating lease payments</b>	<b>883,797</b>	<b>-</b>

The Anglican Diocesan Ministry Support Centre has entered into operating leases for buildings and equipment.

**Buildings:** ADMSC took over a 72 month lease from the Anglican Centre on 1st January 2022, for the occupation of Cardale House at 95 Tuam Street, Christchurch, with St Michaels & All Angels Parish Trust through to November 2027. ADMSC has two rights of renewal of 4 years each.

**Equipment:** ADMSC took over a 48 month lease from the Anglican Centre on the 1st January 2022 for the office photocopiers with Fuji Xero Finance Ltd through to October 2024.

## 23 Related Parties

### (a) Controlling entity

The controlling party of the Anglican Diocesan Ministry Support Centre is the Diocese of Christchurch.

### Diocese of Christchurch:

The Anglican Diocesan Ministry Support Centre has provided short-term cash flow funding to the Anglican Diocese of Christchurch. Terms and conditions are that the funding is unsecured, interest is charged at the ANZ Call account rate and the funding is repayable on demand.

	2022	2021	2022	2021
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Current Account				
Interest Income	37	3	-	-
Value of Current Account			5,464	1,927
	<b>37</b>	<b>3</b>	<b>5,464</b>	<b>1,927</b>

**(b) Key management personnel remuneration**

The entity classifies its key management personnel into the following two groups:

- Members of the governance board
- Senior management, responsible for reporting to the governance board

Members of the governance board attend up to 6 meetings of the Anglican Diocesan Ministry Support Centre during the year in a voluntary capacity.

Senior management are employed as employees of the entity, on normal employment terms.

The aggregate level of remuneration paid and number of persons (measured in 'people' for members of the governance board, and full-time equivalents (FTE's) for senior management in each class of key management personnel is presented below:

Number of senior management (FTE's)	3	3
Remuneration of senior management	\$ 362,548	\$ 351,983
Number of members on governance board	5	5
Remuneration of members on governance board	\$ -	\$ -

**(c) Other related parties**

**Church Property Trustees:**

The Church property Trustees (CPT) holds and administers the property and investments of the Anglican Diocese of Christchurch.

**Grants:** CPT provides operational funding to the Anglican Diocesan Ministry Support Centre through Estates that it holds and administers on behalf of the Diocese of Christchurch.

**Service level agreement fees:** Shared services and resources provided to CPT during the year by ADMSC, in the previous year these services were operated through the Anglican Centre.

**Investments:** The Anglican Diocesan Ministry Support Centre invests all special purpose reserves in CPT's Fixed Income or Balanced Growth funds, on the same terms and conditions as other investors.

**Loans:** CPT has provided a loan to the Anglican Diocesan Ministry Support Centre for covering the cost of the fitout of the Anglican Centre building which it leases at 95 Tuam Street Christchurch.

	2022	2021	2022	2021
	<b>Value of Transactions</b>		<b>Amount Outstanding</b>	
	\$	\$	\$	\$
<b>Operating Grant Income</b>				
General Trust Estate	490,000	400,000	-	-
Bishopric Estate	255,024	285,520	-	-
<b>Service Level Agreement fees</b>	118,141	-	-	-
<b>Fixed Income Fund investments</b>				
Interest Income	57,986	48,342	-	-
Investment Impairment	(89,730)	-	-	-
Value of Investment			1,544,256	1,178,219
<b>Balanced Growth Fund investments</b>				
Investment Income / (loss)	(268,109)	2,860	-	-
Value of Investment			3,589,909	-
<b>Loan for Anglican Centre fitout</b>				
Interest expense	(23,588)	(1,953)	-	-
Value of Loan			(520,669)	(434,139)
	<b>539,724</b>	<b>734,769</b>	<b>4,613,497</b>	<b>744,079</b>

### The Anglican Centre:

The Diocese of Christchurch, through the Anglican Diocesan Ministry Support Centre, along 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 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 budget is reviewed and negotiated on an annual basis.

The Anglican Centre operations were transferred to the Anglican Diocesan Ministry Support Centre on the 1st January 2022 and the Anglican Centre was subsequently wound up.

	2022	2021	2022	2021
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Service level agreement charges	-	1,037,561	-	30,771
	<b>-</b>	<b>1,037,561</b>	<b>-</b>	<b>30,771</b>

### Parishes:

The Anglican Diocesan Ministry Support Centre provides support services to the parishes and other related Anglican entities in the Diocese of Christchurch.

**Costs on charged as Agent:** A centralised payroll service is provided to all parishes for clergy stipends & allowances and parish staff wages. Property insurances arranged by CPT are collected and any other costs incurred on behalf of parishes are recovered.

**Parish Accounting service:** A parish accounting service is offered to parishes, currently there are 30 parishes, the Cathedral and 4 related Anglican entities utilising this service.

**Parish Quota:** A parish quota system is in place to assist with the operating costs of running the Anglican Diocesan Ministry Support Centre.

ADMSC invoices parishes for recovery of the above costs incurred on their behalf on a monthly basis in arrears and for the parish accounting services and parish quota income.

	2022	2021	2022	2021
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
<b>Costs on-charged as Agent</b>				
Centralised payroll & other recoveries	8,455,758	8,001,569	105,022	72,667
Parish Accounting Service fees	88,213	79,400		
Parish Quota Income	848,662	831,611		
	<b>9,392,633</b>	<b>8,912,580</b>	<b>105,022</b>	<b>72,667</b>

One parish on the parish accounting scheme operated a current account with the ADMSC for parish deposits and payments until the end of 2021. Interest was paid at the current ANZ on call rate.

	2022	2021	2022	2021
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
<b>Parish Current Accounts</b>				
Interest Expense	12	100	-	-
Value of Current Accounts			-	96,343
	<b>10,331,541</b>	<b>9,825,712</b>	<b>107,044</b>	<b>171,031</b>

### St Michael and All Angels Parish Trust:

The Parish Trust manages the properties of the parish of Christchurch St Michaels, which is a parish in the Diocese of Christchurch. The Anglican Diocesan Ministry Support Centre leases Cardale House at 95 Tuam Street from the Parish Trust since the start of 2022 when it took over the lease from the Anglican Centre.

	2022	2021	2022	2021
	<b>Value of Transactions</b>		<b>Amount Outstanding</b>	
	\$	\$	\$	\$
<b>Building Lease</b>				
Rental expense	197,503	-		
Rent Prepayment			106,979	-
	<b>197,503</b>	<b>-</b>	<b>106,979</b>	<b>-</b>

## 24 Financial Instruments

The classification and carrying amounts of financial assets and liabilities in each of the financial instruments categories are as follows:

	2022	2021
	\$	\$
<b><u>Financial Assets</u></b>		
<b>Measured at amortised cost:</b>		
Cash and cash equivalents	744,314	664,214
Receivables	300,259	366,451
Loan - Cathedral	-	180,000
Investments - CPT Fixed Income Fund	1,493,602	1,126,304
	<b>2,538,175</b>	<b>2,336,969</b>
<b>Measured at fair value through surplus or deficit:</b>		
Investments - CPT Balanced Growth Fund	3,589,909	-
<b>Total financial assets</b>	<b>6,128,084</b>	<b>2,336,969</b>
<b><u>Financial Liabilities</u></b>		
<b>Measured at amortised cost:</b>		
Payables	277,501	432,409
Loan - CPT	520,669	434,139
<b>Total financial liabilities</b>	<b>798,169</b>	<b>866,548</b>

## 25 Events after reporting date

There were no significant events that have occurred since the reporting date that would have a material impact on the financial statements.

## 26 Going Concern

The financial statements have been prepared on a going concern basis. The Anglican Diocesan Ministry Support Centre has the financial resources available to it to continue into the foreseeable future.

## 27 Capital Contribution Reserve

The net assets of the Anglican Diocese of Christchurch were transferred to the newly created 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, provided for the operational use of ADMSC.

## 28 Effect of PBE Standards RDR adoption

This is the first year that the ADMSC has presented the financial statements in accordance with Tier 2 PBE Standards RDR, having previously reported under PBE Tier 3 reporting standards. On transition, the ADMSC has assessed any effects on the transition to Tier 2 PBE Standards RDR on the comparative financial statements. There were no transitional adjustments required. Key judgements on transition are as follows:

### **CPT Balanced Growth Fund Investments**

The Anglican Diocesan Ministry Support Centre has elected to use fair value as deemed cost for the CPT Balanced Growth managed investment funds upon transition. This has not resulted in a change in the carrying amount as at 1st January 2022 as no transition adjustments are required with no Balanced Growth funds held at the previous balance date at 31 December 2021.

### **Cathedral Loan**

The Anglican Diocesan Ministry Support Centre has elected to use fair value as deemed cost for the Cathedral loan upon transition. The loan is a concessionary loan under PBE IPSAS 41 from 1st January 2022. As the loan was recognised as a current asset at 31 December 2021 and has been forgiven during the year in 2022 it was not considered material and therefore the carrying amount has not been remeasured on transition as at 1st January 2022.

## 29 SPECIAL PURPOSE FUNDS

		----- FUND MOVEMENTS -----							
Name of Fund	Note	BALANCE 1 Jan 2022	External Cont'n's	Diocese Cont'n's	Investment Income	Impairment Loss	External Payments	Internal Transfers	BALANCE 31 Dec 2022
<b>General Parochial Purposes:</b>									
Children's Ministry Fund	1	12,180			401	(696)			11,884
<b>Funds for Benefit of Clergy:</b>									
Clergy Resettlement	2	196,498			6,464	(11,232)			191,730
<b>Operating Funds:</b>									
Clergy Study Leave	3	332,125	55,660		10,018	(15,013)	(121,640)		261,151
Curates in Training	4	28,870		100,000	1,624	(4,419)	(43,896)		82,179
Local Shared Ministry Reserve Pool	5	18,024			593	(1,030)			17,587
		379,019	55,660	100,000	12,235	(20,462)	(165,536)	-	360,917
<b>Other Specific Purpose Funds:</b>									
Outreach	6	21,743			711	(1,187)	(1,000)		20,266
Kate Gerrard Bequest	7	8,971			295	(513)			8,754
Resource Centre Equipment Reserve	8	6,787			223	(388)			6,623
Archives John Hendry Trust	9	2,408			79	(138)			2,350
Bishop's Discretionary Fund	10	734			37	(82)		716	1,405
Companion Diocese	11	18,683			615	(1,068)			18,229
Mediation Reserve	12	683			22	(39)			667
Personal Sickness Insurance Fund	13	152,677	3,435		5,029	(8,918)			152,223
Ordination Candidates Fund	14	33,211	1,052		1,076	(1,917)	(5,150)		28,274
Diocesan Earthquake Fund	15	180,000					(180,000)		-
Parish Support Fund	16	66,209	10,000		1,876	(1,610)	(39,000)		37,475
Evangelistic Work (Saving Souls)	17	19,274			634	(1,102)			18,807
Pandemic Fund	18	704			12			(716)	-
Ministry Education Fund	19	5,144			157	(255)	(700)		4,346
Andrew Starky Education Fund	20	101,812			3,349	(5,820)			99,341
Bishops Lambeth Travel Fund	21	10,191			190	(52)	(9,448)		882
Ordained & Lay Ministry Counselling Fund	22	6,876			212	(356)	(651)		6,081
Anglican Centre Contents ISE Fund	23	-	20,545		495	(749)	(12,064)		8,227
Regeneration & Mission Fund	24	-	5,000		71	(239)	(750)		4,082
Bishop's Episcopal Training Fund	25	-	12,773		135	(652)	(1,118)		11,137
St Lukes Charitable Fund	26	-	1,424,489		(76,841)	(11,338)	(18,491)	3,257	1,321,076
St Lukes Fund	27	-	2,990,047		(172,006)	(13,372)	(113,277)	(3,257)	2,688,134
		636,108	4,467,341	-	(233,628)	(49,794)	(381,649)	-	4,438,378
<b>TOTAL SPECIAL PURPOSE RESERVES</b>		<b>1,223,805</b>	<b>4,523,001</b>	<b>100,000</b>	<b>(214,527)</b>	<b>(82,186)</b>	<b>(547,184)</b>	<b>-</b>	<b>5,002,909</b>
<b>BEQUESTS AND ENDOWMENTS</b>									
St Faiths Religious Education - Capital	1	6,924			228	(396)			6,756
St Faiths Religious Education - Income	1	9,692			319	(554)			9,457
Archdeaconry of Christchurch Endowment	2	16,089			529	(920)			15,698
Bishop's Ordination Candidate	3	40,098			1,319	(2,292)			39,125
Clifford H T Bequest	4	9,695			313	(415)	(2,512)		7,082
Kate Gerrard Trust	5	-	2,520		(12)			(25)	2,483
<b>TOTAL BEQUESTS AND ENDOWMENTS</b>		<b>82,499</b>	<b>2,520</b>	<b>-</b>	<b>2,696</b>	<b>(4,577)</b>	<b>(2,512)</b>	<b>(25)</b>	<b>80,602</b>
<b>TOTAL</b>		<b>1,306,304</b>	<b>4,525,521</b>	<b>100,000</b>	<b>(211,831)</b>	<b>(86,762)</b>	<b>(549,696)</b>	<b>(25)</b>	<b>5,083,511</b>

## PURPOSES & CONDITIONS OF USE

### Special Purpose Funds

- 1 To fund grants for children's work within the Diocese.
- 2 Fund to be utilised at the discretion of Standing Committee for clergy resettlement.
- 3 To fund the cost of clergy stipends over the period while clergy are on approved study leave.
- 4 Fund provides a subsidy to parishes with curates in training for up to a maximum of 3 years.
- 5 Fund to be utilised for the financing of Local Shared Ministry in the Diocese.
- 6 To fund new parish outreach initiatives in the Diocese.
- 7 Bequest to be used for providing bibles for boys within the Diocese.
- 8 Fund for the purchase of Resource Centre equipment.
- 9 To fund the cost of publishing a survey of architectural drawings.
- 10 Donations for Bishop's discretionary use.
- 11 Fund for future Companion Diocese expenses.
- 12 Fund for the settlement of claims.
- 13 Fund to assist parishes with covering the cost of relieving clergy.
- 14 Fund for assistance of Ordination Candidates (eg: bibles etc.)
- 15 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 16th April 2013 from this fund.  
 The loan was forgiven during the year. The loan was interest free and repayable on demand.
- 16 Fund for providing financial support to parishes.
- 17 Fund to be used for evangelistic work in saving souls (requested not in building churches).
- 18 Fund for assisting parishes due to Covid-19 through to end of 2021, any remaining balance to be transferred to the Bishop's Development Fund.
- 19 Fund to be used for education and training purposes as the discretion of the Diocesan Ministry Educator.
- 20 Education fund for assisting with retreats & courses which advance ministerial skills for licensed ordained & lay ministers.
- 21 Annual allocation from Bishop's Office operating budget for funding the Bishops travel costs to Lambeth every ten years.
- 22 Donation from Workplace Support to be used for the counselling of ordained and lay ministers in Chch Diocese.
- 23 Anglican Centre contents insurance distribution funds can be used for general purposes.
- 24 Fund to be used for regeneration & mission purposes as the discretion of the Archdeacon of Regeneration & Mission.
- 25 St Johns Trust Board grant for Bishop training costs.
- 26 Fund to support projects which progress social justice in the inner city community and spirituality in the Christian tradition.
- 27 Fund to be utilised primarily for support of an inner city chaplain based at the Cathedral.

### Bequests & Endowments (Income available only)

- 1 To fund religious education of NZ women at the discretion of the Bishop.
- 2 To augment the stipends of clergy with young children in parishes within the old Christchurch archdeaconry.
- 3 Bishop's discretionary fund for Ordination Candidates.
- 4 No restrictions have been placed on this bequest.
- 5 Bequest to be used for providing bibles for boys within the Diocese.

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF THE ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE**

**Report on the Audit of the General Purpose Financial Report**

**Opinion**

We have audited the general purpose financial report of Anglican Diocesan Ministry Support Centre ("the Entity"), which comprise the financial statements on pages 8 to 28, and the service performance information on pages 4 to 7. The complete set of financial statements comprise the statement of financial position as at 31 December 2022, the statement of comprehensive revenue and expense, statement of changes in equity, statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion the accompanying general purpose financial report presents fairly, in all material respects:

- the financial position of the Entity as at 31 December 2022, and of its financial performance, and its cash flows for the year then ended; and
- the service performance for the year ended 31 December 2022, in accordance with the entity's service performance criteria,

in accordance with Public Benefit Entity Standards Reduced Disclosure Regime ("PBE Standards RDR") issued by the New Zealand Accounting Standards Board.

**Basis for Opinion**

We conducted our audit of the financial statements in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) and the audit of the service performance information in accordance with the ISAs and New Zealand Auditing Standard (NZ AS) 1 *The Audit of Service Performance Information (NZ)*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the General Purpose Financial Report section of our report. We are independent of the Entity in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)* 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.

Our firm carried out other assignments for the Entity in the areas of accounting and payroll reviews. Other than these engagements, we have no relationship with, or interests in, the Entity.

**Responsibilities of the Governance Board for the General Purpose Financial Report**

Those charged with governance are responsible on behalf of the Entity for:

- (a) the preparation and fair presentation of the financial statements and service performance information in accordance with Public Benefit Entity Standards RDR issued by the New Zealand Accounting Standards Board;
- (b) service performance criteria that are suitable in order to prepare service performance information in accordance with Public Benefit Entity Standards RDR; and



(c) such internal control as those charged with governance determine is necessary to enable the preparation of the financial statements and service performance information that are free from material misstatement, whether due to fraud or error.

In preparing the general purpose financial report those charged with governance are responsible 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 those charged with governance either intend to liquidate the Entity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the General Purpose Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole, and the service performance information are 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 NZ AS 1 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 or collectively, they could reasonably be expected to influence the decisions of users taken on the basis of this general purpose financial report.

A further description of the auditor's responsibilities for the audit of the general purpose financial report is located at the XRB's website at

<https://www.xrb.govt.nz/standards/assurance-standards/auditors-responsibilities/audit-report-14/>

### **Who we Report to**

This report is made solely to the Entity's members, as a body. Our audit work has been undertaken so that we might state those matters which 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's and the Entity's members, as a body, for our audit work, for this report or for the opinions we have formed.

*BDO Christchurch*

BDO Christchurch  
Christchurch  
New Zealand  
4 July 2023