

## Anglican Diocesan Ministry Support Centre

The Anglican Diocesan Ministry Support Centre (ADMSC) manages the general administration and finances of the Diocese. Its Governance Board (ADMSCGB) provides strategic direction on the management of the Anglican Diocesan Ministry Support Centre and fulfils the statutory reporting obligations. Following the demise of the Anglican Centre Operation Management Board (OMB), the ADMSCGB assumed responsibility for the day-to-day operation of the Anglican Centre.

The ADMSCGB meets no fewer than six times a year. The membership consists of three members of Standing Committee; the Very Rev'd Lawrence Kimberley, who is the Chair, the Rev'd Tony Kippax, and Mr David Prosser who replaced Mr Byron Behm at the end of 2021. There are two co-opted members: Mrs Lynn Shearing, and Mr Tim Stevenson. Bishop Peter attends in his capacity as Bishop and Mr Edwin Boyce, the Diocesan Manager, is an ex officio member. The Diocesan Finance Manager, Mrs Lynda Alexander, also attends all of the meetings and Mr Scott Walters records the minutes. I am thankful to God for having everyone on this board who give of their time and expertise.

There are two meetings a year with CPTs Committee of Audit, Risk and Finance (CARF) to discuss shared matters of significance. These meetings ensure that there is clear communication between the two entities.

At the end of 2021 the Anglican Centre moved from its location at Logistics Drive, to a strengthened and refurbished Cardale House at 95 Tuam St. This building is owned by the parish of St Michaels and All Angels. It is wonderful to have the Anglican Centre back in the central business district, having been away since the earthquake. The additional advantage of having the Anglican Centre in Cardale House is the financial benefit to St Michaels and All Angels. and we can also house our Archives, which have been in a number of locations since the earthquake. By integrating Archives in the Anglican Centre we have been able to reduce our power bill considerably, thus improving our carbon footprint.

Now that ADMSCGB has responsibility for the Anglican Centre our focus has moved from just the finances of the Diocese to also now having to consider the management of the Anglican Centre. This includes the well being of the staff, the building itself, and the services that we provided to Church Property Trustees and Theology House, who are tenants in the building and Anglican Care.

The four members of the Diocesan Finance team, Paul Dumaguin, Nikki Gin, Jocelyn Kubala, and Celeste Siew Fong Chai, led by Lynda Alexander, perform an excellent job managing the accounts of 50% of our parishes on the Parish Accounting Scheme (PAS) and other Diocesan entities. The parishes on the PAS are provided with monthly and end of year financial reports. Additionally, the team performs all of the other tasks of an accounts office, including dealing with the annual financial audits, and provide advice and support to all of the parishes of accounting matters regardless of whether or not they are on the PAS. Appointing new auditors, in collaboration with CPT and Anglican Care required significant input from our accounting team and the ADMSC Board itself, with a focus on ensuring reasonable fees for affected parishes. We have requests from parishes to join the PAS, but unfortunately the staff are at maximum capacity and are unable to take on any more parishes.

Our Payroll Officer, Kay Wilson, manages the payrolls of 360 people. Kay, assisted one day per week by Sharon Prebble, ensures that our clergy are paid monthly and the staff of the Anglican Centre, Anglican Care, City Mission, and our parishes are paid fortnightly and all other payroll requirements, PAYE, Kiwi Saver, ACC levies, are paid the COVID subsidy payments are currently administered. Over the last 12 months the Payroll Officer with oversight from the Diocesan Manager, and the Anglican Care Executive Officer, Patrick Murray, and an external agency, Integrity 1, have been involved the holiday pay remediation process that has impacted many organisations across the country. In essence this problem revolves around a disconnect between the payroll software and the interpretation of the Holiday Act. At the time of writing this report the initial phase of this work, determining who has been underpaid and overpaid holiday pay and by how much is almost complete. The next phase will be the process of making the payments. It has been decided that overpayments would not recovered nor would they be offset against an individual underpayment. This approach is in line with what other organisations are doing. The legal and administrative costs of offsetting over payments with under payments would likely out stripe the benefits.

Jane Teal, our Archivist is to be applauded for almost single handily moving our archive material from Grove Rd to Tuam St. Jane does an excellent job maintaining the archives and her knowledge of the Diocese is a great asset to us all, especially when matters of deeds and trusts have to be researched.

No modern office can exist without a good IT infrastructure and Scott Walters, the IT Support person has done an excellent job keeping the equipment up to date and ensuring that we have the best security of our network that we can afford.

I extend my thanks to all of the staff in the Anglican Centre who, regardless of the restrictions imposed due to COVID in addition to the process of moving office this year have nevertheless continued to do an excellent job of supporting the mission of the Diocese.

The Very Rev'd Lawrence Kimberley  
ADMSCGB Chair