

<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 - 28
Independent Auditor's Report.....	29

**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.

**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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The Governance Board are pleased to present the approved financial statements of the Anglican Diocesan Ministry Support Centre for year ended 31 December 2024.

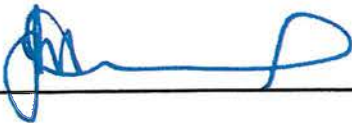
**APPROVED**



+Peter Carrell

ADMSC Governance Chairperson

Date ..... 27 May 2025 .....



Lynn Shearing

ADMSC Governance Board Member

Date ..... 27 May 2025 .....

### 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 **1,397** recipients (**1,361** prior year) and the quarterly "Anglican Life" magazine which went online in **2023**, with just a printed edition at Easter, with **3,000** copies produced (**4,725** for 2023).

#### Administrative Support Services:

In the administrative support area, the objective is to provide a centralised payroll for everyone in the Diocese, including our **56** parishes and **Anglican Care**, and offer accounting services and support to our parishes and related entities in the wider Diocese to ensure they meet regulatory requirements.

##### Payroll & Accounting Services

Our payroll services were utilised for a total of **234** people (**232** prior year) for processing fortnightly payrolls for laity and monthly payrolls for clergy.

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

##### Training & Support

A new two monthly wardens & treasurers online training initiative commenced at the beginning of the 2023 year and continued through to the end of 2024.

We hosted the 3 day Australasian Registrars conference in November 2024 with **58** attendees from **41** Dioceses through NZ and Australia, helping to foster networking and support opportunities between Dioceses.

#### 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

In line with budget and the prior year, we provided grant funding for a **0.5 FTE** chaplain position covering both Canterbury and Lincoln universities and **1.5 FTE** chaplain positions at Christchurch Hospital. Funding for the **0.75 FTE** clergy position at our Westland Anglican Regional Ministry Unit (WARM) was reduced for the second half of 2024, with their vicar retiring, to a **0.70 FTE** interim priest position.

##### Ministry Education Training

In 2024 we had **9** individuals exploring the call to ordination over two discernment weekends (2023: **3** individuals at one discernment weekend). The Pre-Ordination group met 8 times, with **7.5** on average in attendance (**7** prior year).

We provided ministry training support to ordained clergy, deacons and laity; in total **179** individuals (**141** prior year).

##### Safeguarding & Safe Ministries Training

**5** safeguarding training sessions were run in 2024 for parishes, with **39** attending in total.

**9** workshops were held in various locations throughout the Diocese during 2024 for the new Safe Ministries courses developed in 2023 for all persons holding a Bishop's license, **124** completed the stage one of this training.

### New Ministry Expressions for Parishes:

With the development of the **Diocesan mission action plan (DMAP)** strategy in 2021, the following mission initiatives focusing on parish regeneration have since been implemented to empower parishes to grow:

**Conferences:** The Diocesan Living Faith conference was held at Labour weekend in 2024 to encourage clergy & laity in their personal faith in Christ and inspire confidence in Christianity. Approximately **400** attended at the Boys High Auditorium, predominantly in the over 60 age group, with a 96% positive feedback. The goal being for an attendance of **300-500** people of mixed ages and a 95% positive feedback.

The aim for the previous two Leading your Church into Growth conferences was to equip clergy & lay leaders as missional leaders, and for all parishes to be in attendance with at least one representative. A number of parishes attended both years, with **170** in attendance at the 2023 conference.

**Parish Mission Impact Reviews:** The target for our third year of a further **10** parish mission impact reviews to be undertaken was achieved, (2023: **10** reviews completed) enabling more parishes to become intentional about regeneration and mission and overcome growth inhibitors.

**Resourcing Clergy & Lay Leaders:** For the fortnightly "Stirring" email, there were **814** subscribers in 2024 (2023: **627** subscribers) with the target being **630**.

The weekly videos covering various missional content such as "Faith Questions" and the weekly "Mission Brief" received **347** views in 2024 over a one month period (2023: **625** views per month) with the target being **400-500** views.

**Prayer Pilgrimage & Community:** The goal to successfully run a prayer pilgrimage in March 2024 took place with **166** people present across all 5 waypoints, not quite meeting the target of **200** people.

Sunday 3rd March 2024 was advertised as a day of 'special prayer focus' ahead of the prayer pilgrimage. Many parishes had pilgrimages, vigils and prayer meetings, and a special emphasis on prayer on this particular Sunday.

A Diocesan prayer community was successfully launched on 26th May 2024 with approximately **50** members, by year end **269** members were part of the Prayer Community, with a target set of **220**.

**DMAP Presentations to Vestries:** The target to present to all parishes in the 2023 year, to help enable a growing knowledge and commitment to regeneration and mission, was 92% completed with **45** vestry presentations held. A further parish was completed in 2024, two parishes cancelled and the remaining parish is without a vicar.

**Missional Clusters:** Were set up in 2022 to support clergy to implement change and grow their parishes in strength, depth & breadth. A target of 4-5 clergy per missional cluster was set. There were **2** missional coaches with **13** clergy in 2023 & **5** clusters with **15** clergy in 2024. Monthly meetings provide prayer, encouragement and feedback opportunities.

### **Diocesan Conference - Testimonial**

*I was so moved by the seminar and am inspired to live and be more like Jesus. I feel much more confident to be and make disciples.*

### **Mission Impact Reviews - Testimonial**

*I found the MIR process to be a very empowering experience for myself and my parishioners. It was very helpful to think of it as a mirror being held up to ourselves as the recommendations came from parish questionnaires and interviews. In particular it was a great experience for our young person to be interviewed - very validating. I found my interview constructive and useful and not at all stressful. The recommendations were great and were a pretty good picture of where I have wanted the parish to go anyway. It was helpful to have the observation of outside parties on a couple of our trickier areas of ministry and mission. Reshaping our MAP with the MIR recommendations has propelled the parish forward and diversified our thinking. I was rather dreading the whole process, but it turned out to be an excellent experience and exercise that served the kingdom of God well.*

### 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.

A quarterly VIP magazine is produced for aiding children's ministry, on average **1,043** were printed per issue in 2024 (**1,120** prior year) for distribution.

After recognising a gap in the area of supporting parents & families with their faith, a Family Faith Journal was published in 2023 with **520** booklets ordered by churches in the Diocese, **400** books were ordered for the 2024 year.

Two children's leaders get-togethers were held in 2024 (2023: 1) with an average attendance of **9.5** leaders (2023: **6**).

The Children's ministry developer ran two online training sessions in 2023 with **16** signing up. None were run in 2024.

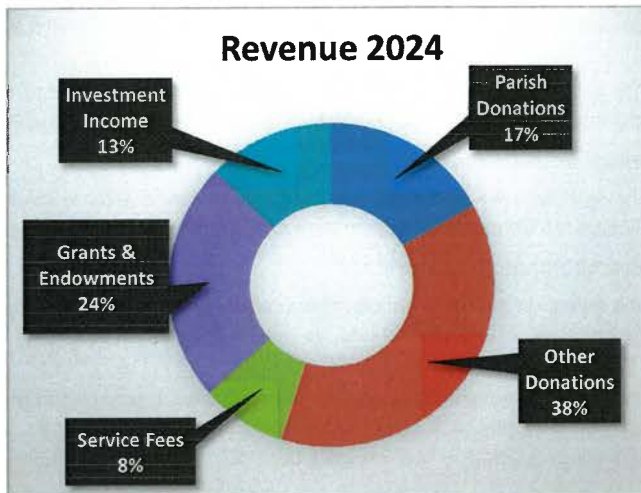
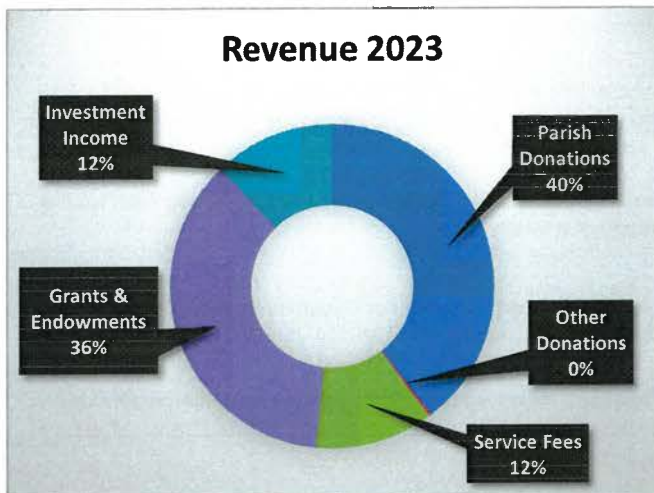
#### *Youth & Young Adults ministry:*

**Training Initiatives:** There was a particular focus on safe guarding in 2023 for this age group, with Safe activity management planning training courses held in person or online with **13** attending and Grooming behaviours training for children & youth workers with **19** attending. In 2024 the training on safeguarding was extended to all age groups.

**Leadership development:** Weekly Discipleship huddles continued with a group of **10-15** regular attendees both years.

**Spiritual Formation:** Deeper camp for intermediates and the Night at the Abbey for young adults had over the 2 events **162** in attendance (**94** prior year) . Easter camp attendees from our Diocese in 2024 were around **250** (2023: **100**).

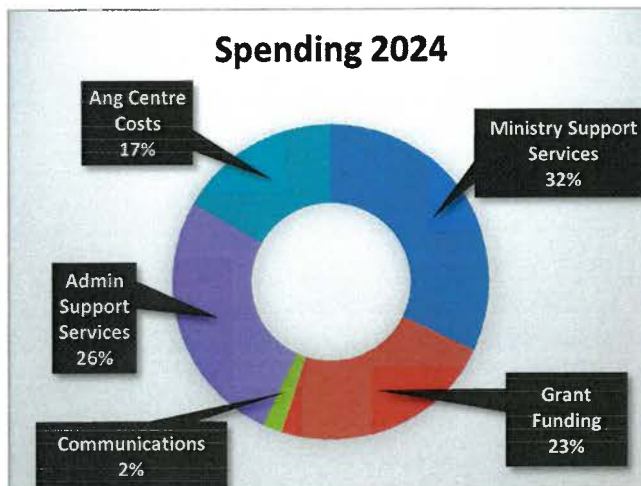
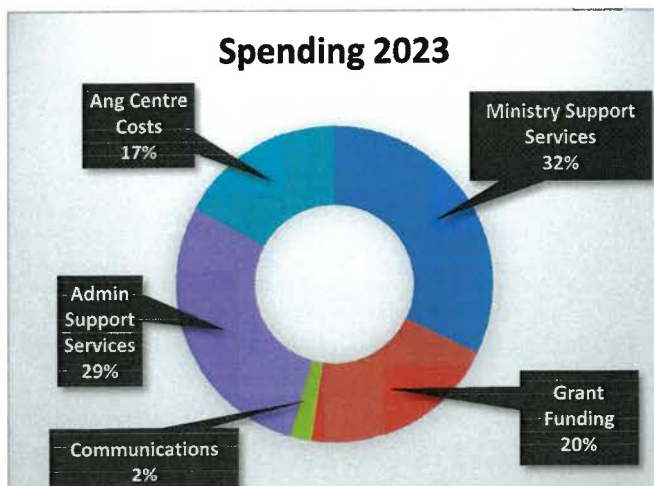
**Revenue & Spending recognised in the financial statements shown by source in graphs below:**



**Donations:** Parish donations remained in line with budget and the prior year and are for funding of our regular operational activities. Other donations were up with receiving a number of special purpose funds from CPT in August totalling \$2.16m which CPT had previously been trustee, as it was felt more appropriate for these funds to be managed directly by the Anglican Diocesan Ministry Support Centre.

**Grant income** is up on budget with the transfer of the Anglican advocacy function and corresponding grant funding of \$80k from Anglican Care at the start of April 2024. In 2023 we received a one off bequest of \$156k for erecting churches at specified locations.

**Investment Income** is higher with the payout of final interest distributions as a result of the restructuring of the CPT Fixed Income Fund at the start of 2025.



**Ministry support costs** covered our ministry staffing whom were at similar levels to 2023, with a stable under 40's team and Archdeacon for Mission. Ministry education continued to be covered through short term contracts. Since late 2023 we have a part-time communications officer on board again and the Anglican Care advocacy staff member came on board at the start of April 2024.

Candidate selection and training costs were up with more spent on the annual clergy conference and a follow-up Diocesan conference held at Labour weekend, both utilising overseas speakers.

**Grant funding** was up in 2024 due to investing significantly more funding for curates in our parishes, with a number of curates coming through from St John's College this year, from a low in 2023.

**Anglican Centre costs** included the cost of our Diocese hosting the Australasian Registrars conference in November.

### **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 2024



	Note	2024 Actual \$	2023 Actual \$
<b>Revenue from non-exchange transactions</b>			
Donations	2	3,152,286	1,542,913
Grants & Endowments	3	1,369,284	1,405,729
Distribution on dissolution of Chch St Johns Parish	9	-	30,250
		<u>4,521,570</u>	<u>2,978,893</u>
<b>Revenue from exchange transactions</b>			
Revenue from provision of services	4	482,564	449,970
Interest Revenue		309,315	84,202
Investment Gains		411,662	384,242
Other Revenue		132	3,044
		<u>1,203,672</u>	<u>921,458</u>
<b>Total revenue</b>		<u><b>5,725,242</b></u>	<u><b>3,900,351</b></u>
<b>Expenses</b>			
Employee and volunteer costs	5	1,515,823	1,390,542
Administration costs	6	533,664	470,372
Ministry and Mission costs	7	258,693	218,482
Grants & distributions made	8	613,206	435,770
Depreciation	15	130,193	120,005
Interest expense		23,634	25,939
Loan Forgiven	13	15,000	-
<b>Total expenses</b>		<u><b>3,090,213</b></u>	<u><b>2,661,110</b></u>
<b>Surplus/(Deficit) for the year</b>		<u><b>2,635,029</b></u>	<u><b>1,239,241</b></u>
Other comprehensive revenue and expenses		-	-
<b>Total comprehensive revenue and expenses for the year</b>	10	<u><b>2,635,029</b></u>	<u><b>1,239,241</b></u>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF CHANGES IN EQUITY**  
 FOR THE YEAR ENDED 31 DECEMBER 2024



	Accumulated Revenue & Expenses	Capital Contribution Reserve (Note 26)	Special Purpose Funds (Note 27)	Total Equity
	\$	\$	\$	\$
Opening equity 1 January 2024	483,715	577,557	6,109,935	7,171,207
Total comprehensive revenue & expense	2,635,029			2,635,029
Total transfers	(2,613,678)		2,613,678	-
<b>Closing equity 31 December 2024</b>	<b>505,066</b>	<b>577,557</b>	<b>8,723,613</b>	<b>9,806,236</b>
Opening equity 1 January 2023	270,899	577,557	5,083,511	5,931,966
Total comprehensive revenue & expense	1,239,241			1,239,241
Total transfers	(1,026,424)		1,026,424	-
<b>Closing equity 31 December 2023</b>	<b>483,715</b>	<b>577,557</b>	<b>6,109,935</b>	<b>7,171,207</b>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF FINANCIAL POSITION**  
AS AT 31 DECEMBER 2024



	Note	2024 \$	2023 \$
<b>EQUITY</b>			
Accumulated revenue and expenses		505,066	483,715
Capital Contribution Reserve	26	577,557	577,557
Special Purpose Funds	27	8,723,613	6,109,935
<b>TOTAL EQUITY</b>		<b>9,806,236</b>	<b>7,171,207</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	11	949,520	697,054
Receivables	12	240,613	301,532
Prepayments		56,696	97,609
Loan - Anglican Bishop of Christchurch	13	15,000	15,000
CPT Investments	14	2,503,370	-
<b>Total Current Assets</b>		<b>3,765,198</b>	<b>1,111,195</b>
<b>NON CURRENT ASSETS</b>			
CPT Investments	14	6,220,243	6,109,935
Loan - Anglican Bishop of Christchurch	13	45,000	60,000
Plant & Equipment	15	537,348	621,824
<b>Total Non Current Assets</b>		<b>6,802,592</b>	<b>6,791,759</b>
<b>TOTAL ASSETS</b>		<b>10,567,790</b>	<b>7,902,954</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Payables	16	232,164	187,363
Employee Benefit Liability		183,069	157,215
Grants received in advance	17	905	8,516
Loan - CPT	18	35,463	33,237
<b>Total Current Liabilities</b>		<b>451,601</b>	<b>386,332</b>
<b>NON CURRENT LIABILITIES</b>			
Loan - CPT	18	309,952	345,416
<b>TOTAL LIABILITIES</b>		<b>761,553</b>	<b>731,747</b>
<b>NET ASSETS</b>		<b>9,806,236</b>	<b>7,171,207</b>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE  
**STATEMENT OF CASH FLOWS**  
 FOR THE YEAR ENDED 31 DECEMBER 2024



	Note	2024 \$	2023 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Cash was received from:</b>			
Donations received		989,761	962,913
Grants & Endowments received		1,361,673	1,246,046
Receipts from provision of services		482,564	449,970
Interest received		27,386	23,037
Net GST received		-	16,331
Other operating receipts		132	4,327
		<u>2,861,515</u>	<u>2,702,623</u>
<b>Cash was applied to:</b>			
Payments to suppliers and employees		2,150,639	2,168,874
Donations and grants paid		426,075	282,732
Interest paid		23,634	25,939
Net GST paid		7,853	-
		<u>2,608,200</u>	<u>2,477,546</u>
<b>Net Cash Flows from Operating Activities</b>		<u><b>253,315</b></u>	<u><b>225,077</b></u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Cash was received from:</b>			
Proceeds from sale of investments		319,367	112,885
		<u>319,367</u>	<u>112,885</u>
<b>Cash was applied to:</b>			
Purchase of plant and equipment		45,717	82,761
Purchase of investments		241,263	160,445
		<u>286,980</u>	<u>243,206</u>
<b>Net Cash Flows from Investing Activities</b>		<u><b>32,388</b></u>	<u><b>(130,321)</b></u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Cash was received from:</b>			
Proceeds from advance of loans		-	-
		<u>-</u>	<u>-</u>
<b>Cash was applied to:</b>			
Repayment of loans		33,237	142,016
		<u>33,237</u>	<u>142,016</u>
<b>Net Cash Flows from Financing Activities</b>		<u><b>(33,237)</b></u>	<u><b>(142,016)</b></u>
Net Increase / (Decrease) in Cash and cash equivalents		252,465	(47,260)
Cash and cash equivalents at beginning of year		697,054	744,314
<b>Cash and cash equivalents at end of year</b>	11	<u><b>949,519</b></u>	<u><b>697,054</b></u>

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

## 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.

### 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 \$33 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 2024 & 2023 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 (FVOCI) - 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, apart from the Fixed Income Fund which is being wound up and a new Income Fund established from the start of 2025 year, therefore has been shown as held for the short term.

### **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 2024



	Note	Actual 2024	Actual 2023
<b>2 Donations</b>		\$	\$
Parish Quota	20	881,555	862,067
Donations - General Purposes		10,592	10,740
Donations - Special Purpose Funds		2,240,687	643,725
West Coast Parish Contributions		19,452	26,381
		<b>3,152,286</b>	<b>1,542,913</b>
<b>3 Grants and Endowments</b>			
Bequest & Estate Income		-	156,373
CPT - General Trust Estate (Operational)	20	510,000	500,000
St John's College Trust Board (Operational)	17	485,791	460,461
Bishopric Estate (Bishops Office)	20	292,149	286,946
Anglican Care - Advocacy Grant		80,594	-
Anglican Pension Board (Chaplain for Retired Clergy)		750	750
MSD (Wage Subsidy)		-	1,200
		<b>1,369,284</b>	<b>1,405,729</b>
<b>4 Revenue from provision of services</b>			
Parish Accounting Service Fees	20	92,725	91,216
Advertising Income (Anglican Life)		3,830	3,051
Admin & Ministry Event Income		65,963	23,342
Service Level Agreement (Cardale House)	20	320,045	332,361
		<b>482,564</b>	<b>449,970</b>
<b>5 Employee and volunteer costs</b>			
Bishop's Office		194,063	181,602
Ministry Staff		462,658	373,490
Administration Staff		758,255	706,974
Travel costs		47,232	57,162
Ministry Staff (Special Purpose Funds)		53,615	71,315
		<b>1,515,823</b>	<b>1,390,542</b>
<b>6 Administration costs</b>			
Accommodation		307,746	286,472
Audit Fees		8,750	8,000
Insurance (Public & Professional liability)		32,652	30,512
Legal & Consultancy		6,975	5,379
Office expenses		177,541	140,009
		<b>533,664</b>	<b>470,372</b>
<b>7 Ministry and Mission costs</b>			
Bishop's Office		21,975	22,669
Communications & Media		54,807	50,476
Ministry Team		48,415	39,049
Training Support & Education		120,366	76,514
Special Purpose Funds Ministry		13,131	29,775
		<b>258,693</b>	<b>218,482</b>
<b>8 Grants and distributions made</b>			
Archdeaconry		41,909	37,989
Chaplaincies (Hospital & Tertiary)		120,911	115,468
Cathedral & Parishes		30,000	30,000
Special Purpose Fund Grants		420,386	252,313
		<b>613,206</b>	<b>435,770</b>

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

## 9 Distribution on dissolution of Chch St Johns Parish

It was resolved at the 2nd September 2023 Synod to dissolve the parish of Christchurch St Johns in the Anglican Diocese of Christchurch immediately. The net assets of the parish to be for the use of the Anglican Diocese of Christchurch, with those assets held in trust distributed to Church Property Trustees and the remaining financial assets being distributed to the Anglican Diocesan Ministry Support Centre .

10 Surplus/(Deficit) for the year	2024 Actual \$	2023 Actual \$
<b>Total comprehensive revenue &amp; expense</b>	<b>2,635,029</b>	<b>1,239,241</b>
<b>Less transfers to Special Purpose Funds</b>		
Special Purpose Fund distributions	2,613,678	1,026,424
	<u>2,613,678</u>	<u>1,026,424</u>
<b>Surplus (Deficit) after transfers</b>	<b><u>21,351</u></b>	<b><u>212,817</u></b>

The net surplus after transfers to special purpose funds includes the Chch St Johns parish distribution of \$30,250 in 2023.

11 Cash and cash equivalents	2024 \$	2023 \$
<b>Current assets:</b>		
ANZ Current & Call Accounts	946,785	643,432
CPT Call Account	2,735	53,622
<b>Total Cash and cash equivalents in the statement of cash flow</b>	<b><u>949,520</u></b>	<b><u>697,054</u></b>

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

ANZ Current & Call Accounts	1.2%-3.55%	2.45%-4.80%
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.

12 Receivables	2024 \$	2023 \$
Trade receivables	-	-
Sundry receivables	15,763	5,892
Recoverable costs from Parishes	224,849	295,640
	<u>240,613</u>	<u>301,532</u>
Receivables from exchange transactions	-	-
Receivables from non-exchange transactions	240,613	301,532
	<u>240,613</u>	<u>301,532</u>

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.

### 13 Loan - Anglican Bishop of Christchurch

	2024	2023
	\$	\$
Current Portion	15,000	15,000
Non-Current Portion	45,000	60,000
	<b>60,000</b>	<b>75,000</b>

**Purpose:** The loan is to assist with the cost of improvements to the Bishop's private residence to better facilitate the duties of the Bishop.

**Repayment Terms:** The loan shall be forgiven to the value of \$15,000 per annum for every year that the Bishop continues in his role with the Diocese, commencing from 31st March 2024 through to 31st March 2028. Should the Bishop leave his role then the remaining loan balance becomes repayable at the date of termination. Should the Bishop die in office then the loan will be written off at the date of death.

**Interest rate & Security held:** The loan is interest free and unsecured.

### 14 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.

		2024	2023
		\$	\$
<b>Investments - Managed Funds</b>			
CPT Fixed Income Fund	Amortised Cost	2,503,370	2,175,801
CPT Balanced Growth Fund	Fair Value	6,220,243	3,934,134
<b>Total</b>		<b>8,723,613</b>	<b>6,109,935</b>

Investment funds are held for the specific purposes as shown in the Schedule of Special Purpose Reserves. (Note 27)

#### Fixed Income Fund

This is a managed fund designed to provide income on a regular basis and is a short to medium term investment of less than 5 years. Interest is credited to the fund on an annual basis in 2024 and on a quarterly basis in 2023, the interest rate at 31 December 2024 was 3.25% (2023: 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, management consider no impairment loss is necessary.

The Fixed Income Fund is being wound up and a new Income Fund established from the start of 2025, therefore this investment has been shown as a current asset at the end of 2024.

#### 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 2024 was 3.0% (2023: 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.

**15 Plant and equipment**

**2024**

<b>Asset Class</b>	<b>Cost</b>	<b>Accumulated Depreciation</b>	<b>Net Book Value</b>
	\$	\$	\$
Motor Vehicles	43,839	30,802	13,037
Plant & Equipment	39,026	23,077	15,949
Furniture & Fittings	640,097	183,760	456,337
Computers	182,451	130,427	52,025
<b>Total</b>	<b>905,413</b>	<b>368,065</b>	<b>537,348</b>

**2023**

<b>Asset Class</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Motor Vehicles	43,839	19,843	23,996
Plant & Equipment	37,178	16,262	20,916
Furniture & Fittings	632,438	120,079	512,359
Computers	146,241	81,689	64,552
<b>Total</b>	<b>859,696</b>	<b>237,873</b>	<b>621,824</b>

Reconciliation of plant and equipment:

**2024**

<b>Asset Class</b>	<b>Opening NBV</b>	<b>Additions</b>	<b>Disposals</b>	<b>Depreciation</b>	<b>Closing NBV</b>
	\$	\$	\$	\$	\$
Motor Vehicles	23,996			10,959	13,037
Plant & Equipment	20,917	1,848		6,815	15,949
Furniture & Fittings	512,359	7,659		63,681	456,337
Computers	64,552	36,210		48,737	52,025
<b>Total</b>	<b>621,824</b>	<b>45,717</b>	<b>-</b>	<b>130,193</b>	<b>537,348</b>

**16 Payables**

	<b>2024</b>	<b>2023</b>
	\$	\$
Trade payables	62,010	26,686
Sundry payables	170,154	160,677
	<b>232,164</b>	<b>187,363</b>
Payables for exchange transactions	62,010	26,686
Payables for non-exchange transactions	170,154	160,677
	<b>232,164</b>	<b>187,363</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.

**17 Grants received in advance**

	<b>2024</b>	<b>2023</b>
	\$	\$
<b>Opening Balance</b>	8,516	11,826
<b>Grant Income Received:</b>		
St Johns Trust Board Ministry Support	401,993	384,313
St Johns Trust Board Episcopal Support	75,317	72,005
St Johns Trust Board Zoom Conferencing	869	831
	<b>478,179</b>	<b>457,149</b>

**Utilised as follows:**

St Johns Trust Board	Ministry Support	(409,045)	(377,261)
St Johns Trust Board	Episcopal Support	(75,317)	(72,005)
St Johns Trust Board	Zoom Conferencing	(869)	(831)
St Johns Trust Board	Youth Mental Health	-	(1,363)
St Johns Trust Board	Covid Expressions	(559)	(9,000)
		(485,790)	(460,460)
<b>Closing Balance</b>		905	8,516

**Comprised as follows:**

St Johns Trust Board	Ministry Support	-	7,052
St Johns Trust Board	Covid Expressions	905	1,464
<b>Total Unused Grants</b>		905	8,516

**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 and deacons formation.

**Youth Mental Health Grant**

Three year new initiative grant totalling \$214,250 for employing a youth mental health educator who worked 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

**18 Loan - Church Property Trustees**

	2024	2023
	\$	\$
Current	35,463	33,237
Non-Current	309,952	345,416
	<b>345,416</b>	<b>378,653</b>

**Purpose:** The loan was for covering the cost of fitout and other establishment costs (as tenant) of Cardale House, 95 Tuam Street, Christchurch.

**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 at 31 December 2024 is 6.5% (2023: 6.5% p.a.).

**Repayment Terms:** Repayment of the principal sum and interest on the principal sum is on a table basis by consecutive monthly instalments over the 10 year loan term, from the date of the final drawdown of principal in 2022 until maturity in August 2032. An additional lump sum repayment of \$100,000 was made on 30th November 2023.

## 19 Operating leases

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

	2024	2023
	\$	\$
Less than one year	172,447	170,742
Between one and five years	399,635	540,175
Greater than five years	-	-
<b>Total non-cancellable operating lease payments</b>	<b>572,082</b>	<b>710,917</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 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, this has been renewed for a further 4 years.

## 20 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.

	2024	2023	2024	2023
	<b>Value of Transactions</b>		<b>Amount Outstanding</b>	
	\$	\$	\$	\$
<b>Current Account</b>				
Interest Income	268	247		-
Value of Current Account			-	5,710
	<b>268</b>	<b>247</b>	<b>-</b>	<b>5,710</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	\$ 388,414	\$ 389,415
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 by ADMSC. The shared services include staffing; equipment, resources and facilities; and the provision of storage for records and historical documents which are apportioned between the participating entities on an appropriate basis.

**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.

	2024	2023	2024	2023
	<b>Value of Transactions</b>		<b>Amount Outstanding</b>	
	\$	\$	\$	\$
<b>Operating Grant Income</b>				
General Trust Estate	510,000	500,000	-	-
Bishopric Estate	292,149	286,946	-	-
<b>Service Level Agreement fees</b>	114,342	111,315	-	-
<b>Fixed Income Fund investments</b>				
Interest Income	264,395	62,603	-	-
Investment Impairment	-	37,389	-	-
Value of Investment			2,506,105	2,229,423
<b>Balanced Growth Fund investments</b>				
Investment Income / (loss)	411,662	346,854	-	-
Value of Investment			6,220,243	3,934,134
<b>Loan for Anglican Centre fitout</b>				
Interest expense	(23,634)	(25,939)	-	-
Value of Loan			(345,416)	(378,653)
	<b>1,568,914</b>	<b>1,319,167</b>	<b>8,380,932</b>	<b>5,784,904</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 29 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.

	2024	2023	2024	2023
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
<b>Costs on-charged as Agent</b>				
Centralised payroll & other recoveries	9,297,480	8,766,010	66,178	122,740
Parish Accounting Service fees	92,725	91,216		
Parish Quota Income	881,555	862,067		
	<b>10,271,760</b>	<b>9,719,293</b>	<b>66,178</b>	<b>122,740</b>

**St Michael and All Angels Parish Trust:**

The Parish Trust managed the properties of the parish of Christchurch St Michaels, which is a parish in the Diocese of Christchurch, until the end of 2022 when the Trust was wound up, with the parish taking over responsibility from 2023. The Anglican Diocesan Ministry Support Centre leases Cardale House at 95 Tuam Street since the start of 2022 when it took over the lease from the Anglican Centre.

	2024	2023	2024	2023
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
<b>Building Lease</b>				
Rental expense	230,740	215,983		
Rent Prepayment			33,622	70,300
	<b>230,740</b>	<b>215,983</b>	<b>33,622</b>	<b>70,300</b>

**21 Financial Instruments**

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

	2024	2023
	\$	\$
<b><u>Financial Assets</u></b>		
<b>Measured at amortised cost:</b>		
Cash and cash equivalents	949,520	697,054
Receivables	240,613	301,532
Loan - Anglican Bishop of Christchurch	60,000	75,000
Investments - CPT Fixed Income Fund	2,503,370	2,175,801
	<b>3,753,502</b>	<b>3,249,387</b>
<b>Measured at fair value through surplus or deficit:</b>		
Investments - CPT Balanced Growth Fund	6,220,243	3,934,134
<b>Total financial assets</b>	<b>9,973,746</b>	<b>7,183,521</b>
<b><u>Financial Liabilities</u></b>		
<b>Measured at amortised cost:</b>		
Payables	236,478	191,677
Loan - CPT	345,416	378,653
<b>Total financial liabilities</b>	<b>581,893</b>	<b>570,330</b>

**22 Contingencies**

There are no contingent assets or liabilities as at reporting date. (2023: nil)

**23 Commitments**

There are no capital commitments as at balance date. (2023: nil)

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**24 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.

**25 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.

**26 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.

## 27 SPECIAL PURPOSE FUNDS

Name of Fund	Note	BALANCE 1 Jan 2024	FUND MOVEMENTS					BALANCE 31 Dec 2024
			External Contr's	Diocese Contr's	Investment Income	External Payments	Internal Transfers	
<b>General Parochial Purposes:</b>								
Children's Ministry Fund	1	12,580			1,431			14,012
<b>Funds for Benefit of Clergy:</b>								
Clergy Resettlement	2	202,961	1,821		22,871	(19,989)		207,664
<b>Operating Funds:</b>								
Clergy Study Leave	3	265,230	62,537		31,886	(33,626)		326,027
Curates in Training	4	141,642		180,000	12,954	(152,572)		182,024
Local Shared Ministry Reserve Pool	5	18,617			2,118			20,734
		<b>425,488</b>	<b>62,537</b>	<b>180,000</b>	<b>46,957</b>	<b>(186,198)</b>	<b>-</b>	<b>528,785</b>
<b>Other Specific Purpose Funds:</b>								
Outreach	6	21,425			2,455			23,880
Resource Centre Equipment Reserve	7	7,010			797			7,808
Archives John Hendry Trust	8	2,487			283			2,770
Bishop's Discretionary Fund	9	-	10,000		37			10,037
Companion Diocese	10	17,269			2,038			19,307
Personal Sickness Insurance Fund	11	161,842	2,971		18,286			183,099
Ordination Candidates Fund	12	4,095	833		1,430		31,220	37,578
Parish Support Fund	13	30,604			4,111	(8)		34,706
Evangelistic Work (Saving Souls)	14	19,908			2,265			22,173
Ministry Education Fund	15	3,610			356	(2,110)		1,855
Andrew Starky Education Fund	16	100,534			11,447	(1,532)		110,449
Bishops Lambeth Travel Fund	17	3,330		3,000	455			6,785
Ordained & Lay Ministry Counselling Fund	18	4,439			460	(2,933)		1,966
Anglican Centre Contents ISE Fund	19	3,279			680	(3,118)		841
Regeneration & Mission Fund	20	4,390			309	(3,960)		739
Bishop's Episcopal Training Fund	21	2,746			438	(1,380)		1,804
Shirley Development Fund	22	591,484			49,300	(56,859)		583,924
St Lukes Charitable Fund	23	1,404,941	63,245	-	137,714	(70,833)	-	1,535,066
St Lukes Fund	24	2,802,313	194,405	(16,200)	281,105	(108,797)	-	3,152,826
Chch St John's Fund	25	29,777			2,171	(5,688)		26,260
Phillip Brown - Curates Grant Fund	26	-	33,424	-	2,338	-	-	35,762
E & A Wells Estate	27	-	444,257		11,676		(6,839)	449,094
E & A Wells Estate Income Fund	28	-	47,681		4,193		6,839	58,713
Wilson Trust Cashmere Diocese Site Fund	29	-	190,519		4,963			195,482
Wilson Trust Cashmere Income Fund	30	-	6,952		619	(6,000)		1,571
Lohse Estate Income Fund	31	-	85,441		9,024	(1,500)	3,787	96,752
C R Russell Estate	32	-	401,083		10,541		(6,175)	405,450
C R Russell Estate Income Fund	33	-	14,659		1,425		6,175	22,258
Olsen Family Trust	34	-	74,445		1,957		(1,146)	75,255
Olsen Family Trust Income Fund	35	-	6,463		534		1,146	8,142
Robert Heaton Rhodes Fund	36	-	61,419		1,607		(473)	62,553
Mediation Reserve	37	-			28			28
Pandemic Fund	38	-			8			8
		<b>5,215,484</b>	<b>1,637,797</b>	<b>(13,200)</b>	<b>565,047</b>	<b>(264,720)</b>	<b>34,535</b>	<b>7,174,942</b>
<b>TOTAL SPECIAL PURPOSE RESERVES</b>		<b>5,856,514</b>	<b>1,702,156</b>	<b>166,800</b>	<b>636,306</b>	<b>(470,907)</b>	<b>34,535</b>	<b>7,925,403</b>
<b>BEQUESTS AND ENDOWMENTS</b>								
St Faiths Religious Education - Capital	1	7,152			814			7,966
St Faiths Religious Education - Income	1	10,011			1,139			11,150
Archdeaconry of Christchurch Endowment	2	16,618			1,890			18,508
Bishop's Ordination Candidate	3	41,417			4,429	(10,197)	(31,220)	4,429
Clifford H T Bequest	4	7,467			661	(6,027)		2,101
Kate Gerrard Bequest	5	11,903			1,270			13,172
Otley Bequest - Overseas Missions	6	79,426			6,635			86,061
Otley Bequest - Diocese	7	79,426			6,635			86,061
R M Aslin Bequest	8	-	7,437		584			8,021
R H Rhodes Endowment	9	-	32,831		3,648		473	36,952
Robert Erwin Bequest	10	-	252,246	-	22,847			275,093
Lohse Reserve Endowment	11	-	246,018		6,466		(3,787)	248,696
<b>TOTAL BEQUESTS AND ENDOWMENTS</b>		<b>253,421</b>	<b>538,532</b>	<b>-</b>	<b>57,017</b>	<b>(16,224)</b>	<b>(34,535)</b>	<b>798,211</b>
<b>TOTAL</b>		<b>6,109,935</b>	<b>2,240,687</b>	<b>166,800</b>	<b>693,323</b>	<b>(487,132)</b>	<b>-</b>	<b>8,723,613</b>
<b>SUMMARY:</b>								
FIF Investments		2,175,801	294,902	166,800	281,661	(487,132)	71,338	2,503,370
BGF Investments		3,934,134	1,945,785	-	411,662	-	(71,338)	6,220,243
<b>TOTAL CPT INVESTMENTS</b>		<b>6,109,935</b>	<b>2,240,687</b>	<b>166,800</b>	<b>693,323</b>	<b>(487,132)</b>	<b>-</b>	<b>8,723,613</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 Fund for the purchase of Resource Centre equipment.
- 8 To fund the cost of digitisation of architectural drawings.
- 9 Donations for Bishop's discretionary use.
- 10 Fund for future Companion Diocese expenses.
- 11 Fund for the settlement of claims.
- 12 Fund to assist parishes with covering the cost of relieving clergy.
- 13 Fund for assistance of Ordination Candidates (eg: bibles etc.)
- 14 Fund for providing financial support to parishes.
- 15 Fund to be used for evangelistic work in saving souls (requested not in building churches).
- 16 Fund to be used for education and training purposes as the discretion of the Diocesan Ministry Educator.
- 17 Education fund for assisting with retreats & courses which advance ministerial skills for licensed ordained & lay ministers.
- 18 Annual allocation from Bishop's Office operating budget for funding the Bishops travel costs to Lambeth every ten years.
- 19 Donation from Workplace Support to be used for the counselling of ordained and lay ministers in Chch Diocese.
- 20 Anglican Centre contents insurance distribution funds can be used for general purposes.
- 21 Fund to be used for regeneration & mission purposes as the discretion of the Archdeacon of Regeneration & Mission.
- 22 St Johns Trust Board grant for Bishop training costs.
- 23 Funds to be used to plan a church or develop an existing parish church site in an area of significant population growth.
- 24 Fund to support projects which progress social justice in the inner city community and spirituality in the Christian tradition.
- 25 Fund to be utilised primarily for support of an inner city chaplain based at the Cathedral.
- 26 Fund for the general purposes of the Diocese.
- 27 Capital fund held for purpose of assisting children suffering from mental or physical handicap or disability within the Diocese.
- 28 Income fund to be applied for above purpose, including distributions to Anglican Care from time to time for this purpose.
- 29 Capital fund held for purpose of funding retreats for clergy and lay people.
- 30 Income fund for funding retreats for clergy and lay people & annual 50% subsidy on clergy use of Sister Eveleen Retreat.
- 31 Income fund for providing scholarships to clergy daughters (17 to 26 years) towards cost of tertiary studies for a first degree.
- 32 Capital Fund held for the care of the aged and from time to time for the maintenance of the Chch Cathedral in the square.
- 33 Income fund to provide annual distributions to Anglican Care for aged care (2/3) and Chch Cathedral for maintenance (1/3).
- 34 Capital fund held equally for the religious educational purposes of Chch St Johns parish and the City Mission.
- 35 Income fund to provide annual distributions split equally between Chch St Johns parish and the City Mission.
- 36 Capital fund to be retained for religious teaching of destitute children, sick in hospital, prisoners in jail or similar purposes.
- 37 Fund for the settlement of claims.
- 38 Fund for assisting parishes due to Covid-19 through to end of 2021, balance to be transferred to Bishop's Development Fund.

### 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.
- 6 Bequest for erection of new churches in overseas Anglican Missions, otherwise school or hospital extensions after 5 years.
- 7 Bequest for erection of new churches in the Christchurch metropolitan area, otherwise for general purposes after 5 years.
- 8 Bequest for installing memorial window or other memorial at Chch St Johns church in memory of Rose & Federick Aslin.
- 9 40% hospital chaplaincy, 20% Christian Education, 15% City Mission, 15% Bishop's discretion & 10% augment capital fund.
- 10 Bequest given, with the net income to be distributed within the inner city of Chch to assist in the relief of poverty & social need.
- 11 Capital fund, income can be used for scholarships to clergy daughters towards cost of tertiary studies for a first degree.

**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 statement of service performance on pages 4 to 7. The complete set of financial statements comprise the statement of financial position as at 31 December 2024, 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 2024, and its financial performance, and its cash flows for the year then ended; and
- the statement of service performance for the year ended 31 December 2024, in that the service performance information is appropriate and meaningful and prepared in accordance with the entity's measurement bases or evaluation methods,

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 statement of service performance in accordance with the ISAs (NZ) and New Zealand Auditing Standard 1 (NZ AS 1) (Revised) 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.

Other than in our capacity as auditor we have no relationship with, or interests in, the entity.

**The Governance Board's Responsibilities for the General Purpose Financial Report**

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

- (a) the preparation and fair presentation of the financial statements and statement of service performance in accordance with PBE Standards RDR;
- (b) the selection of elements/aspects of service performance, performance measures and/or descriptions and measurement bases or evaluation methods that present a statement of service performance that is appropriate and meaningful in accordance with PBE Standards RDR;

- (c) the preparation and fair presentation of the statement of service performance in accordance with the entity's measurement bases or evaluation methods, in accordance with PBE Standards RDR;
- (d) the overall presentation, structure and content of the statement of service performance in accordance with PBE Standards RDR; and
- (e) such internal control as the Governance Board determine is necessary to enable the preparation of the financial statements and statement of service performance that are free from material misstatement, whether due to fraud or error.

In preparing the general purpose financial report the Governance Board 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 the Governance Board 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 statement of service performance 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 (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 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-14-1/>

This description forms part of our auditor's report.

### **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 and the Entity's members, as a body, for our audit work, for this report or for the opinions we have formed.

*BDO Christchurch Audit Limited*

BDO Christchurch Audit Limited  
Christchurch  
New Zealand  
27 May 2025