



DOCUMENT NUMBER	PR001
TYPE	Policy
SUBJECT	Parish Returns Policy
AUTHORISED BY	Diocesan Council
DATE AUTHORISED	5th November 2022

1. Preamble

This policy has been separated out from SP001 Administration Circular 2023 at the wish of Diocesan Council.

2. Parish Returns

There are two types of parish returns requested of executive officers of parishes.

2.1. Annual parish returns

Pursuant to Section 15 of The Parishes Ordinance 1977-2021, annual parish returns are due within ten (10) days after the end of the first quarter of each calendar year. The process for the annual parish return will be somewhat different from 2023, namely it will take the form of a spreadsheet (as well as attachments) with the aim of attaining all relevant information for the coming year, including but not limited to:

1. average attendance numbers for the year;
2. names, addresses, email address and phone numbers of persons licensed to the parish and appointees to various parish Diocesan bodies, which will be used to populate:
 - a. Diocesan email address lists;
 - b. list of responsible persons on the ACNC website for the parish;
 - c. Diocesan Prayer Cycle; and
 - d. Diocesan Year Book;
3. individual stipend/salary determinations and copies of employment agreements with all employees and “contractors” deemed to be covered by Diocesan workers’ compensation insurance policy;
4. relevant information to enable bulk-upload of Annual Information Statements for the lodgment of ACNC returns (where parishes elect as such);
5. copies of audited/reviewed parish financial accounts;
6. copies of parish budget for the coming year;
7. review of replacement value of buildings and contents;
8. copy of report from annual workplace health and safety review including action plan from previous year and associated action plan for the coming year;
9. confirmation of licensing and safe ministry accreditation of “church workers”; and
10. details on parish contributions to the sustainability objectives of the Diocese.



It is expected that this information will change during the course of the year. Changes should be made by completing the following form found at <https://forms.office.com/r/W9X9PY8HpV> or:



2.2. Quarterly Parish Returns

The Business Manager will provide a quarterly parish return which sets out the basis for long service leave contributions and workers' compensation premia, which are billed based on estimates, as well as a request for verification of some information:

- average attendance numbers for the quarter;
- confirmation of parish employees and their packages for workers compensation insurance premia and long service leave provisions;
- status of reported incidents/hazards records, including details of risk treatment plans and their status; and
- status of Diocesan licence & appointments registers;
- status of Safe Ministry records; and
- travel declarations not otherwise provided.

For reference, the Business Manager will request full records of payments and on behalf of employees for the annual workers' compensation insurance return, normally due by 21st July each year for the year ended 30th June. Assistance of treasurers and bookkeepers in the timely gathering of such information would be much appreciated.

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE