

Contents	Page
Non-Financial Information:	
Entity Information	1 - 2
Approval of Financial Report	3
Statement of Service Performance	4 - 5
Financial Information:	
Summary Statement of Financial Performance	6
Statement of Financial Performance	7 - 10
Statement of Financial Position.....	11
Statement of Movements in Equity.....	12
Statement of Cash Flows.....	13
Movements in Special Purpose Funds.....	14
Statement of Accounting Policies.....	15 - 16
Notes to the Performance Report	17 - 21
Independent Auditor's Report.....	22

Legal Name of Entity: Anglican Diocesan Ministry Support Centre

Other Name of Entity: ADMSC

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

Registration Number: CC56265

Entity Purpose or Mission:

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

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

Entity Structure:

Governance Structure:

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

Operational Structure:

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

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

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

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

Main Sources of the Entities Cash and Resources:

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

- Donations & grants
- Investment income

Main Methods Used by the Entity to Raise Funds:

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

Entity Reliance on Volunteers and Donated Goods or Services:

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

Contact Details

Physical Address:

10 Logistics Drive, Harewood, Christchurch. 8051

Postal Address:

PO Box 4438, Christchurch. 8140

Phone:

(03) 348 6960

Email:

diofinancemanager@anglicanlife.org.nz

Website:

www.anglicanlife.org.nz

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
APPROVAL OF FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020



The Governance Board are pleased to present the approved financial report including the historical financial statements of the Anglican Diocesan Ministry Support Centre for year ended 31 December 2020.

APPROVED

A handwritten signature in blue ink, appearing to read 'Lawrence Kimberley', is written over a horizontal line.

The Very Reverend Lawrence Kimberley
Chairperson

Date 2/6/2021

A handwritten signature in blue ink, appearing to read 'Lynda Alexander', is written over a horizontal line.

Lynda Alexander
Finance Manager

Date 2/6/2021

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF SERVICE PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



Description of the Entity's Outcomes:

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

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2020 Actual	2019 Actual
--	------------------------	------------------------

Ministry & Mission:

Training & Courses:

Clergy Professional Development - Number funded	24	43
Lay Training Development - Number funded	49	102
Clergy Conference	Zoom	85
Post Ordination Training - Number of Clergy	14	13
Deacons Formation - Number of Deacons	11	12
Deacons Retreat - Number of attendees	8	10
Boundaries Education Courses - Number held	8	4

<u>Ministry Staff Employed:</u> (Number of positions)	FTE	FTE
---	-----	-----

Training & Education Ministry Staff:

- Parish ministry & mission support	0.00	0.30
- Education & post ordination training	1.20	1.19
- Rural Anglican ministry support	0.10	0.10
	<u>1.30</u>	<u>1.59</u>

Children, Youth & Young Adults Ministry Staff:

- Children's ministry	0.49	0.32
- Youth ministry	0.98	0.94
- Young adults ministry	0.80	0.75
- Under 40's South Canterbury	0.20	0.00
- Youth mental health	0.75	0.75
	<u>3.22</u>	<u>2.76</u>

Social Justice Staff:

- Social Justice Advocate	0	0.1
---------------------------	---	-----

<u>Chaplaincy Funding:</u> (Number of positions)	FTE	FTE
Christchurch Hospital	0.75	0.75
Canterbury & Lincoln Universities	0.5	0.5
Westland Anglican Regional Ministry Unit	0.75	0.75

ANGLICAN DIOCESE OF CHRISTCHURCH
STATEMENT OF SERVICE PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



Description and Quantification (to the extent practicable) of the Entity's Outputs:	2020 Actual	2019 Actual
<u>Other Grant Funding (SPF):</u>		
	FTE	FTE
Clergy Study Leave Fund - Number of clergy funded	1.6	1
Curates in Training Fund - Number of curates funded	3.8	4.6
 Diocesan Earthquake Fund:		
- Operational grant for Chch Cathedral	0	1
- Operational grant for ADMSC	1	1
 Selwyn Foundation - Care of the Elderly Fund:		
- Number of centres funded (operating at parishes)	0	6
 Pandemic Fund:		
- Number of parishes funded (Ministry Subsidy)	3	0
 Bishop's Mission Fund:		
- Number of parishes funded	1	0
 <u>Communications:</u>		
Anglican Life magazine (6 issues) - Number printed	5,250	5,500
Anglican e-Life Weekly Newsletter - Number of recipients	1,228	1,069
Anglican Resource Centre - Library items issued	307	355
 Administration & Finance:		
 <u>Diocesan Accounting Scheme:</u>		
- Number of parishes & Cathedral	29	28
- Number of other Anglican entities	3	3
 <u>Centralised Payroll System:</u>		
- Number of clergy (year end)	76	78
- Number of lay persons (year end)	125	123

Additional Information:

The Covid-19 national lockdown has impacted on the number of clergy and laypeople taking courses throughout the 2020 year. This also meant the annual clergy conference was instead run via zoom with the Archbishop of York as the online speaker.

The Selwyn Foundation (Care of the Elderly Fund) was transferred over to Anglican Care at the end of January to continue operating through the existing parish system.

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
SUMMARY STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



	Actual 2020 \$	Budget 2020 \$	Actual 2019 \$
REVENUE			
Donations & other similar revenue			
Donations			
General Operations	855,074	844,808	843,692
Special Purpose Funds	166,393	-	68,149
Grants & Endowments			
General Operations	901,076	723,907	830,051
Special Purpose Funds	4,000	-	-
	<u>1,926,543</u>	<u>1,568,715</u>	<u>1,741,891</u>
Revenue from providing goods & services	141,944	62,050	116,327
Interest & other Investment Income	58,719	6,000	98,213
Other Revenue	138	-	1,253
TOTAL REVENUE	<u>2,127,345</u>	<u>1,636,765</u>	<u>1,957,685</u>
EXPENSES			
Volunteer & employee related costs			
General Operations	984,092	930,948	938,189
Special Purpose Funds	93,558	-	106,506
	<u>1,077,650</u>	<u>930,948</u>	<u>1,044,695</u>
Costs related to providing goods & services			
Administration and Finance	280,730	280,144	242,493
Ministry and Mission	248,243	170,412	263,306
	<u>528,973</u>	<u>450,556</u>	<u>505,799</u>
Grants & donations paid			
General Operations	262,725	198,311	187,913
Special Purpose Funds	851,629	150,000	229,984
	<u>1,114,354</u>	<u>348,311</u>	<u>417,898</u>
Other expenses	7,633	8,176	9,345
TOTAL EXPENSES	<u>2,728,610</u>	<u>1,737,991</u>	<u>1,977,736</u>
Net Surplus (Deficit) for year	<u>(601,265)</u>	<u>(101,226)</u>	<u>(20,052)</u>
SUMMARY			
General Operations	7,213	(101,226)	19,159
Special Purpose Funds	(608,478)	-	(39,211)
Net Surplus (Deficit) for year	<u>(601,265)</u>	<u>(101,226)</u>	<u>(20,052)</u>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



REVENUE	Note	Actual 2020 \$	Budget 2020 \$	Actual 2019 \$
Donations & other similar revenue				
Donations - General Operations:				
Parish Quota	5	814,791	814,553	803,690
Donations - General		15,000	5,000	15,000
Donations - WARM Parish Contributions		25,283	25,255	25,002
		<u>855,074</u>	<u>844,808</u>	<u>843,692</u>
Donations - Special Purpose Funds:				
Archdeaconry of Chch Endowment		1,725	-	-
Bishop's Mission Fund		50,116	-	4,153
Clergy Study Leave		55,092	-	56,391
Companion Diocese		3,200	-	-
Curates in Training		300	-	275
Diocesan Earthquake Fund		-	-	500
Elder Care Fund		-	-	892
Kate Gerrard Bequest		48	-	45
Ministry Education Fund		5,000	-	-
Ordination Candidates		1,194	-	2,190
Pandemic Fund		32,193	-	-
Personal Sickness Insurance		3,510	-	3,427
Sister Eveleen Retreat House		14,017	-	275
		<u>166,393</u>	<u>-</u>	<u>68,149</u>
		<u>1,021,467</u>	<u>844,808</u>	<u>911,840</u>
Grants and Endowments				
Bequest - HT Clifford (SPF)		-	-	7,876
Grant - Anglican Pension Board (Chaplain for Retired Clergy)		750	750	750
Grant - CPT General Trust Estate	5	371,132	371,132	373,132
Grant - Ministry of Social Development (Youth)	4	-	-	1,567
Grant - St John's College Trust Board (Operational)	4	305,509	352,025	306,458
Grant - St John's College Trust Board (Episcopal Support)		65,000	-	65,000
Grant - St John's College Trust Board (Covid-19)		100,000	-	-
Grant - St John's College Trust Board (Zoom)		750	-	-
Grant - St John's College Trust Board (New Initiatives)	4	57,935	-	75,268
Grant - Sister Eveleen Retreat House (SPF)		4,000	-	-
		<u>905,076</u>	<u>723,907</u>	<u>830,051</u>
		<u>1,926,543</u>	<u>1,568,715</u>	<u>1,741,891</u>
Revenue from providing goods & services				
Deacons Retreat Fees		-	-	926
Parish Accounting Service Fees	5	69,850	62,050	66,200
VC Hardware Support Fees		3,778	-	-
Youth Ministry - Event Income		3,340	-	8,302
Young Adults Ministry - Event Income		37,591	-	34,212
Sister Eveleen Retreat House Fees (SPF)		27,386	-	6,687
		<u>141,944</u>	<u>62,050</u>	<u>116,327</u>
Interest and other Investment income				
Interest Income	5	3,212	6,000	8,570
CPT Investment Income (SPF)	5	55,507	-	89,643
		<u>58,719</u>	<u>6,000</u>	<u>98,213</u>
Other Income				
Sundry Income		138	-	1,253
TOTAL REVENUE		<u><u>2,127,345</u></u>	<u><u>1,636,765</u></u>	<u><u>1,957,685</u></u>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



EXPENSES	Note	Actual 2020 \$	Budget 2020 \$	Actual 2019 \$
Volunteer & employee related costs				
General Operations:				
ACC Levies		53	-	295
Allowances - Archdeacons		4,320	4,800	4,028
Clergy Support - Removal Costs		-	5,000	4,913
Clergy Retirement Fund Subsidy		2,000	2,000	2,000
Employee Costs - Admin Staff		28	1,000	568
Honorarium - Chaplaincy for Retired Clergy		1,014	1,000	1,083
Stipend - Archdeacons		5,743	10,519	10,012
Stipend - Assistant to Bishop for Mission Projects		-	30,772	-
Stipend & Wages - Ministry Educator		86,648	84,120	83,736
Stipend - Mission Developer		1,813	31,534	18,682
Stipend - Ordination Director		6,049	6,009	-
Stipend - Post Ordination Training		6,048	6,009	11,412
Stipend - Rural Life Developer		6,049	6,009	5,974
Stipend & Wages - Social Justice Enabler		-	-	3,381
Stipend - WARM Ministry Enabler		55,709	49,869	54,966
Stipend & Wages - Young Adults Ministry		48,349	33,915	45,804
Travel - Archdeacons		6,467	8,000	9,618
Travel - Committees & Admin Staff		7,384	8,000	7,696
Travel - Ministry Team		20,337	15,750	24,183
Wages - Administration (SLA)	5	569,544	526,000	524,708
Wages - Children's Ministry		28,912	30,772	20,046
Wages - Under 40's (South Cnty)		10,458	12,109	-
Wages - Youth Ministry		65,145	57,761	60,805
Wages - Youth Mental Health Educator (New Initiatives)		52,022	-	44,280
		<u>984,092</u>	<u>930,948</u>	<u>938,189</u>
Special Purpose Funds:				
Bishops Mission Fund payouts		61,327	-	5,079
Chch Archdeaconry Endowment payouts		486	-	239
Clergy Resettlement payouts		47	-	44,189
Clergy Study Leave payouts		22,993	-	14,051
Elder Care stipends & wages		-	-	42,272
Personal Sickness Insurance payouts		1,000	-	675
Sister Eveleen Retreat House wages		7,705	-	-
		<u>93,558</u>	<u>-</u>	<u>106,506</u>
		<u>1,077,650</u>	<u>930,948</u>	<u>1,044,695</u>
Costs related to providing goods & services				
Administration and Finance:				
Accommodation costs (SLA)	5	204,140	178,937	162,131
Catering costs - Committees		4,855	8,000	7,167
Equipment costs (SLA)	5	10,101	16,198	10,746
Insurance - Public & Professional liability		20,548	18,064	18,543
Printing, Stationery and Postage (SLA)	5	17,798	26,788	19,750
Sundry Administration costs		2,037	4,750	4,539
Telecommunications & IT costs (SLA)	5	21,251	27,407	19,617
		<u>280,730</u>	<u>280,144</u>	<u>242,493</u>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



EXPENSES (continued)	Note	Actual 2020 \$	Budget 2020 \$	Actual 2019 \$
Ministry and Mission:				
Anglican Resource Centre		9,340	10,500	9,250
Archdeacons Retreat		755	2,000	-
Bishops Discretionary expenditure		3,365	5,000	40,082
Bishop - Training Costs		40,000	-	-
Boundaries Education and Monitoring		3,253	11,000	3,176
Clergy Mini Conference		-	-	1,345
Coaching & Counselling costs - Young Adults		152	2,000	-
Communications and Media (SLA)	5	62,205	60,972	63,031
Conferences & Special Services		1,709	1,250	1,094
Ministry Team - Events & Workshops		14,095	13,500	17,015
Ministry Team - Hospitality		4,675	1,950	3,942
Ministry Team - Resources & Materials		6,030	3,900	4,823
Ministry Team - Telecommunications		2,902	2,340	2,919
Ministry Team - Young Adults (New Initiatives)		43,452	-	66,027
Sister Eveleen Retreat House - expenses		-	6,000	8,078
Sundry Ministry expenses		-	-	41
Training Support & Education - Clergy		15,084	17,000	18,448
Training Support & Education - Lay Training		12,902	13,000	14,971
Training Support & Education - Ordinands		8,754	20,000	3,988
Elder Care expenses (SPF)		-	-	1,446
Ordination Candidates Fund payouts (SPF)		-	-	1,083
Sister Eveleen Retreat House expenses (SPF)		19,572	-	2,547
		<u>248,243</u>	<u>170,412</u>	<u>263,306</u>
		528,973	450,556	505,799
Grants & donations paid				
General Operations:				
Anglican Care Grant		6,000	6,000	6,000
Archdeacon grants to parishes		40,000	35,000	35,833
Bishopric Estate Grant		10,000	10,000	-
Cathedral Education Grant		50,000	-	-
Cathedral Quota Grant		30,000	30,000	30,000
Chaplaincies - Canterbury University Grant		26,127	26,127	25,755
Chaplaincies - Christchurch Hospital Grant		60,285	60,285	59,449
Chaplaincies - Lincoln University Grant		13,063	13,063	12,878
Chaplaincies - Timaru Hospital Grant		8,250	8,250	8,250
Joint Regional Committee Grant		-	250	250
Ministry Support grants to parishes		10,000	-	-
Third World Debt Reduction Grant		9,000	9,336	9,498
		<u>262,725</u>	<u>198,311</u>	<u>187,913</u>
Special Purpose Funds:				
Bishop's Discretionary Fund		-	-	5,007
Canterbury Earthquake Fund		-	-	50,000
Church Extension Fund		-	-	4,882
Curates in Training Fund		141,959	150,000	170,095
Elder Care Fund		689,671	-	-
Pandemic Fund		20,000	-	-
		<u>851,629</u>	<u>150,000</u>	<u>229,984</u>
		1,114,354	348,311	417,898

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL PERFORMANCE
 FOR THE YEAR ENDED 31 DECEMBER 2020



	Note	Actual 2020 \$	Budget 2020 \$	Actual 2019 \$
EXPENSES (continued)				
Other expenses				
Audit Fees		6,300	5,000	5,000
Depreciation	1	1,299	1,026	1,026
Interest expense	5	34	150	788
Legal/Consultancy Services		-	2,000	2,532
		<u>7,633</u>	<u>8,176</u>	<u>9,345</u>
TOTAL EXPENSES		<u>2,728,610</u>	<u>1,737,991</u>	<u>1,977,736</u>
Net Surplus (Deficit) for year		<u>(601,265)</u>	<u>(101,226)</u>	<u>(20,052)</u>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020



	Note	\$	2020 \$	2019 \$
EQUITY				
Accumulated Funds			26,373	19,160
Reserves			2,294,135	2,902,614
TOTAL EQUITY			2,320,509	2,921,774
ASSETS				
CURRENT ASSETS				
Bank Accounts & Cash				
Petty Cash Float		300		300
ANZ Cheque & Call Accounts		645,990		587,398
CPT Call Account	5	50,385		48,680
Diocese Current Account	5	6,923		1,887
			703,598	638,265
Other Current Assets				
Debtors & Prepayments		267,793		178,497
Goods & Service Tax		24,294		19,696
Cathedral Loan (ex Special Purpose Funds)	3	180,000		180,000
			472,088	378,193
Total Current Assets			1,175,686	1,016,458
NON CURRENT ASSETS				
Investments				
Special Purpose Fund Investments:				
CPT Fixed Income Fund	5	1,506,589		2,118,579
CPT Balanced Growth Fund	5	29,989		26,478
		1,536,579		2,145,057
			1,536,579	2,145,057
Plant & Equipment	1		8,342	4,098
Total Non Current Assets			1,544,920	2,149,155
TOTAL ASSETS			2,720,606	3,165,613
LIABILITIES				
CURRENT LIABILITIES				
Creditors & Accrued Expenses		212,527		166,139
Employee Costs Payable		25,603		23,688
Unused Grants with Conditions	4	140,567		41,986
Parish Current Accounts	5	21,400		12,027
TOTAL LIABILITIES			400,097	243,839
NET ASSETS			2,320,509	2,921,774

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF MOVEMENTS IN EQUITY
 FOR THE YEAR ENDED 31 DECEMBER 2020



	Note	2020 \$	2019 \$
EQUITY			
ACCUMULATED FUNDS			
Opening Balance		19,160	-
Net Surplus (Deficit) for the year		(601,265)	(20,052)
Transfers (to) / from Special Purpose Funds		608,478	39,211
		<u>7,213</u>	<u>19,160</u>
Closing Balance		26,373	19,160
RESERVES			
Capital Contribution			
Opening Balance		577,557	-
Capital contribution from Diocese of Christchurch	6	-	2,941,825
Transfers to Special Purpose Funds		-	(2,364,268)
		<u>577,557</u>	<u>577,557</u>
Closing Balance		577,557	577,557
Special Purpose Funds			
Opening Balance		2,325,057	-
Transfers from Capital Contribution Reserve		-	2,364,268
Transfers (to) / from Accumulated Funds		(608,478)	(39,211)
		<u>1,716,579</u>	<u>2,325,057</u>
Closing Balance		1,716,579	2,325,057
Total Reserves		2,294,135	2,902,614
TOTAL EQUITY		2,320,509	2,921,774

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED 31 DECEMBER 2020



	2020 \$	2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash was received from:		
Donations, fundraising and other similar receipts	2,037,651	1,783,877
Receipts from providing goods or services	141,944	116,327
Interest and other investment receipts	3,208	8,570
Other revenue	138	1,253
	<u>2,182,941</u>	<u>1,910,028</u>
Net GST	(4,598)	(19,696)
Cash was applied to:		
Payments to suppliers and employees	1,641,675	1,547,915
Donations or grants paid	1,114,354	417,898
	<u>2,756,030</u>	<u>1,965,813</u>
Net Cash Flows from Operating Activities	<u>(577,687)</u>	<u>(75,481)</u>
CASH FLOWS FROM INVESTING & FINANCING ACTIVITIES		
Cash was received from:		
Capital Contribution from Diocese of Christchurch	-	572,429
Receipts from the sale of plant and equipment	-	1,739
Receipts from reduction of CPT investments	1,019,546	399,291
	<u>1,019,546</u>	<u>973,459</u>
Cash was applied to:		
Payments to acquire plant and equipment	5,543	1,735
Payments to increase CPT investments	380,356	270,005
	<u>385,900</u>	<u>271,740</u>
Net Cash Flows from Investing and Financing Activities	<u>633,646</u>	<u>701,719</u>
Net Increase / (Decrease) in Cash	55,960	626,238
Opening Cash	626,238	-
Closing Cash	<u>682,198</u>	<u>626,238</u>
THIS IS REPRESENTED BY:		
Petty Cash Float	300	300
ANZ Cheque & Call Account	645,990	587,398
CPT Call Account	50,385	48,680
Diocese Current Account	6,923	1,887
Parish Current Accounts	(21,400)	(12,027)
Bank Accounts and Cash	<u>682,198</u>	<u>626,238</u>

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
MOVEMENTS IN SPECIAL PURPOSE FUNDS
FOR THE YEAR ENDED 31 DECEMBER 2020



Name of Fund	Note	BALANCE 1 Jan 2020	FUND MOVEMENTS					BALANCE 31 Dec 2020
			External Contn's	Diocese Contn's	Investment Income	External Payments	Internal Transfers	
SPECIAL PURPOSE FUNDS								
General Parochal Purposes:								
Children's Ministry Fund	1	11,421			400			11,821
Church Extension Fund	2	96,366			3,375			99,740
		107,787	-	-	3,774	-	-	111,561
Funds for Benefit of Clergy:								
Clergy Resettlement	3	184,302			6,454	(47)		190,708
Operating Funds:								
Clergy Study Leave	4	299,562	55,092		11,182	(22,993)		342,843
Curates in Training	5	13,445	300	150,000	501	(141,959)		22,287
Local Shared Ministry Reserve Pool	6	16,901			592			17,493
		329,908	55,392	150,000	12,274	(164,951)	-	382,622
Other Specific Purpose Funds:								
Outreach	7	20,388			714			21,102
Kate Gerrard Bequest	8	8,341	48		293			8,682
Resource Centre Equipment Reserve	9	12,970			454			13,424
Archives John Hendry Trust	10	2,258			79			2,337
Bishop's Discretionary Fund	11	2,564			90			2,653
Companion Diocese	12	14,345	3,200		587			18,132
Mediation Reserve	13	641			22			663
Personal Sickness Insurance Fund	14	137,963	3,510		4,835	(1,000)		145,309
Ordination Candidates Fund	15	29,720	1,194		1,056			31,971
Diocesan Earthquake Fund	16	225,965			1,496		(47,461)	180,000
Elder Care Fund	17	687,921			1,749	(689,671)		-
Parish Support Fund	18	113,064			3,959			117,023
Evangelistic Work (Saving Souls)	19	18,073			633			18,706
Sister Eveleen Retreat House Fund	20	18,214	45,402	6,000	884	(27,277)	(5,543)	37,679
The Bishop's Mission Fund	21	337,967	50,116		11,653	(61,327)		338,409
Pandemic Fund	22	-	32,193		356	(20,000)		12,549
Ministry Education Fund	23	-	5,000					5,000
		1,630,396	140,662	6,000	28,861	(799,274)	(53,005)	953,641
TOTAL SPECIAL PURPOSE FUNDS		2,252,393	196,053	156,000	51,364	(964,273)	(53,005)	1,638,533
BEQUESTS AND ENDOWMENTS								
St Faiths Religious Education - Capital	24	6,214			584		(247)	6,550
St Faiths Religious Education - Income	24	8,586			306		247	9,140
Archdeaconry of Christchurch Endowment	25	12,228		1,725	1,148	(486)		14,615
Bishop's Ordination Candidate	26	37,600			1,317			38,917
Clifford H T Bequest	27	8,036			788			8,824
TOTAL BEQUESTS AND ENDOWMENTS		72,664	-	1,725	4,143	(486)	-	78,046
TOTAL		2,325,057	196,053	157,725	55,507	(964,759)	(53,005)	1,716,579

PURPOSES & CONDITIONS OF USE

Special Purpose Funds

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

Bequests & Endowments (Income available only)

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

Basis of Preparation

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

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

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

Goods and Services Tax (GST)

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

Income Tax

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

Revenue Recognition

Donations:

Donations are recognised as revenue when cash is received.

Grants:

Grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no "use or return" conditions are attached, the revenue is recorded as income when the cash is received. Where income includes a "use or return" condition, it is initially recorded as a liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

Interest Income:

Interest income is recognised on an accruals basis.

Other Income:

All other income is accounted for on an accruals basis in accordance with the substance of the transaction.

Bank Accounts and Cash

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

Debtors

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

Investments

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

ANGLICAN DIOCESAN MINISTRY SUPPORT CENTRE
STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 DECEMBER 2020



Plant and equipment

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

Estimated economic life is:

Plant & Equipment	5 years
-------------------	---------

Tier 2 PBE Accounting Standards Applied

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

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

1 Plant & Equipment

This Year					
	Cost	Purchases and Sales	Depn	Accumulated Depreciation	Closing Balance
Asset Class	\$	\$	\$	\$	\$
Motor Vehicles	-	-	-	-	-
Sound System	10,667	5,543	1,301	2,325	8,342
Total	10,667	5,543	1,301	2,325	8,342

Last Year					
	Cost	Purchases	Depn	Accumulated Depreciation	Closing Balance
Asset Class	\$	\$	\$	\$	\$
Motor Vehicles	-	-	-	-	-
Sound System	5,123	5,123	1,026	1,026	4,098
Total	5,123	5,123	1,026	1,026	4,098

Significant donated assets recorded

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

Significant donated assets not recorded

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

2 Commitments and Contingencies

Commitments

There are no commitments as at balance date. (last Year - nil)

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date. (Last year - nil)

3 Cathedral Loan

Purpose of loan	Term	Interest Rate	2020	2019
			\$	\$
Cathedral general operations	On Demand	Nil	180,000	180,000
			180,000	180,000

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

4 Unused Grants with Conditions

St John's College Trust Board Grants:

Operational Grant

Annual grant funding for the ministry educator, ministry to under 40's, formation and training for mission and ministry, Anglican Resource Centre and deacons formation. Due to the impact of Covid-19 lockdowns during 2020 the St John's College Trust Board have permitted unspent operational funds to be carried forward to 2021.

Bishop's Ordination Grant

A grant received for assisting towards training expenses of the new bishop elect in 2019.

Unplugged Network Grant

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

Youth Mental Health Grant

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

Vocatio Grant

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

Ministry of Social Development Grant:

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

			2020		2019
		\$	\$	\$	\$
Opening Balance			41,986		30,763
	Purpose				
Grant Income Received:					
St Johns Trust Board	Operational	352,025		306,458	
St Johns Trust Board	Unplugged Network	40,000		45,000	
St Johns Trust Board	Youth Mental Health	70,000		56,750	
			462,025		408,208
Utilised as follows:					
St Johns Trust Board	Operational	(305,509)		(306,458)	
St Johns Trust Board	Unplugged Network	(5,913)		(22,325)	
St Johns Trust Board	Youth Mental Health	(52,022)		(45,146)	
St Johns Trust Board	Vocatio	-		(7,797)	
St Johns Trust Board	Bishops Ordination	-		(13,692)	
		(363,444)		(395,418)	
MSD	Youth Ministry	-		(1,567)	
			(363,444)		(396,985)
Closing Balance			140,567		41,986
Comprised as follows:					
St Johns Trust Board	Operational	46,516		-	
St Johns Trust Board	Unplugged Network	62,176		28,089	
St Johns Trust Board	Youth Mental Health	29,582		11,604	
			138,274		39,693
MSD	Youth Ministry		2,293		2,293
Total Unused Grants			140,567		41,986

5 Related Parties

The Anglican Centre

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

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

	2020	2019	2020	2019
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Service level agreement charges	885,039	799,983	12,869	9,885
	885,039	799,983	12,869	9,885

Diocese of Christchurch

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

	2020	2019	2020	2019
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Current Account:				
Interest Income	37	-	-	-
Interest Expense	-	386	-	-
Value of Current Account			6,923	1,887
	37	386	6,923	1,887

Church Property Trustees

The Church Property Trustees (CPT) provides short term cash flow funding to the Anglican Diocesan Ministry Support Centre on an arms length basis as required. The funding is unsecured, interest is charged at 5.4% p.a. (2019: 5.4%) and is repayable on demand.

There was no funding from CPT outstanding as at the end of 2020 (2019: nil).

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

	2020	2019	2020	2019
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Operating Grant Income:				
General Trust Estate	371,132	373,132	-	-
Fixed Income Fund investments:				
Interest Income	54,692	90,459	-	-
Value of Investment			1,556,974	2,167,259
Balanced Growth Fund investments:				
Revaluation Gain	2,520	2,253	-	-
Value of Investment			29,989	26,478
	428,344	465,844	1,586,963	2,193,737

Parishes

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

	2020	2019	2020	2019
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Costs on-charged as Agent:				
Centralised payroll & parish charges	7,602,315	7,823,856	93,167	63,155
	7,602,315	7,823,856	93,167	63,155

The Anglican Diocesan Ministry Support Centre operates a parish accounting service. Currently there are 29 parishes, the Cathedral and 3 related Anglican entities utilising this service.

Parish accounting fees are invoiced to parishes with the centralised payroll & parish charges.

One parish operates a current account with the ADMSC for deposits and payments, interest is paid at the current ANZ on call rate.

	2020	2019	2020	2019
	Value of Transactions		Amount Outstanding	
	\$	\$	\$	\$
Parish Accounting Services:				
Fees Income	69,850	66,200	-	-
Current Accounts:				
Interest Expense	34	393	-	-
Value of Current Accounts			21,400	12,027
	69,884	66,593	21,400	12,027

The Anglican Diocesan Ministry Support Centre invoices parishes on a monthly basis for their allocated share of parish quota. Quota is invoiced to parishes with the centralised payroll & parish charges.

	2020	2019
	Value of Transactions	
	\$	\$
Parish Quota Income	814,791	803,690
	814,791	803,690

6 Capital Contribution Reserve

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

7 Events after Balance Date

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

Last Year: Impact of the Coronavirus (COVID-19) outbreak

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

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

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

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

8 Ability to Continue Operating

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

Independent Auditor's Report To the Members of Anglican Diocesan Ministry Support Centre

Report on the Performance Report

We have audited the performance report of Anglican Diocesan Ministry Support Centre (the "Entity") on pages 1 to 21, which comprises the Entity information, the statement of service performance, the statement of financial performance, the statement of movements in equity and statement of cash flows for the year ended 31 December 2020, the statement of financial position of the Entity as at 31 December 2020, and the statement of accounting policies and other explanatory information.

In our opinion:

- ▶ the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- ▶ the accompanying performance report on pages 1 to 21 presents fairly, in all material respects
 - the Entity information for the year ended 31 December 2020;
 - the service performance for the year then ended; and
 - the financial position of the Entity as at 31 December 2020, and its financial performance, and cash flows for the year then ended

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

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

Basis for Opinion

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

We are independent of the Entity in accordance with Professional and Ethical Standard 1 *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 interest in, the Entity. Partners and employees of our firm may deal with the Entity on normal terms within the ordinary course of the activities of the Entity.

Information Other than the Performance Report and Auditor's Report

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

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

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained during the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance and, if uncorrected, to take appropriate action to bring the matter to the attention of users for whom our auditor's report was prepared.

Governance Board' Responsibility for the Performance Report

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

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

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

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

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

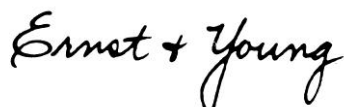
Auditor's Responsibility

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

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

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

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



Chartered Accountants
Christchurch
18 June 2021