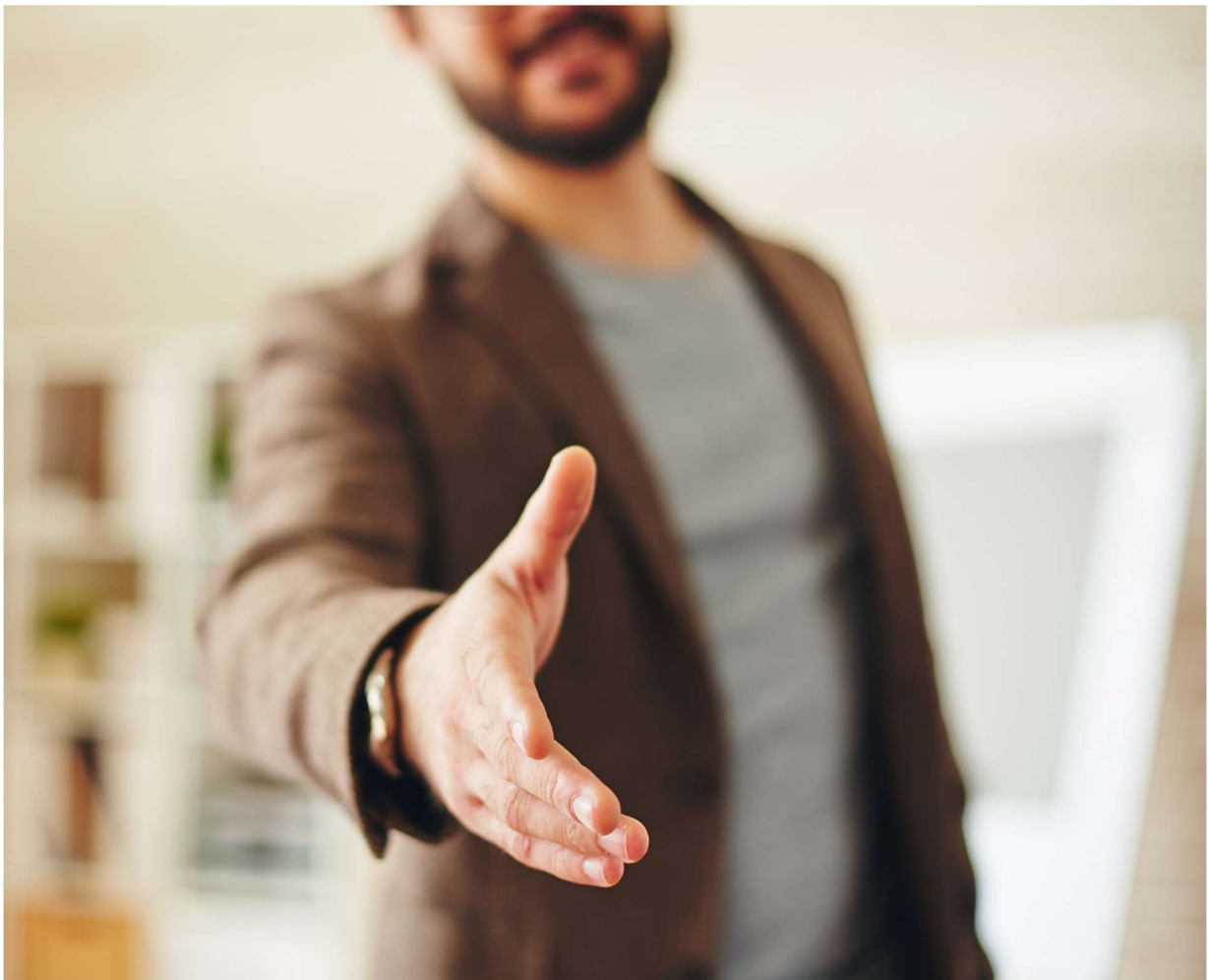


# Annual CHaT Checklist

2022-2023

Annual checklist for Chairs and Treasurers (CHaT)



# Welcome

Thank you for your service and time spent toward mission and ministry in the Queensland District. In this document you will find a checklist prepared by the Lutheran Church of Australia Queensland District to assist congregational council members to fulfil their commitments. We thank the LCA SANT District helping us with this project by sharing their resource.

For more information or clarifications on this checklist, please contact [district@qld.lca.org.au](mailto:district@qld.lca.org.au) or phone 07 3511 4041

## LCAQD OFFICE DIRECTORY

24 McDougall Street Milton, Level 3 Office Number 07 3511 4041 [district@qld.lca.org.au](mailto:district@qld.lca.org.au)

Bishop's Office 07 3511 4049

- Bishop Mark Vainikka [bishop@qld.lca.org.au](mailto:bishop@qld.lca.org.au)
- Assistant Bishop Ben Hentschke [assistantbishop@qld.lca.org.au](mailto:assistantbishop@qld.lca.org.au)
- Assistant to the Bishop is Bronagh Quinn 07 3511 4049
- Kitrina Scott-Davies LCAQD HR Officer

Office of the District Administrator 07 3511 4023 [district@qld.lca.org.au](mailto:district@qld.lca.org.au)

- District Administrator Trevor Ruthenberg
- PA to the DA Crystal Bignall 07 3511 4023
- Office Manager/ Administration Mia Hassen 07 3511 4041 [district@qld.lca.org.au](mailto:district@qld.lca.org.au)
- Calvin Lee accountant
- Lesly Huapaya, Bookkeeper 07 3511 4025

Ministry & Mission Department [mission@qld.lca.org.au](mailto:mission@qld.lca.org.au)

- Pastor David Schmidt, Director 07 3511 4018
- Kathy Matuschka, Assistant Director 07 3512 7286
- Communications Advisor [communications@qld.lca.org.au](mailto:communications@qld.lca.org.au)
- Tom Schmidt, Young Adult Mission and Ministry Developer 0413 515 069

Churchwide personnel based in Queensland:

- Kitrina Scott-Davies, Church Worker Support 07 3512 7284 [kitrina.scott-davies@lca.org.au](mailto:kitrina.scott-davies@lca.org.au)
- Elizabeth Kloeden, Professional Standards Officer 07 3511 4089  
[Elizabeth.kloeden@lca.org.au](mailto:Elizabeth.kloeden@lca.org.au)

**Churchwide office in Adelaide phone: 08 8267 7300**

- Church Worker Support department
- HRS/Payroll enquiries
- LCA Local Mission: Cross Cultural Ministry, GROW Ministry, Lutheran Media, Ministry with the Ageing, New & Renewing Churches

LCA Insurance: (08) 8360 7200 or [www.lcainsurance.org.au](http://www.lcainsurance.org.au)

Lutheran Super 08 8267 7338 [www.lutheransuper.com.au](http://www.lutheransuper.com.au)

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# GETTING STARTED

## Send updated contacts to LCA / LCAQD\*

As soon as possible after election, please ensure that new office bearers are listed on our various databases. To do this you can contact us or fill in a form:

- For Queensland: [communications@qld.lca.org.au](mailto:communications@qld.lca.org.au) to provide updated details; OR
- Add new contact directly to LCAQD Database via the link or QR code:  
[Church Leadership Update link \(LCAQD Database\)](#)



- The LCAQD communicates through the preferred email address you provide on this form.
- For LCA email addresses: see below

## Handover from outgoing office bearers

It is particularly important for incoming chairs and treasurers to receive a thorough handover.

**For Treasurers:** This includes listings of bank accounts, details of regular payments, processes for payment of bills and details of current bank signatories and a copy of the current budget should be handed over.

The Australian Taxation Office has a useful checklist [www.ato.gov.au/non-profit/your-organisation/in-detail/checklists/handover-checklist-for-not-for-profit-administrators/](http://www.ato.gov.au/non-profit/your-organisation/in-detail/checklists/handover-checklist-for-not-for-profit-administrators/)

## Set up LCA email addresses for new council executive members\*

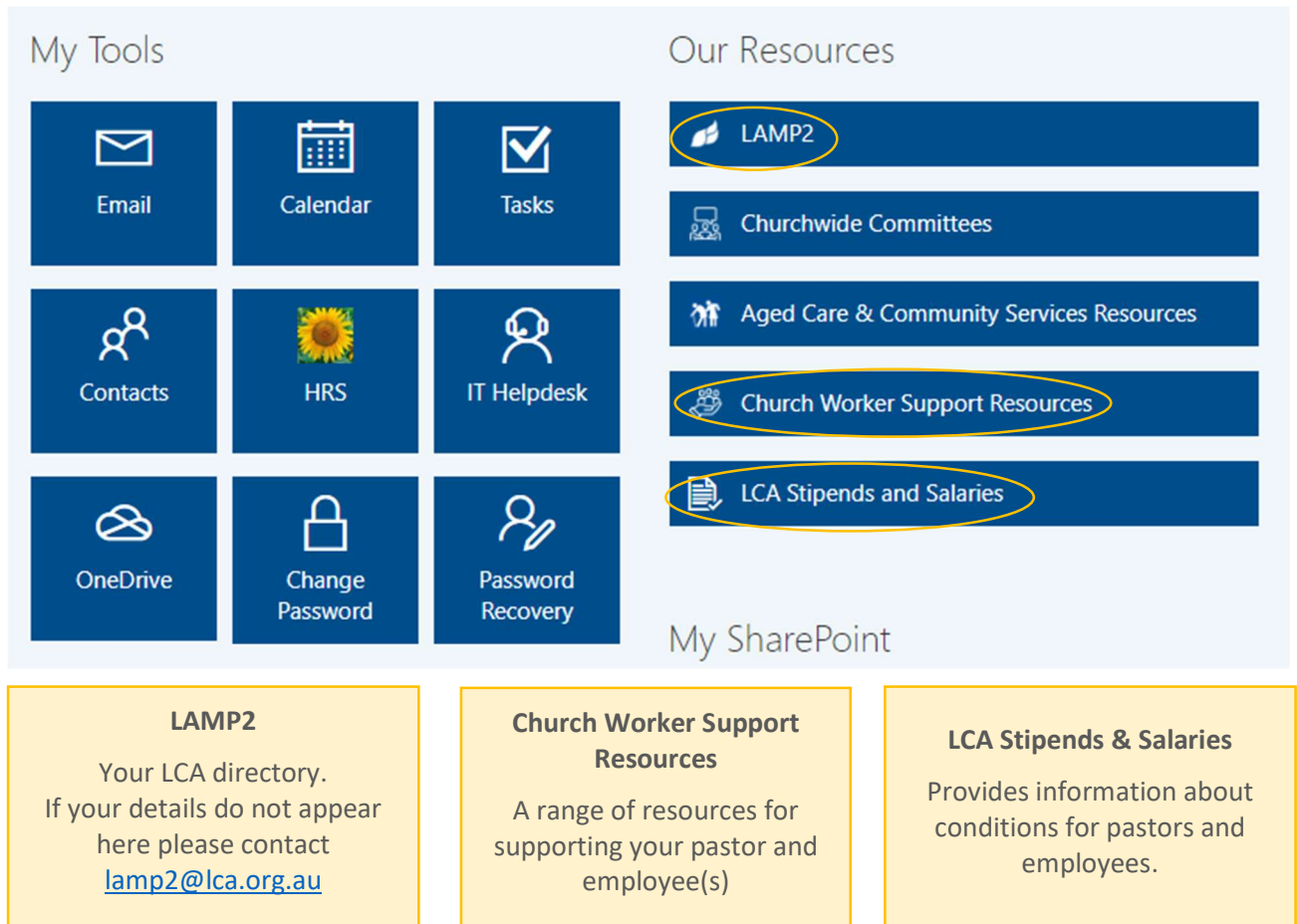
The original LAMP database of people, worship services and organisations has been replaced by **LAMP2**. (Currently **LAMP** is still used to record statistics.)

To be listed in LAMP2 or to access it you'll need an LCA email address, even though you are a volunteer and not a paid worker. To set this up, complete a LAMP2 form via the LCA website [www.lca.org.au/departments/ministry-support/finance-administration/lamp2/](http://www.lca.org.au/departments/ministry-support/finance-administration/lamp2/), contact the LCA Churchwide Office on (08) 8267 5211 or email [lamp2@lca.org.au](mailto:lamp2@lca.org.au).

At a minimum the following people should be registered for LAMP2: your congregation/parish Chairperson, Secretary, Treasurer, your SP3 Coordinator, congregation/parish Statistician and Office Secretary, if applicable. If you are changing the payroll the approving manager please contact [churchworkersupport@lca.org.au](mailto:churchworkersupport@lca.org.au).

## Look around the LCA portal

Once you are set up to log in to the LCA portal you can access the LAMP2 database, and also a range of resources to help you in your role, as the following diagram demonstrates:



# SETTLING IN

## Training & compliance

### Congregational Leadership Training (Free)

Congregational leadership training is financially supported by Church Worker Support and provides an overview of the role and responsibilities of each member of the committee. Free Congregational Leadership training is available through the ALC Learning Hub

[iLearn – Australian Lutheran College \(alc.edu.au\)](https://alc.edu.au)

For help with accessing this training, please email [churchworkersupport@lca.org.au](mailto:churchworkersupport@lca.org.au).

### 'Safe Church' level 1 training\*

By providing a comprehensive Safe Church training program, the Professional Standards Department (PSD) assists congregations and other bodies to promote high standards of ethical behaviour and care for all, especially for children and others in vulnerable circumstances.

See <https://www.lca.org.au/departments/ministry-support/professional-standards/training-prof-standards/> to see who is required to complete this training.

### Blue Cards\*

The Blue Card system is a key prevention and monitoring system of people working with children and young people in Queensland. Congregations and other agencies maintain their own Blue Card registers. The LCAQD Blue Card policy states:

*"All Pastors in active or locum service are required to hold a valid Blue Card.*

*Lay workers, paid employees and volunteers who provide child related services and activities must hold a valid Blue Card."*

For more information contact [Elizabeth.Kloeden@lca.org.au](mailto:Elizabeth.Kloeden@lca.org.au), LCA Professional Standards Officer based in Queensland 07 3511 4089.

## Sign up and follow LCAQD Comms

### Sign up to the LCAQD eNews

For the LCAQD eNews, sign up <https://confirmsubscription.com/h/t/7152637A6EFD8975>, or to check out the full range of LCA eNews options go <https://www.lca.org.au/departments/ministry-support/communications/enews/>.

### Follow Lutheran Church in Queensland – LCAQD on Facebook

<https://www.facebook.com/LCAQD>

### Get Familiar with the LCAQD website

- FAQ Page <https://qld.lca.org.au/where-we-serve/congregations/administration-and-governance-faq/> Please contact LCAQD Communications for further FAQ suggestions.
- Ministry & Mission Resources <https://qld.lca.org.au/resources/ministry-and-mission-resources/>
- Administration and Governance Resources <https://qld.lca.org.au/admin/>

# ANNUAL ACTIVITIES

## Governance

### Set general meeting dates, and hold general meetings in accordance with bylaws\*

An annual general meeting is a meeting held once a year and every member of your congregation/parish is entitled to participate. Please consult your congregation's constitution for rules about this and any other congregational meetings, including notice of meetings, quorum and voting rules. Some congregations separate their elections and financial reporting meetings.

For specific financial requirements: see 'Notes for Treasurers' at the end of this document.

### Send Annual General Meeting Reports to LCAQD\*

Following your AGM, please email a scanned copy of your meeting minutes, including the audited financial report to [district@qld.lca.org.au](mailto:district@qld.lca.org.au)

### Update authorised persons\*

- Public officer: The public officer is responsible for ensuring that all compliance requirements are met. For unincorporated congregations, the District Administrator is your public officer. Separately incorporated congregations must ensure that their nominated public officer is current. Refer to your constitution for further stipulations. When the public officer changes, the ACNC, ASIC and the ATO need to be notified within 28 days.
- For all congregations, please ensure that the appropriate office bearers have access to the following portals:
  - ACNC (for incorporated congregations. Reporting for non-incorporated congregations is done by the office of the District Administrator.)
  - ASIC
  - ATO
- Bank account signatories: A condition of insurance is that all bank accounts, held by the church or any other group associated with the church, must be 'two to sign', which means that all transactions (cheque or electronic) must be authorised by two current signatories. Please note that relatives should not be signatories on the same church bank accounts. If fraud occurs because these regulations has not been adhered too, the insurance provider will not respond to claims.

### Report statistics through LAMP (by Feb 28)\*

Statistics are just one of a series of metrics that congregations should use annually, to reflect on and review the health of their congregation. Other measures might include measures of community engagement, faith sharing, and involvement of people in the decision-making processes of the church.

The due date for reporting of your congregation's annual statistics is **28<sup>th</sup> February**. The statistics are used to assist in analysing church health. They are also used to determine LCA/LCAQD Synod delegate entitlements, and the LCA levy and LCAQD pledge.

Please ensure your congregation has a person appointed to record births, deaths, marriages, and attendance information, ready for data entry. Instructions for entering LAMP statistics follow:



Procedure:

### LAMP How to Enter your Statistics

1. Log in to LAMP <https://www.lamp.lca.org.au>
2. Go to LCA Directory, type in Congregation/Parish name in "Find an organisation" search at bottom of page.
3. Click "edit" to the right of cong/parish name.
4. Click (or hover) on Congregation details at top of page.
5. From the dropdown list choose stats and Publications.
6. Go to Statistics section and click on "add".
7. The red fields must be completed or the form cannot be submitted.
8. Once the "submit completed form" button is clicked no further updates can be made. **If the form cannot be completed for submission in one sitting, please click "save"** button. This will save the information input so far and allow further editing.

### Appoint Synod delegate(s)\*

- Delegates are appointed for a term which begins at the Convention of Synod and ceases at the next LCAQD Convention of Synod (annual). See LCAQD Constitution and By-Laws here <https://qld.lca.org.au/admin/>
- LCA Convention of Synod (every three years) See LCA Constitution and By-Laws Section 7

### Related activities:

- Engage younger members as delegates or visitors
- Pay invoices for delegate and pastor registration
- Pay for or reimburse delegate travel expenses.

### *Proposals to District Synod*

Congregations intending to submit a proposal to synod must meet to discuss and agree to the resolution. For assistance with this or further information please contact the District Office.

## Review purpose and communication

### ☐ Review your Mission, Vision and Values

The point of any documentation around your congregation's mission, vision and values is:

- To communally understand your identity and purpose, and
- To keep this understanding front and centre in your operations
- To shape who you engage with and how (in person and online).

Each congregation is the expert for knowing the best way to engage missionally with their local community. However, sometimes there is value in having an outside person facilitate this process. The Department of Ministry and Mission can. We also have a document named 'Rolling Questions for Boards and Councils' which is on this page <https://qld.lca.org.au/resources/ministry-and-mission-resources/> at the 'Church health & vitality' tab.

While the best way to review who you are and why you exist is continually, there are moments that deserve special celebration. The LCAQD Bishop welcomes invitations to celebrate these achievements with you.

### ☐ Review your online Presence

#### **Websites:**

Previously, the contact and service times information you entered in LAMP was used to draw information for a free basic web page. LAMP2 is now used to provide this information. Many congregations have since developed their own customised websites. LCA Communications <https://www.lca.org.au/departments/ministry-support/communications/websites/> can assist, or you can make your own arrangements.

#### **Branding:**

Information about the use of LCA branding is here: <https://www.lca.org.au/departments/ministry-support/communications/stationery-signage-printing/>

#### **Email footer:**

If you send email from your LCA email address, a disclaimer will automatically appear in the footer. If you have other email addresses that your congregation uses, you might consider adapting this address for your congregation's use.

Our LCAQD Communications is also available on a part-time basis to provide advice on websites or social media: **Email communications:** [communications@qld.lca.org.au](mailto:communications@qld.lca.org.au)

## Review compliance obligations

### Equipment suitability

The pastor's stipend provides general advice about equipment that congregations are required to provide for pastors. If you would like further advice or to investigate options for donated or discounted products, LCAQD congregations can talk to Lutheran Education Queensland's IT support via 07 3511 4046 or [ictsupportd@leq.lutheran.edu.au](mailto:ictsupportd@leq.lutheran.edu.au), or LCA Information Technology: <https://www.lca.org.au/departments/ministry-support/finance-administration/information-technology/>.

### Update Registers\*:

- Members with first aid qualifications
- Blue card holders: this is a continuous process as cards expire or new volunteers join ministries
- Professional standards training
- Assets register (for free template examples [www.ourcommunity.com.au](http://www.ourcommunity.com.au))

### Hazards & Risk Assessments & Incident Reporting\*

For further guidance on this, see the LCAQD Annual Property & Risk Report template. If you have not received this, contact [district@qld.lca.org.au](mailto:district@qld.lca.org.au)

### Signage up-to-date and well maintained

Refer to guidelines for the correct use of the LCA logo. [www.lca.org.au/departments/ministry-support/communications/lca-logo/](http://www.lca.org.au/departments/ministry-support/communications/lca-logo/)

### Copyright subscription and reporting (CCLI)\*

See <https://www.lca.org.au/departments/ministry-support/communications/copyright/copyright-guidelines/>

# ONGOING ACTIVITIES

## Support of your workers\*

The Church Worker Support team is available to advise you on all matters relating to support of paid workers. One specific consideration is:

### Professional development\*

Your pastor is expected to attend District Pastors Conference and congregations are required to cover the cost of their pastor attending as part of their Continuing Education budget. You will be invoiced by the office of the District Administrator for this.

Please also consider provision for ongoing professional development of other team members. This is an investment in both your workers and your congregation.

## Property\*

### Insurance: see Treasurer's notes

### Property maintenance

It is important for church properties to be maintained in a good and safe condition, according to the requirements of the Work Health and Safety Act 2011 and to ensure the health and safety of all people associated with the church property. The District Church Board requires all church property committees and/or church councils to arrange regular inspections of all properties for which they are responsible for the management and administration of.

Please complete the Annual Property Report for congregations, which will be provided to congregational council members at the beginning of each year. Once completed, please keep the original for your congregation's records, and forward by email a copy to the District Office; [district@qld.lca.org.au](mailto:district@qld.lca.org.au)

### Manse

Ensure that you:

- are compliant with LCA housing policies as listed in the Pastors Handbook. The following relevant documents are accessible either via your LCA portal logon (at Church Worker Support Resources) or by contacting the Church Worker Support Department:
  - LCA Provision of Housing for Pastors Policy (02.01.300)
  - LCA Provided Housing Standards (02.01.300.S01)
  - Maintenance and Care of Provided Housing Standard 02.01.300.S02
  - LCA Housing Agreement 02.01.300.T01
  - Alternative Arrangements to Provided Housing for Pastors 02.01.300. S03
- have mutual understanding with the pastor about:
  - Who pays which bills
  - Maintenance procedures, including emergencies
  - Six to twelve monthly inspections
- are budgeting for manse maintenance.

If your congregation or parish is considering renting out its manse, please contact the office of the District Administrator to discuss property and accounting management of this.

## Other

### ☐ Records management and archiving

Consider both your legal requirements and the story or soul of your congregation. Organise and Keep:

- Registers (eg baptisms, marriages, funerals)
- Minutes and annual reports
- Photographs, publications and stories
- Legal documents

Records within their statutory & auditable periods

### ☐ Your stewardship plans

Consider:

- How you encourage and promote members' participation by contributing both their gifts and their money towards the ministry and mission of the congregation.
- Specifically, continue to promote REG <https://www.lca.org.au/departments/ministry-support/finance-administration/reg/>

### ☐ District LLL Grants – LLL Mission Outreach (formerly MSG) and Mission Resource Grants

The LCAQD Ministry & Mission Department promotes and administers LLL mission grants. Consider how an LLL grant might help you to towards your mission goals. See <https://qld.lca.org.au/ministry/#lllgrants> and get in touch with us.

### ☐ Supporting and encouraging the next generations by:

- Getting to know young people; encouraging them to participate in service and leadership in your congregation. LCA's GROW Ministries <https://www.growministries.org.au/> has resources and consultants to assist you.
- Subsidising the attendance of campers and leaders at LYQ camps and asking them afterwards how the camps went.
- If you have a school or kindergarten, fostering supportive relationships any way you can, especially when the families join your congregation for worship.

### ☐ Support of members in hospital

Lutheran Services coordinates a voluntary hospital chaplaincy service. If you have a congregation member in hospital it is possible that a dedicated Lutheran chaplain may visit that hospital.

Contact Lutheran Services on 07 3858 3000

# OCCASIONAL ACTIVITIES

## ☐ Changes to constitution/bylaws to LCAQD (incl model constitutions)

- The latest LCAQD District Church Board approved model constitutions and by-laws are here [Administration - Qld District \(lca.org.au\)](#). (scroll down to 'Congregational Constitutions'). You'll need to know if you are incorporated or not, part of a parish or not.
- The LCAQD constitutions committee is available to support you in this process. Contact the committee: [secretaryconstitutions@qld.lca.org.au](mailto:secretaryconstitutions@qld.lca.org.au)
- For the review process to be complete, the documents need to be:
  - Approved by a general meeting of your congregation
  - Two copies signed by your chair and delivered to LCAQD district office
  - These copies signed by a District Church Board representative. One copy is then returned to you, and the other retained in the LCAQD office.

## ☐ Mergers, re-alignments of closure of congregations

If you are considering a merger, re-alignment or closure of your congregation, please engage with the Bishop, and the Department of Ministry and Mission early in your conversations. We are here to support you as you consider the missional, financial and pastoral implications of your situation.

# NOTES FOR TREASURERS

## Annual requirements

### Annual Audit or Review of Financial Records\*

LCA policy and your congregation/parish constitution state that all financial records of your organisation MUST be audited or reviewed at least annually.

The ACNC provides helpful information about this:

[www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/reporting-annually-acnc/reviewing-and-auditing](http://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/reporting-annually-acnc/reviewing-and-auditing)

### Accounting standards

Maintain accounting standards in according with Government requirements

### Reporting to the Australian Charities and Not-for profits Commission (ACNC)\*

[www.acnc.gov.au](http://www.acnc.gov.au)

Each congregation is required to keep their ACNC contact details (e.g. public officer) up to date, and to submit their annual ACNC Information Statement within six months of the end of each financial year.

## Insurances\*

### Work Cover\*

WorkCover Qld premiums for congregational employees who are employed on the HRS payroll grouped under LCAQD are paid through the LCAQD and on-charged (usually around October each year). If your employees are not paid through HRS (under LCAQD), you must arrange and obtain WorkCover for these employees with WorkCover Qld.

Lutheran Church Pastors who are called to a Congregation/Parish in Queensland are deemed 'workers' under WorkCover and are also covered under the LCAQD WorkCover policy.

### Property & Contents insurance\*

Ensure that you have appropriate cover for your congregation/s manse and any other properties that you might own, as well as for your contents in accordance with your assets register. If your congregation has questions about the valuation or the level of insurance please contact LCA Insurance on (08) 8360 7200 or [www.lcainsurance.org.au](http://www.lcainsurance.org.au).

Take photos of your church buildings and property regularly so that you have a record of what belongs to your congregation and its state. This can be particularly useful if you need to make an insurance claim.

### Public liability insurance\*

Every Lutheran entity insured through LCA Insurance is covered by their public liability policy. If you are not insured through LCA Insurance, please ensure that you have adequate public liability cover. If you are renting your premises to a third party, ensure that you maintain current records of their public liability insurance also.

## ATO requirements

### Should Our Congregation Be Registered For GST?

A congregation is required to be registered for GST if its current turnover or its projected turnover exceeds \$150,000. See [www.ato.gov.au/Non-profit/](http://www.ato.gov.au/Non-profit/).

### Business Activity Statement (BAS)\*

All entities that have an ABN (Australian Business Number) must comply with the requirements of the Australian Taxation Office.

Please ensure that the contact and/or authorised person for the ATO is kept up to date. It should be the treasurer plus one other person from your congregation/parish.

## Payroll\*

### For congregations registered with LCA HRS

If your payroll is processed through the LCA HRS system it is best practice to verify that employees are being paid correct entitlements and at correct rates. Adjustments to Pastor and Lay Worker salaries automatically occur from 1<sup>st</sup> January each year. Adjustments for award payments as determined by FairWork Australia are processed on the first pay in July annually.

For further information please contact the LCA HRS Department (1300 LUTHER (1300 588 437) or [hrs@lca.org.au](mailto:hrs@lca.org.au)).

### For congregations managing their own payroll system

Please make sure:

- You are applying correct pay rates;
- You are compliant with all government and LCA rules in relation to superannuation, PAYG and reporting.
- Since 1 July 2019, this includes Single Touch Payroll (STP)

### Balancing Your Payroll Sweep From LCA HRS\*

The following diagram may assist you to ensure the correct amount has been swept from your bank account for your fortnightly payroll:



* Company			TOTALS *			
*-----ADDITIONS/DEDUCTIONS-----*			*-----TOTALS-----*			
YTD	CD DESC	PAY	YTD		PAY	YTD
40,549.82	FS FIXEDSG (3)	280.15	2,521.35	GROSS	4,606.92	41,472.42
442.56	MC EMPCON (3)	93.04-	837.36-	TAX	852.00-	7,676.00-
592.56	MS FRINBEN (2)	835.62-	7,510.42-	NET (1)	3,661.88 (4)	32,959.06
4,725.62	MV MVEH	261.54	2,353.86			
	RE Resch	35.38	318.42			
	SG SGC (3)	267.90	2,411.10			
46,310.56						

## CALCULATE YOUR SWEEP:

- ① PAYMENT TO PASTOR & STAFF = 3661-88
- ② PAYMENT TO MAXXIA (FB) = 835-62
- ③ PAYMENT TO SUPER (FS+SG+MC OR BT) 641-09  
5138-59
- ④ HELD IN PARISH-PAY TO ATD 852-00

This sweep may be adjusted downwards for the following items:

- Payments for LCA Pastor relocation grants
- Payments for LCA specific mileage for attendance to pre-approved District or LCA meetings
- Payments for LCA Transfer Fund mileage
- Other preapproved amounts as advised to the congregation.

## Pay as you go withholding (PAYG)\*

To identify your quarterly PAYG figures please refer to the following diagram:

WEEKLY	FORTNIGHTLY	MONTHLY	FOUR WEEKLY	HALF MONTHLY					
TYPE					PREVIOUS TOTAL (EXCL YTD ADJ)	YTD ADJUSTMENTS (PERIOD TO DATE)	PROCESSED TOTAL FOR PERIOD	YEAR TO DATE TOTAL (EXCL YTD ADJ)	YTD ADJUSTMENTS (YEAR TO DATE)
<b>TAXABLE INCOME</b>									
HOURS									
01	NORMAL				.00	.00	.00	15,800.50	.00
10	PUBLIC				.00	.00	.00	1,015.75	.00
12	ANNUAL				.00	.00	.00	5,193.69	.00
25	R&R				.00	.00	.00	9,829.70	.00
SUB-TOTAL					.00	.00	.00	31,839.64	.00
<b>TAXABLE ADDITIONS</b>									
HA HOUSEAL									
					.00	.00	.00	8,354.16	.00
RE Resch									
					.00	.00	.00	691.47	.00
SUB-TOTAL					.00	.00	.00	9,045.63	.00
<b>TAXABLE DEDUCTIONS</b>									
BT SALSACS									
					.00	.00	.00	1,276.10	.00
MS FRINBEN									
					.00	.00	.00	19,922.49	.00
SUB-TOTAL					.00	.00	.00	21,198.59	.00
<b>TAXABLE GROSS</b>					.00	.00	.00	<b>19,686.68</b>	.00
<b>NON TAX ADDITIONS</b>									
CA CAR									
					.00	.00	.00	4,969.26	.00
K3 KM - 3									
					.00	.00	.00	688.25	.00
SUB-TOTAL					.00	.00	.00	5,657.51	.00
TOTAL EARNINGS					.00	.00	.00	25,344.19	.00
<b>AFTER TAX DEDUCTIONS</b>									
SUB-TOTAL					.00	.00	.00	.00	.00
<b>TAX</b>					.00	.00	.00	<b>1,542.00</b>	.00
NET PAY					.00	.00	.00	23,802.19	.00
TAX ADJ					.00	.00	.00	.00	.00
<b>NON CASH ITEMS</b>									
F5 FIXEDSG									
					.00	.00	.00	3,824.10	.00
SUB-TOTAL					.00	.00	.00	<b>3,824.10</b>	.00
ENVELOPES					.00			.00	
CHEQUES					.00				
NO PAY O/P					.00				
							OVER/UNDER	.00	
							NO. OF CONTRIBUTORS:		

Deduct these figures from the YTD report from the prior period and enter the result in your current BAS return, PAYGW section.

## Loans

Congregations and parishes are able to borrow money from the LLL <https://www.lll.org.au/> for a variety of purposes, generally to assist with the purchase of a manse or building renovation/redevelopment.

If your congregation or parish is thinking about applying for a loan, please contact either the District Administrator or the LLL prior to submitting an application.

## LCA Levy\*

The LCA Levy is payable by parishes “per communicant member, 18 years and over”, and is calculated on the previous year’s statistics as entered in LAMP. The LCA levy is charged to the Parish, not individual congregations. The Parish is responsible for collecting the appropriate amounts from the individual congregations within it.

Invoices are issued in early May, which is one your statistics need to be entered by February 28 each year. The amount required to be paid per communing member 18 and over is updated annually and advised through the LCA Pastor Stipend Schedule.

If your congregation or parish is having difficulty paying this invoice please contact the District Administrator as soon as possible.

## LCAQD pledge

Not mandatory but much appreciated! The LCAQD receives pledged contributions from congregations and parishes that enable us to support local congregations and carry out District-wide functions. The LCAQD District Office recommends a contribution amount for your congregation,

based on a standard rate. If you are having trouble in making this contribution, please contact the District Administrator's office as soon as possible.

## **Congratulations and God bless!**

You made it to the end of the document: well done! Remember that we are here to help you meet your obligations as easily as possible. Refer to the list of contacts at the top of the page. If you're not sure who you need, contact Mia on 07 3511 4041 [district@qld.lca.org.au](mailto:district@qld.lca.org.au)