

Chapter Four

Useful website – Internet Helps

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Internet helps



"Nurse, get on the internet, go to SURGERY.COM, scroll down and click on the 'Are you totally lost?' icon."

There are a plethora of websites regarding funding on the internet. Some are better than others. Here are some I have found helpful:

www.community.net.nz/How-toGuides/Funding/

www.fis.org.nz/subscribers/newsletter.pdf

The latest newsletter from the Funding Information Service in NZ.

www.finz.org.nz

Fundraising Institute of NZ

www.finz.org.nz/ScriptContent/Index.cfm

2005 Appeals Calendar

www.idealists.org/tools.html

Starting a non-profit, volunteer management, fundraising etc

www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Community-Resource-Kit-Index?OpenDocument

Community Resource Kit

Fundview

Fundview is a computer database produced by the Funding Institute of New Zealand. It contains information on most funders in Aotearoa New Zealand.

There are fields for the geographical area you minister in, the type of service you offer, and what you need money for. When these fields are entered, the database does a search and lists appropriate funders.

Information is supplied on each funder including:

- ▽ History and objectives
- ▽ Purposes and expenses considered
- ▽ How much money has been granted in the last year
- ▽ Decision process
- ▽ Requirements and eligibility
- ▽ How to apply
- ▽ Contact details



This is the theory; the reality is that often the funders listed are not suitable for a variety of reasons. However Fundview is a good place to start your search.

Most public libraries¹ and all Department of Internal Affairs offices have a copy and will provide access to the public. Diocesan copies of the database are held by:

- ▽ Community Ministries Enabler
- ▽ Nativity Church, Blenheim
- ▽ Holy Trinity Church, Greymouth

You are welcome to contact the Community Ministries Enabler and ask either to access a copy of the database yourself, or if you prefer ask the CME to look up the information for you.

Contact details:

Susan Gill work 03 548 3124
 home 03 528 5052
 cell 021 327 436
 email susan@nelsonanglican.org.nz

¹ Fundview is not available at Nelson Library

Process for Setting up a Charitable Trust

(under the Charitable Trusts Act 1957)

Step 1

The Church decides to set up a Charitable Trust to operate their community ministry and appoints a “working party” to set up the Trust.

Step 2

- The working party meets and decides on a name for the Trust² and who will be the initial trustees.³
- Choose a name (preferably a few options) for the Trust. It should reflect the nature of the Trust (eg “Mt Cook Anglican Community Trust” or “Hauraki Childcare Trust”).
- People with specific skills may be co-opted from outside the local church if necessary, without being Trustees.
- The Minister of the church can be a trustee, but should definitely not be Chairperson of the Trust, as this can lead to a confusion of roles and may compromise the legal separation which is one of the purposes of setting up a Trust. The minister can be “ex officio” on the trust board which will give him/her voting rights.
- A description for the position of Trustee needs to be written.⁴ A sample position description is attached.

Step 3

Obtain a model Charitable Trust Deed from Community Ministries Enabler or from other sources.

Step 4

Edit the Charitable Trust Deed document as required. If changes are made, then significant legal fees may be incurred to ensure that the changes are acceptable.

- Objects: To ensure that the Deed will qualify for charitable and tax exempt status, objects must be on the basis of one or more of the following:-
 - The promotion of education
 - The promotion of religion

² You can check the name on-line at www.societies.govt.nz – go to “Search the Register” then “Register Search” from the left hand side of the home page. Alternatively you can phone: 0508 SOCIETIES (0508 762 438) or e-mail: info@societies.govt.nz

³ It is important to have people with some key skills and attributes as the initial trustees. These include: spiritual/theological insight and pastoral care, financial expertise, administration skills, entrepreneurial flair and an understanding of the local community needs. Other useful skills are: computer literacy, leadership ability, fundraising experience, strategic thinking, experience in delivery of the proposed service(s), and an understanding of community development,.

⁴ A sample is included in this chapter.

- The relief of poverty
- Other purposes of benefit to the community

'A Charitable Trust must exist principally or exclusively for a charitable purpose according to the law of New Zealand, or for any purpose that is religious or educational whether or not such purpose is charitable according to New Zealand Law'

It is also charitable to establish facilities for recreation and other leisure activities if those facilities are provided in the interests of social welfare and are of public benefit.

In order to achieve Inland Revenue approval as a charity, the Objects of the Trust must be limited to "within New Zealand". Some exceptions are possible, but if you alter this clause you should get legal advice to ensure that the requirements for Charitable status are met.

It is strongly recommended that you retain "other charitable purposes" in the Objects, because your chosen Objects may become obsolete over time.

- Appointment of Trustees: a minimum of 5 and a maximum of 8 seems to work well.⁵ Legally there must be more than one.
- Administration: insert the required month for the presentation of the annual financial statement in. This should be as soon as practicable after the end of the financial year of the Trust, and certainly within 3 months.
- A Common Seal is a special rubber stamp which is used by the Trust to "sign" important documents, such as leases and title deeds. A seal should be specially made and must be kept in a safe place. A resolution must be passed and recorded in the Board minutes before each time the Seal is used.
- Execution of Deed: copy and paste enough spaces for all Trustees to sign. Write the full name of each Trustee after "SIGNED by". See Step 10 for instructions on signing.

If significant changes have been made to the Model Trust Deed it is recommended that the edited Trust Deed is checked by a lawyer experienced in Charitable Trust work before it is signed (see step 10 below).

Step 5

The Church approves the Trust Deed and appoints the Trustees in accordance with the provisions of the Trust Deed. These decisions are recorded in the Church minutes.

Step 6

Obtain a copy of forms for Application for Incorporation as a Charitable Trust.

⁵ Legally you must have more than one.

These are:-

- Form 1 - Application for Incorporation of Trustees as a Board
- Signatures of the Trustees of the Trust
- Statutory Declaration

These are available from Baptist Action - Community Ministries or they can be obtained from the Societies website (see step 4 for contact details).

Step 7

Call a meeting of the Trustees. From now on record all decisions in the Trust Board minutes. These minutes must be retained as long as the Trust remains in existence.

- Approve and sign the Trust Deed.
All trustees must initial every page of the deed, and then on the last page each trustee signs next to their name, on the right hand side of the parentheses.
Each signature must be witnessed by a person who is not a trustee. The witness signs below "in the presence of:" and adds his/her name, occupation and address below their signature (eg P A Gopher, Receptionist, 13 High St, Erewhon).
- Make 2 photocopies of the signed Trust Deed and have them certified as being a "true and correct copy" by a Justice of the Peace or Solicitor. This can be done at the same time as the Statutory Declaration below. The date of this certification must be a date after that upon which the Application was completed. Two original signed copies of the Trust Deed (instead of certified photocopies) may accompany the application if preferred.
- Complete and approve the "Application for Incorporation" form. Section 1 requires the name of the Trust. Section 2 provides for the Board to have a different name to that of the Trust. Usually they are the same, with "Board" added to the name of the Trust (eg "Hauraki Childcare Trust Board"). The Registered Office should be the same as in the Trust Deed.
- Complete and sign the "Signatures of the Trustees of the Trust" form. The majority of trustees must sign. A witness (who is not a trustee) must sign at the bottom of the form and add his/her occupation and address.
- One Trustee should complete the "Statutory Declaration" form and have it witnessed by a Justice of the Peace or Solicitor. The declaration must either describe any additional charitable trusts on which any of the applicants hold property, or state that there are no other trusts. This is to avoid conflict of interest. The declaration must be dated on either the same day as the Application for Incorporation or a date following this.

Step 8

Send the 2 certified copies of the Trust Deed and the above 3 forms to the Registrar of Incorporated Societies, National Processing Centre, Private Bag

92-061, Auckland Mail Centre. There is no fee for the registration of a Charitable Trust.

Step 9

Once the Trust is incorporated, the Societies Office will return a Certificate of Incorporation and a stamped copy of the Trust Deed. Make a copy of the certificate and the stamped Trust Deed and send them and the Provisional Approval letter for the Model Deed (see step 3 above) to your local IRD office (see telephone directory for address) requesting formal approval for Charitable status.

This will mean:

- No tax is paid on profits
- There is no requirement to file a tax return
- The trust is eligible for a Certificate of Exemption from Resident Withholding Tax

Step 10

Ensure Trustees understand their responsibilities on the Board.

Step 11

Trustees and other interested people meet to decide on Mission and Values. The Mission Statement clearly describes the outcomes of the Trust's activities.

It should include:

- What we do
- How we do it
- Who we do it for (criteria for clients)
- Why we do it (our motive)
- Where we do it (NZ, locality, district, electorate, city, suburb)

Values also need to be identified. This is a small set (usually 5 or 6) of guiding principles.

Each value should be accompanied by a description of the resulting expected behaviour. For example:

We Value
Love

So We Will
Act in the best interests of the people concerned.

Integrity

Act honestly and speak the truth.

Step 12

Policies are developed which govern the ministries. They should be formally approved by the Board.

These policies provide boundaries for staff, trustees, volunteers, clients and the community and provide for the legal and safe operation of the service.

Areas requiring policies include:-

- Board & Manager/CEO

- Financial management and reporting
- Funding
- Health & Safety
- Employment
- Volunteers
- Privacy
- Property
- Vehicles
- Prevention of Sexual Harassment
- Equal Opportunities
- Programmes & Services
- Quality
- Public Relations

Guidance on these policies and samples are available from the Community Ministries Enabler.

Step 13

Job descriptions for staff and volunteers need to be written.

Please Note:

Our lawyers recommend that contracts, leases, mortgages etc which are signed by one or more Trustees on behalf of the Board have the following clause included in them:

“The parties hereto acknowledge that the liability of the Trustees of the Trust is limited to the value of the assets of that Trust”

This will serve to make clear to all parties the provision in the Trust Deed which limits the liability of Trustees (clause 7).

Helpful Resources

- “Incorporating a Charitable Trust under the Charitable Trusts Act 1957” – see website: www.med.govt.nz/ri/co_reg/ct.html
- CommunityNet Aotearoa website: www.community.net.nz

Sample Job Description for Trust Board Members⁶

Position:-	Trustee
Appointed by:-	(Insert here name of church, trust, etc that made the appointment) on:- (date)
Period of service:-	(recommend 2 year term)
Responsible for:-	Governing the affairs of the Church-based Community Ministries by policy setting and monitoring, not for hands on management or involvement in the Ministry unless appointed by the Trust Board and Manager to do so.
Accountable to:-	The Church The staff The Funders, through the Trust Board chairperson, for the quality provision of services. The community The clients
<u>Key Tasks</u>	<u>Expected Outcomes.</u>
1. To effectively govern the affairs of the Trust.	Mission and Values will be documented Policies will be implemented and communicated to staff through the Manager/Senior Staff member
2. To know the Trust Deed.	The Trustee will be familiar with their legal responsibilities as a Trustee and will act with integrity.
3. To maintain confidentiality regarding matters within the Trust Board.	Confidential matters will be dealt with according to legal and ethical boundaries.
4. To read Board papers prior to meetings and come prepared to discuss issues.	The Trustee will participate in Board discussions and decision making from an informal base.
5. To attend all Board meetings where possible or send an apology.	The meeting will know who is going to be present.
6. To develop written Board policies for the guidance of staff and clients	Staff will have effective documented policy boundaries within which to work.
7. To monitor the finances and quality service delivery for which the Trust is responsible.	Effective quality monitoring activities will be implemented
I have read the Mission Statement and Values of the Trust Board and agree to work within these boundaries.	Signed.....(Trustee) Signed.....(Chairperson/witness) Date.....

⁶ Provided by Baptist Action

Covenant to Faithfulness for Trustees⁷

The spirit of the Lord is upon me, because he has appointed me to preach good news to the poor. He has sent me to proclaim release to the captives and recovering of sight to the blind, to set at liberty those who are oppressed, to proclaim the acceptable year of the Lord. Luke 4: 18, 19

1. Our first and primary commitment is to God as made known to us through Jesus Christ. We pledge ourselves to prayer, worship and discipleship as means of understanding and responding to God.
2. We commit ourselves to the service of humanity, with particular attention to God's protectorate, the poor and the outcast. This commitment will help us to order our priorities.
3. We uphold the importance of the proclamation of gospel, both in word and deed. However, we refuse to make the unbiblical distinction between evangelism and practical compassion.
4. We recognize the history of the land in which we live out our faith, and commit ourselves to respect for the Treaty of Waitangi, active responsibility for justice in the light of its covenant, and partnership with all peoples and their cultures.
5. We will endeavour to respond to those areas of need in which we sense the call of God, at the same time considering the causes of need and working for the establishment of justice.
6. We commit ourselves to partnership with other agencies and funding providers, insofar as we are able to stay true to the essential Christian character of our work, and retain freedom to structure our operations accordingly.
7. We acknowledge the radical acceptance of Christ, and seek to provide access and refuge to all through whatever activity we may be involved in.
8. We are aware of the dangers of creeping secularism within institutions, and will strive at all times to keep our structures Christian in their practice as well as in their goals.
9. We declare our own limitations in being able to express the love of Christ, and invite the Holy Spirit to work in and through us so that our caring is expressive of that love.
10. We commit ourselves to openness and participation, recognizing in all humility that though we may care, we remain in need of care ourselves.
11. We uphold the unity and dignity of human persons, and respond to them in the fullness of their spiritual, physical, emotional and intellectual being.
12. We understand social service and community ministry as integral expressions of the life of the local church, and seek to maintain vital and organic relationships with such churches.
13. We pledge ourselves to following Christ, and the understanding of all our practical caring as service unto Him.

⁷ Taken from Creed of Compassion by Mike Riddell

Sample Successful applications:

Following are two applications⁸ which I have included because:

1. They were granted the money they applied for
2. They are excellent applications
3. They are very different to each other

Greymouth and Kumara parish⁹

The request is for funding for a Community Youth Worker. One of the key points to note is the clarity of the youth worker's role in the wider community and the outcomes of the project. Another aspect is the local parish support; not only is there a letter endorsing the project but the parish allocates \$30,000 in their budget. Also note the parish budget very clearly tags monies that are set aside for specific purposes.

Buller parish

This is an older application but is an excellent example of a request for a smaller yet equally successful project. Although handwritten (not usually recommended) the information contained is concise and clear.

Both projects

Enough information, including statistics, is provided to give a good picture of the project but this is not overdone so there is too much information for committee members to read.

⁸ Both applications were made to the Anglican Care Charitable Trust of Nelson Diocese.

⁹ This application form has been updated. The Buller application is on the earlier application form.



NELSON ANGLICAN CARE CHARITABLE TRUST ANGLICAN CARE

If you need any assistance with this funding application or in planning your project/service please contact:

Susan Gill, Community Ministries Enabler
Office 03 548 3124 Cell 021 327 436
Email: susan@nelsonanglican.org.nz

Application for Funding

Application from Parish(es) *Greymouth and Kumara*

Application made by *Archdeacon Robin Kingston*

Position in the Parish *Vicar*

Date of Application: *30 March 2005*

How much are you applying for? *\$5,000*

Project Name *Community Youth Worker funding*

2. Project Background

2.1 What need has led to the project?

The town is too small for each church to have a youth group. We decided to spearhead an ecumenical group that would touch the whole community. Because all the churches work well together, we believed this was possible. It has been operating effectively for 6 years now.

2.2 How was the need identified?

There are about 700 teenagers in the whole of the greater Grey District attending the two local high schools. If we only reached those teenagers attending church, we would only minister to Christians, and then a maximum of 15 of them. By having a genuine relational Friday night group, we should be able to reach 15-20% of all teenagers in town. There is virtually nothing for teenagers to do on a Friday night in Greymouth.

2.3 Who from the wider community have been consulted? (Individuals and/or groups)

We discussed this with the mayor, Mr Tony Kokshoorn, Sports West Coast with Don Monk and Anne Hines and CYFS .

2.4 How does the project fit into the overall mission of the parish(es)?

We have two experts in Youth Ministry, with a real heart for the community as a whole. We have as a motto at our church "Blessed to be a blessing". We have experienced the love of God deeply, and wish to demonstrate and share that love with teenagers, including vulnerable ones.

2.5 What support exists within the parish(es) for the project? (In addition to church support listed, please attach a letter of support from Vestry [ies].)

All the local churches support the programme. We now have leaders from New Life Church, Catholic Church, two Anglican parishes and Elim. Our parish finds \$30,000 towards the cost of the whole project. In addition we do all photocopying free, provide the use of the Trinity Centre Hall for PULSE etc free.

2.6 What support exists within the wider community for the project?

The Shed, as the project is affectionately known, is well known in the community. Some of the running expenses of the weekly Friday Night Thing and much of the equipment used is donated by members and groups within the community. This includes the District Council, Blackadder Trust, Rotary, Lions, CYFS and others.

3. Description of project/service:

3.1 What is the project/service?

The project is to providing a loving, caring and relational environment for teenagers on a Friday Night, and also to provide training in leadership through the major production of an evening's outreach programme called "Pulse". In addition we have an ecumenical Cell Group service on a Sunday late afternoon for those wishing to explore the Christian Faith.

3.2 Is this a new/existing project? (If existing, how long has it been in operation?)

This is an existing project that has been running for 6 years.

3.3 How will you deliver it?

We employ Nicki Mora as a Community Youth Worker at 0.85 stipend, and Rev Tim Mora as 0.25 stipend. Together they run the whole programme and everything connected with it. The rest of Rev Tim Mora's work of being a priest in the parish is given voluntarily, as they are so committed to the work that they are prepared to make this major sacrifice financially. We have bought The Shed and it is fully operational.

3.4 When will it run

During term time it is held on a Friday night at The Shed from 7pm to 10pm. They also organise PULSE which is a teenage outreach event that lasts about an hour and is similar to a stage revue. They focus on particular themes that interest outsiders, such as drugs, depression, poverty, death, peer pressure etc. PULSE is once or twice a term on a Friday night; but held in the Trinity Centre Hall. Practices for PULSE occur on a Wednesday evening, and involve

such groups as a dance team, band, drama group and creative arts; as well as a video group. The Cell Group is on a Sunday evening at 5pm.

3.5 Who will use it

The average attendance is about 68 teenagers on a Friday night, 110 folk at PULSE, and 32 at Cell Group. Although the average attendance is 68 on a Friday, the total of young people on the roll is closer to 160; which means we are impacting about 24% of all teenagers within a 10km radius of us.

3.6 Where will it be located

It is located at The Shed, which is adjacent to the house we bought for Rev Tim and Nicki Mora at 186 Main South Rd. This building has 7 rooms. The meeting room holds about 100 teenagers, and includes a number of indoor games, pool table, soccer table etc. The lounge has about 10 computers all networked together. There is a basketball hoop for shooting goals indoors. There is a fully equipped kitchen and canteen. There is a weights training room, with specialist equipment. There is a creative arts room for designing and making gifts, banners etc. There is a wheelchair toilet. In addition there is a paddock for games, a car park for 17 cars, and a community garden for growing vegetables. There is also a BBQ area being developed.

3.7 How will people know about it?

A number of articles have appeared in the local newspaper, Greymouth Evening Star, and also in the weekly giveaway called The Messenger. It has won Civic Awards. It advertises at the High School. In fact, it can scarcely cope with any more young people.

For PULSE, besides posters in the schools, we have a massive banner hanging outside the church (which is on the main highway) saying "PULSE this Friday 7.30pm here".

4. Project/service operation

4.1 What are the expected project outcomes?

We are providing a safe, drug free, smoke free and alcohol free environment for many teenagers on a Friday night, when they are tempted to do other things. By relating to other teenagers who are Christians, they are picking up moral habits, learning to respect one another and forming relationships with the leaders. This relationship often leads to extensive times of counselling and discussions with the leaders, especially Tim and Nicki. It has saved a lot of teenagers from major troubles, and brought significant numbers into a living faith in the Lord Jesus Christ. We also expect these teenagers to grow in leadership skills through their roles on the Friday night, and in the PULSE production. It is not surprising that over the last four years at least Head Boys of the school have been key members of the Youth Group.

4.2 Who is responsible for overseeing the project?

I, as Vicar, and our parish vestry have the role of overseeing the project. However, the leadership team as a whole meet regularly, and they have the day to day oversight of the whole project.

4.3 Do you have written Job Descriptions, safety policies etc?

There is a full and detailed Job Description for Nicki Mora, and Tim Mora helps in that role too.

There are detailed written safety policies as well as ethical guidelines. All adult leaders have done a police check.

4.4 What training (initial and ongoing) and support is offered to those involved in project delivery?

Nicki Mora is a member of the Youth Leaders Collective on the Coast. Rev Tim Mora has been the Youth Co-ordinator for the Christchurch Anglican Diocese for 5 years, and is probably one of the most experienced youth leaders in the South Island. In addition we run a training camp for all the junior leaders at the beginning of the year (in February) to emphasise the main Standards we are setting, and how to act as leaders. We also make use of Michael Treston from time to time.

4.5 What processes are built in for evaluation/reflection?

The monthly team meeting on a Sunday at 12.30pm gives plenty of opportunity for team evaluation and reflection. In addition I occasionally have times with Nicki or with Tim or both.

4.6 What systems are in place to promote sustainability?

The only part of the whole project that is at all precarious is the funding. We try and apply for funds from as many different sources as possible. We have purchased the house for Tim and Nicki, and we own outright The Shed, surrounding land and everything in it.

Perhaps the most important part is keeping up the morale of Tim and Nicki. After all, there are few Youth Groups that have the same two paid leaders after six years. We do this by being successful in raising funds. We guarantee to keep them one extra year after funding runs out. This gives them a sense of security. It is also a sign of the commitment of the parish as a whole, because we would need to borrow hard to sustain the extra year without funding. It would mean committing ourselves to very difficult staffing issues for the rest of the parish for about four years afterwards. That is the price we are prepared to pay to keep this project running for the long term.

5. Budget

5.1 You need to provide a breakdown of how the funds will be used. (Give annual or total cost. No "Sundry" or "Miscellaneous" amounts. Travel costs are to be estimated at 50c per km. Please show income and expenditure along with parish commitment. You can attach a separate budget.)

Our parish budget covers the financing of all the costs of Tim and Nicki Mora, including housing, stipends, allowances, insurance, etc. It also covers the travel budget.

Attached are the Youth Group accounts together with the budget for 2005. I have also attached our Parish accounts, so that the other part of the funding is transparent.

5.2 Have approaches been made to other funding sources? (If so, please give details outlining the amount requested and the date of application.)

We received a grant of \$20,000 for the Community Youth Worker from Lottery Youth for 2005.

We were successful in being granted \$3, 556 for Youth Worker travel from COGS

We will be applying for funds from the Blackadder Trust (about July) and Tindall Foundation (about June).

The total project involves about \$70,000 through the parish account and close on \$30,000 through the Combined Churches Youth Group account.

5.3 Are the monies requested a grant or loan? (If a loan, indicate the rate at which or when you can repay this.)

We are requesting a grant of \$5,000; which is just 5% of the total project. We believe that your grant would be a significant factor in keeping up the morale of the two youth workers.

6. Anglican Care

6.1 Are you willing to use the Anglican Care logo on any material relating to this project? *Yes, as long as it is*

sent in an easily usable form by e-mail.

6.2 Do you agree to abide by the Anglican Care Code of Ethics in providing this service? *Yes*

6.3 If granted funding from the Anglican Care Trust do you agree to provide a review report within six months or one year? *Yes; but it would be*

really helpful if we were sent a reminder, rather than having to try and remember to do so!

Office Use

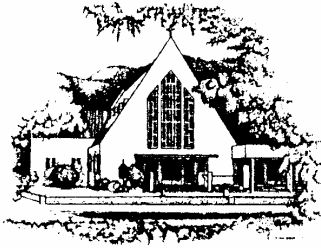
Date application received:

Date of meeting(s) when considered:

Outcome:

.....
.....
.....
.....

Evaluation report due:



**Greymouth & Kumara
Anglican Parish**

Archdeacon Robin Kingston
201 Tainui St
P.O. Box 27
Greymouth
Ph & Fax 03 768 7508
E-mail rkingston@minidata.co.nz



30 March 2005

Dear Anglican Care Trust,

As a vestry, we write in support of the vicar's application for a grant of \$5,000 towards the costs of our youth workers, Rev Tim and Mrs Nicki Mora.

Their reputation in the community is extremely high, and this is shown by the way they are often consulted by the mayor and council on any matters to do with youth in the community. They have also been recognized as key community workers, with Tim being the chairperson of the Waitangi Day picnic organising committee. This committee received the supreme Trustpower Community Award for 2004.

We know that CYFS refers some of its clients to the Youth Group from time to time, and they have been very pleased that Tim and Nicki have actually fostered one of the teenagers over the last 10 months.

The work involved in ministering to such a large number of teenagers on a weekly basis is immense. There are always relationship issues arising with teenagers, and they spend large amounts of time in emails, chat groups, counselling, etc.

One of the strengths of this Combined Churches Youth Group is the stable leadership. It is normally recognised that the best and most productive ministry occurs after five years. We would be horrified if we could not obtain sufficient funding to maintain their financial backing.

We are delighted that all the churches are enthusiastic about the project, and that they have no complaints about their teenagers shifting churches. On the whole, the teenagers have been very faithful to the churches to which they belong. This is a wonderful tribute to the ecumenical way in which the Moras work.

We have no hesitation in strongly supporting this application.

Yours faithfully,

Margaret Baillie
Vestry Secretary

Brian Strange
People's Warden

Greville Wood
Vicar's Warden

HOLY TRINITY YOUTH GROUP				
ACCOUNTS 2004				
13	Category Description	2004		
INCOME				
General Income				
1,800.00	CD Receipts/ Toolboxes			
110.20	Cell Group Deposits	30.00		
1,825.00	Church Donation	1,000.00		
2,010.10	Friday Nite - General Deposits	384.75		
	Friday Nite - Safer Community Council	3,000.00		
	Friday Nite - Kettle Trust	750.00		
733.60	General Donations	2,380.00		
	West Coast Community Trust - computers	1,000.00		
	Blackadder Trust - computers	2,500.00		
22.61	Interest Income - serious saver & cheque	324.10		
2,062.00	Other Events Receipts	8,794.10		
520.00	Pulse Camp Receipts	1,200.00		
Pulse Income				
735.80	Donations for Pulse	789.40		
1,985.75	Pulse Café Income	2,743.95		
2,080.05	Pulse Income Other	10.00		
Other Income				
11,528.05	Shed Income	120.00		
	Grey District Council - Shed	1,000.00		
	Rotary Club - Shed	500.00		
425.60	Winter Camp Receipts	2,555.00		
632.90	World Vision Donations	290.00		
152.92	Income Other			
26,624.58	TOATAL INCOME	29,371.30	Money set aside for specific purposes for 2005	
2003	EXPENSES	2004		
General Expenses				
4.50	Bank Charges	3.00	Shed Development	458
1,290.06	CD's to Youth Purchases/tool boxes		Cell Group	350
253.27	Cell Group	252.68	Toolboxes for Life	461
432.00	Child Sponsorship	432.00	Child Sponsorship	306
1,757.50	Friday Nite Expenses	3,190.80	40hr famine	280
	New equipment from grants	2,466.99	Winter Camp	968
30.38	Maintenance	25.00	Pulse	500
3,942.56	Other Event Fees & Costs	8,583.32	Training	990
808.30	Pulse Camp Expenses	1,271.69	Pulse Camp	40
Pulse Expenses				
2,809.47	General Pulse Expenses	653.14	Friday Nite	1,057
2,121.64	Pulse Café Supplies	3,071.82	Special needs	339
330.00	Pulse Hall Hire		Shed Kitchen	1,165
74.87	Pulse Music		Computers	1,233
Other Expenses				
178.47	Stationery	238.88	Library	200
9,599.21	The Shed	8,201.04	Stationery	100
	Miscellaneous	45.35	Youth Resources	250
581.58	Winter Camp fees	2,634.85	Total	8,697
178.97	Youth Resources	85.00		
24,392.78	TOTAL EXPENSES	31,155.56		
4,992	TOTAL INCOME LESS EXPENSES	-1,784.26		
Opening Balance		10,481.99		
Total income less expenses		-1,784.26		
Closing Balance		8,697.73		

ANGLICAN PARISH of GREYMOUTH & KUMARA			
OPERATING ACCOUNT for the			
YEAR ENDING 31 DECEMBER 2004			
2003	RECEIPTS	2004	Budget 2005
4,241.82	Savings from operating expenses '01 & '02		4,679
	Oasis worker salary received 2003 and unspent	2,504.00	
	Oasis Worker Salary	3,000.00	
	Anonymous benefactor (if needed \$10,000)		
500.00	Bible in schools	797.50	800
260.00	Donations General	620.90	500
6,358.05	Fair	5,784.00	6,000
	Funeral catering	4,953.34	6,000
2,284.48	Funerals	2,160.02	2,300
2,129.83	Hall rent	4,475.56	4,000
	Heating Donations	416.00	400
211.15	Interest (incl term deposit in Nelson)	136.24	200
200.00	Kids 'n Coffee hall rent (COGS)		
1,600.00	Kids'n Coffee wages (COGS)		
3,600.00	Kumara Services	3,600.00	3,600
20,000.00	Lottery Grant - Youth Worker	17,478.00	20,000
	Missions - Jennifer Hawes		600
363.05	Missions - Faulkner support	350.00	360
3,686.55	Missions from Sharing Shed	3,401.20	3,500
412.80	Missions Lent & Christmas & others	293.50	400
354.75	Missions to Nelson Diocese - Janet Cornwall	223.55	200
3,585.96	Missions to Nelson Diocese general	3,497.60	3,500
88,770.35	Offertories	98,157.51	98,000
750.00	Parish Nurse		300
	Photocopying donations	543.40	550
	Printing & Stationery donations	37.50	40
	Refreshments	1,990.34	2,000
1,650.00	Refund from sustentation	4,384.00	0
	Synod 2004	3,778.72	0
	Telephone refunds	188.90	190
	Transfer from Trusts	457.55	80
90.00	Vicar's supervisory role	210.00	800
551.11	Weddings	1,071.11	1,000
	Worship 7.29LIVE		200
1,700.00	Youth work donations from 2002/3/4		2,614
711.11	Youth Worker Admin (COGS)		
2,256.00	Youth Worker Travel COGS	3,200.00	3,556
5,333.33	Youth Worker Wages COGS		
5,238.00	Youth Workers wage grants (Tim & Nicki Mora)	1,920.00	16,500
	Youth work grant - Tindall Foundation	5,000.00	
	Youth Work grant - Anglican Care Trust	5,000.00	
	Youth Work Grant - Blackadder Trust	5,000.00	
	Youth Work Grant - Grey District Council	2,000.00	
156,838.34	Total receipts	186,630.44	182,869.00
2003	SUSTENTATION ACCOUNT IN NELSON	2004	Budget 2005
6,000.00	Contributions to Greymouth R&M a/c in Nelson	6,000.00	6,000
17,910.96	Contributions to Diocesan Ministry & Wider Church	16,800.00	17,712
6,292.16	Insurances	6,876.36	6,876
1,156.40	Wages for Creche Workers	772.00	1,000
2,800.00	Wages for Oasis worker	4,704.00	
1,791.40	Wages for Kids 'n Coffee		
95.40	Wages for Trinity Centre cleaner	874.50	1,000
5,200.00	Wages for Homeworker/shed cleaner	5,200.00	1,040
44,893.27	Stipends for Clergy (including pension)	45,940.33	54,205
30,527.43	Community Youth worker (Nicki Mora only)	31,729.61	31,991
19,824.75	Clergy Allowances (Pension, Books, Travel, etc)	18,029.02	22,955
244.00	Music copyright	262.40	300
	Refund 2003 Diocesan Ministry Team credit	4,384.00	
	Credit 2003 quota diocesan ministry team	-4,384.00	
	Credit 2004 quota diocesan ministry team	-1,382.00	
-2,000.00	Payment for Oasis Worker/ clergy stipend		-2,000
-10,000.00	Contribution ex Bishopdale College		
-15,999.96	less contribution from Nelson towards stipends	-15,999.96	-16,000
-118.39	less payment to parish for vicar's supervision work		
-108,372.00	Less sustentation payments for year	-122,064.00	-122,064.00
-2,207.53	Credit balance in sustentation a/c start 2003/4	-1,962.11	-3,320.00
-1,962.11	Credit balance in sustentation a/c end of year	-3,319.85	-305

2003	PAYMENTS	2004	Budget 2005
255.15	Advertising	83.53	300
	Alpha		50
33.00	Bank Fees	122.00	30
665.43	Bible in schools	883.69	800
601.58	Candles, Wafers & Wine	746.85	800
1,050.00	Computer Fund (3 paid staff @ \$350)	1,050.00	1,050
316.15	Evangelism & Outreach, Journeys	55.00	250
	Fair Expenses		100
	Funeral Catering	3,926.57	5,000.00
	Home Groups		100.00
10,400.00	Housing Moras	10,400.00	10,400
1,800.00	Kids'n Coffee COGS		
	Kids Extravaganza		400
	Kitchen Development	8,780.69	
	Library		100
4,506.22	Light Heat	6,350.10	7,400
360.00	Missions Faulkner	350.00	360
412.80	Missions Lent & Christmas & others	293.50	400
9,000.00	Missions to NDTB	8,304.00	8,300
	Missions - Jennifer Hawes		600
3,000.00	Multimedia hardware for Tim Mora		
	Music - choir		80
210.70	Music - general	100.58	200
32.95	Music - singing group	39.96	80
1,198.95	Oasis	1,733.16	1,400
65.60	Odyssey Kids	96.55	100
504.00	Organ R&M	516.00	600
555.00	Parish Nurse		300
719.90	Photo/admin youth worker COGS		
230.00	Photocopying general	1,039.48	1,350
1,005.10	Printing Stationery	997.94	1,000
1,525.73	R & M Church	2,821.46	3,000
101.01	R & M Vicarage	447.95	2,000
3,216.85	Rates HTC, StAndrews & Vicarage	2,362.16	3,000
400.99	Refreshments	1,112.58	1,500
161.37	Sunday School	282.01	300
50.91	Sundry expenses		
	Supervision/training youth worker	420.00	
108,372.00	Sustentation	122,064.00	124,064
1,621.59	Telecom	1,899.04	1,700
255.00	Training courses for leaders	195.00	400
324.22	Worship services	91.67	200
	Worship 7.29LIVE		400.00
	Young Adults Group		50.00
1,000.00	Youth Group	1,000.00	1,000
2,710.66	Youth Worker Travel COGS	3,520.88	3,556
156,662.86	Total payments	182,086.35	182,720.00
175.48	SURPLUS(DEFICIT)	4,544.09	149.00
28,856.64	Less depreciation	37,024.46	
-28,681.16	SURPLUS (DEFICIT) after depreciation	-32,480.37	

this surplus is intended
to help balance the
budget for 2005

(local trust funds) — BUT we have already borrowed from
ourselves nearly \$10,000 in 2001,
and haven't started to pay it back yet!

Parish of Greymouth and Kumara			
Statement of Financial Position as at 31 December 2004			
	2003	CURRENT ASSETS	2004
	12,821.52	Westpac Bank operating account	11,726.61
	714.20	Westpac Bank Improvements account	99.59
	80.35	Current a/c term deposit in Nelson	15,040.63
	1,661.29	Kumara Parish Cash not banked at December 03/04	120.00
	4,418.10	ANZ Bank Kumara Parish account	1,734.92
	19,695.46	GST due	424.78
			29,146.53
		NELSON DIOCESAN TRUST BOARD	
	1,367.63	Kumara Repairs and Maintenance	7,356.67
	2,289.29	Greymouth Building Maintenance	885.15
	2,049.02	Greymouth Vicarage Trust	2,168.19
	3,644.52	Choir Trust	3,856.49
	4,009.17	186 Main South Rd Trust	3,239.64
	3,940.11	Available Hopkinson Organ Maintenance	4,194.17
	453.07	Available Greymouth General Endowment	30.35
	731.92	Available Greymouth Sunday School Endowment	804.31
	17,117.10		15,178.30
	38,180.19	TOTAL CURRENT ASSETS	61,681.50
		CURRENT LIABILITIES	
		<i>(Greymouth Building Maintenance owes Kumara R & M \$1,764.70)</i>	
	5,394.35	Creditors	864.81
	Balance	Trusts in Greymouth Cheque Account	Balance
		Teapot Valley Camp	368.00
		Sunday Creche Worker	500.00
		40 Days of Purpose	-349.70
	3,829.52	New Hall	0.00
	1,256.62	Outdoor Play Area	1,232.02
	1,282.87	Family worker	503.23
	1,653.84	Gamble Estate	938.84
	200.00	Irene Senior Bequest	0.00
	3,000.00	Oasis Worker	0.00
	2,613.75	Youth Worker for 2003/4/5	22,613.75
	3,200.00	Youth worker travel for 2004/5	3,555.56
	2,616.37	Curate's House a/c	0.00
	1,050.00	Computer Fund for paid staff	859.12
	725.00	Multimedia Projector Bulb	1,145.00
	21,427.97		31,365.82
		(NB: Amount promised by parishioners for new hall over next 3 years is \$59,878)	
	26,822.32	(Less) TOTAL CURRENT LIABILITIES	32,230.63
	11,357.87	WORKING CAPITAL	19,450.87
		PERMANENT TRUSTS	
	275.48	PERMANENT TRUST - Hopkinson organ Maintenance	275.48
	327.87	PERMANENT TRUST - Greymouth General Endowment	327.87
	330.24	PERMANENT TRUST - Greymouth Sunday School Endowment	330.24
		FIXED ASSETS	933.59
	18,000.00	Furniture, fixtures, lighting & sound for hall & kitchen	25,814.70
	471,923.83	Cost of new hall & kitchen	43,424.23
	157,435.72	Furniture and Fixtures	154,007.35
	1,065,677.42	Land and Buildings	1,472,991.07
	1,713,036.97		1,696,237.35
		(Less) NON CURRENT LIABILITIES	
	59,400.00	186 Main South Rd subscribers' loans	59,400.00
	75,000.00	186 Main South Rd mortgage through Westpac (Interest only)	75,000.00
	120,001.20	Mortgage at Westpac for new hall (\$1,194 per fortnight)	120,000.00
			254,400.00
	1,470,927.23	NET ASSETS	1,462,221.81
		EQUITY	
	1,309,073.47	Opening Equity	1,470,927.23
	-28,681.16	Operating Account Surplus/deficit	-32,480.37
	1,000.00	186 Main South Rd subscriber loan forgiven 2003	
	-2,771.28	Improvements Account Surplus/deficit	-614.61
	-10,447.90	Kumara Account Surplus/deficit	6,102.32
		Donation of St Andrews to Maori Anglican Church	-49,014.09
		Lion Foundation grant for equipment	1,000.00
		Pub Charity grant for data projector	3,399.95
		Nelson Diocesan Grant for hall/kitchen	10,000.00
	-92,168.53	Trust Accounts in Nelson Interest and Deposits	-1,938.80
		Capital purchases (sound, lighting, furniture, fittings)	
	294,922.63	Total of donations received for new hall & kitchen	54,840.18
	1,470,927.23		1,462,221.81



NELSON ANGLICAN CARE CHARITABLE TRUST

Application for Funding

Application from Parish(es) Billy Anglican Parish

Application made by Caroline Teichert

Position in the Parish Parishioner and Treasurer for Kids n Coffee and Oasis groups

*Please attach letter of support from Vestry (ies) .

Name of project St. Johns Church Kids n Coffee + Oasis Groups

Description of purpose for which funding to be used:

What is the service? To provide lunch for parents of caregivers and children attending Oasis group + morning teas for Kids n Coffee + Oasis groups. To cover costs of Christmas party for both groups.

How will you deliver it? Volunteers purchase and prepare food in the kitchen and clean up afterwards

Who will use it? Oasis group - 24 children on roll 0-5 years; average attendance 7 adults + 10 children
Kids n Coffee - 81 children on roll 0-3 years; average attendance 18 adults + 22 children

How will people know about it? We work closely with community groups - Kaitiaki Whānau Trust, Homebuilders, Parent Centre + Munkit

Where will it be located? St. Johns Church lounge

Background to developing this initiative:

To meet the identified needs of parents, caregivers and children by providing a safe & supportive environment... to encourage participation in activities to enhance self esteem and build on personal achievements... Helps to relieve stress and loneliness and improves social skills of parent/caregiver and children.....

Budget giving breakdown of how funds will be used:

(give annual or total cost) NB No 'Sundry' or 'Miscellaneous' amounts

Travel costs to be calculated at 30c per km.

Christmas Party	\$ 250.00	
Catering to April 2005	\$ 350.00	[Total cost \$700.00]
Christmas party funds: - gifts for child care workers + Volunteers	\$50.00	
Food + Party ware	\$ 200.00	

Have approaches been made to any other funding sources?

If so, please give details outlining the amount requested and the date of application.

Application to Balleer District Council for \$350.00 towards catering costs and Christmas Party was declined in April 2004

Are any other types of fundraising being used?

If so, give details.

Kids n Coffee parents make a voluntary gold coin donation
Cassio parents donate food and biscuits when able

Are the monies requested a grant or a loan?

If a loan is requested indicate the rate at which, or when you can repay this .

We are asking for a grant.....

How will the project be managed and supported?

The groups report bi-monthly to the Bulker Anglican Parish vestry. Parents and management meet informally quarterly and our accounts are audited by the Parish Auditor.....

Are you willing to use the Anglican Care Logo on any material relating to this project?

Yes.....

Do you agree to abide by the Anglican Care Code of Ethics in providing this service?

Yes.....

If granted funding from the Anglican Trust do you agree to provide a review report within six months or one year?

Yes

How do you intend to review the outcome of this project?

Provide copy of Kids n Teffie and Dads groups Catering Account summary

Date of Application... 4th October 2004

Please return Applications to: -

The Chairperson
Nelson Anglican Care Charitable Trust,
c/o Anglican Centre,
PO Box 100,
Nelson

For Anglican Care Charitable Trust Administrative purposes

Date of Application received

Date of Meeting(s) when considered

Outcome

BULLER ANGLICAN PARISH

Vicar:

Reverend Allan Wasley
13a Lyndhurst Street
WESTPORT
PH/Fax: (03) 789 8348
Email: Wasleys@ihug.co.nz

Parish Administrator:

Mrs Evelyn Nixon
19 Domett Street
WESTPORT
PH: (03) 789 7668
Email: roy.nixon@xtra.co.nz

20th October 2004

Anglican Social Services
Nelson Diocese
P O Box 100
NELSON

Dear Sir/Madam

At the Vestry meeting of the above Parish, we agreed to support an application from Kids 'n' Coffee and Oasis for funding.

Kids 'n' Coffee and Oasis have both been a valuable outreach into the community, particularly to young families. We would like to continue with this support and therefore endorse this application.

We hope you will look favourably on this application.

Yours faithfully

Evelyn Nixon (Mrs)
Vestry Secretary

"With God all things are possible"
Matthew 19:26

Bibliography

- Baptist Action Various policies including *Process for Setting up a Charitable Trust*
- Brady, Graeme *Raising Money for the Church* (Christchurch, Genesis Publications)
- Dept of Internal Affairs Community Development Resource Kit
- Funding Information Service website
- Gambling Watch *Dealing with Gambling in New Zealand*
- Gunn, Colin ed *Seizing the Moment 11* (Nelson, Community Work Training Advisory Committee)

