



Presbyterian Church of Aotearoa New Zealand

Office of the General Assembly
Terralink House, 275 Cuba Street
PO Box 9049, Wellington 6141
www.presbyterian.org.nz
Phone (04) 801-6000
Fax (04) 801-6001

24 August 2015

Parish Treasurers and payroll administrators

You will be aware that last year PCANZ decided to discontinue the payroll service that Margaret Fawcett was providing to some 20 churches, and we recommended Thankyou Payroll as an agency that these and other churches could consider as a payroll provider.

While we maintain a close business relationship with Thankyou Payroll, we are aware that some churches are unaccustomed to their website portal data transfer system, and are experiencing difficulties with the payroll process. It has become apparent to me that the direct contact and advisor service that Margaret had provided would better suit the needs of some churches. While we do not intend to bring this service back into Margaret's role, we do want churches to have a similar, personal level of service available to them.

After investigating several options, and with the approval of Assembly Executive Secretary, Wayne Matheson, we recommend churches refer to Church and Trust Accounting Services (CATAS) if considering outsourcing the payroll function (or other church administration services) or changing the payroll service provider.

CATAS has been a partner of PCANZ for several years. It is a company that was established by the Baptist Church specifically to meet the finance and accounting needs of churches and church-related trusts. It currently serves about 125 churches and trusts (including several Presbyterian churches) and has adequate software, people and backup resources to ensure reliability in payroll processing. It offers a similar level of service to that previously provided by Margaret in that there is a contact person to process payroll, advise on salary, stipend, beneficiary fund and allowances as well as pay IRD taxes and provide associated reporting.

The fees for CATAS payroll services, with scenarios, are below, and Margaret can confirm costs applicable to your church on request. Please note that PCANZ will pay the setup costs on behalf of your church.

Payroll fees:

- \$7.00 plus GST per fortnightly pay
- \$10.50 plus GST per monthly pay
- \$10.00 plus GST per pay calculation (e.g. for annual increases, changes in regular hours worked – not for pays based on timesheets)
- \$60.00 plus GST per hour for additional work required (e.g. deductions for dishonoured payments, default taxes, court fines or WINZ repayments)
- \$60 plus GST set-up charge for the employer (subsidised by PCANZ)
- \$10.00 plus GST per new staff member added to the payroll

Minimum monthly fees:

- \$25.00 plus GST for organisations with one paid staff member
- \$35.00 plus GST for organisations with two or more paid staff members

Fee scenarios (monthly average):

Number of employees	Paid fortnightly	Paid monthly
One	\$25.00	\$25.00
Three	\$45.50	\$35.00
Five	\$75.83	\$52.50

Attached are CATAS documents:

1. [Payroll procedure \(for your information\)](#)
2. [Service agreement between the church and CATAS](#)
3. [Employee information](#)
4. [IR920](#)
5. [Direct Debit Authority \(used for payroll and charges\)](#)

Please note that since May Margaret has been authorised to provide direct support to churches regarding payroll matters, but because of the resource offered by CATAS Margaret will be unable to continue direct support from 30 September.

Please give CATAS your consideration if you are considering changing agencies or outsourcing payroll. Further information can be provided by Margaret Fawcett (margaretf@presbyterian.org.nz) or (04) 381 8291 or Delwyn Shaw at CATAS (delwyn@catas.co.nz or (04) 472 1920 ext. 6).

Regards

Brendan Sweeney
Finance Manager
Presbyterian Church of Aotearoa New Zea18 August 2015