



TREASURERS' NEWS

The latest news for Presbyterian & Cooperating Venture parishes



Highlights This Issue

**Finance and
Operations Team**

**Assistance with
setting up Xero**

Welcome to our December newsletter

Welcome to the last Treasurers' Newsletter for the 2020 year...and what a year it has been! The Covid-19 pandemic has affected all of us in many ways. I for one am looking forward to the New Year and the hope this will bring.

On behalf of the Assembly Office, I would like to say a HUGE thank you to you all. The role of treasurer can be stressful and at times lonely, yet it is crucial to the smooth functioning of any parish. Adding to this, the ever-increasing compliance requirements, both at a local and national level, has seen the treasurer's workload continue to increase.

I would like to thank you all for the help and support provided to the National Office during the last year. We have requested more from you than in any year previously, and, these requests have been met with your kind assistance. Thank you.

For our final newsletter, we thought it would be a great opportunity to introduce you to our Finance and Operations team, letting you know what we do, and who you should contact for any assistance you may require in the coming year.

Have a very MERRY CHRISTMAS and a wonderful New Year.

Treasurers' News

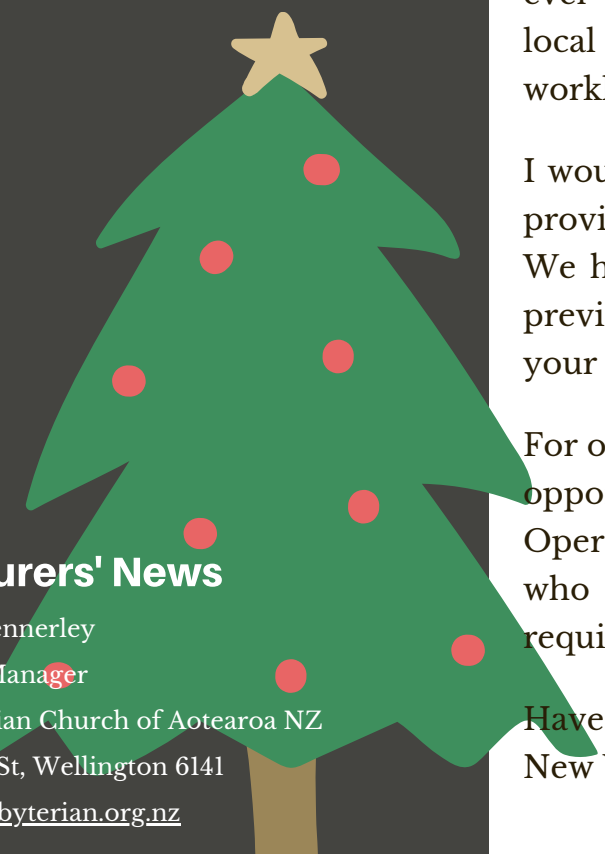
Sandra Kennerley

Finance Manager

Presbyterian Church of Aotearoa NZ

275 Cuba St, Wellington 6141

www.presbyterian.org.nz





Finance and Operations Team

Grace Webster Team Administrator



I'm Grace! I started as the Finance and Operations Team Administrator in March this year and I'm loving it. I do all sorts of things that keep the office running smoothly. You can contact me about changes for the Directory or on the website, ordering baptismal/confirmation certificates or other documents, as well as queries about police checks and general queries – or if you're not sure who to contact about something, contact me and I can put you onto the right person! Next year, as well as working at the National Office, I'll be studying youth work with Praxis and continuing in my second year as Youth Intern at St John's in the City, Wellington.

Contact grace@presbyterian.org.nz

Katrina Graham Financial Administrator



I have worked for the national Assembly Office of the Presbyterian Church for 25 years, most of that time in the financial service department - which has changed over the years from a staff of 10 or more to just two. My job consists of accounts payable and receivables.

Part of my role also consists of collecting and entering the statistics you provide each year, which helps with calculating your parish Assembly Assessment, and provides statistical information to the wider Church.

Contact katrina@presbyterian.org.nz



Matthew Hague Legal and Compliance Director



Matthew is the Legal and Compliance Director, and in-house counsel for the Presbyterian Church. Matthew can be contacted about any legal or compliance questions, including Book of Order matters.

He can help with employment matters, including employment agreements, performance and conduct matters, disputes, and termination.

Contact matthew@presbyterian.org.nz

Kate Wilson Compliance Support Officer



Kate joined the team this year and is the Compliance Support Officer. She can be contacted about HR matters, ministers' stipends, Health and Safety, Conditions of Service, Good Standing etc.

She also maintains the database of ministers, the PCANZ on-line Directory, the ministerial vacancies website page, and the PCANZ celebrant register.

Contact kate@presbyterian.org.nz

Angela Singer Communications Director



As Communications Director I write, design, produce, or support the production/promotion of a variety of documents, resources, publications and communications, which enable the mission of our Church.

I update and maintain the Church's website and Facebook page; support the Moderator and other Church leaders in their communications; assist the AES, Moderator, CoA Convenor, presbyteries, synod, ministries, CPT, and most importantly parishes, with media and communications issues requiring advice and on-going management.

Contact angela@presbyterian.org.nz



Sandra Kennerley Head of Finance and Operations Finance Manager



As head of Finance and Operation's, I have overall responsibility for the smooth running of the Finance and Operations team. In addition, I am the Finance Manager for the Assembly Office. In this role, I prepare financial statements for the National Office and now the larger Group. I also put together the budget each year and work with Governance to ensure the smooth financial running of the church.

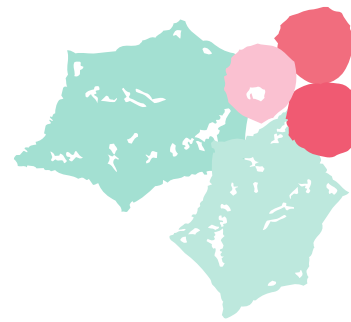
Contact sandrak@presbyterian.org.nz

Merry Christmas

Yesterday I emailed to all treasurers an animated Christmas card expressing my sincere thanks for all the help you have provided this year. If you did not receive the card please access it [here](#). The card was sent to all treasurer email addresses on our national Church database, if you need to update your email, contact grace@presbyterian.org.nz

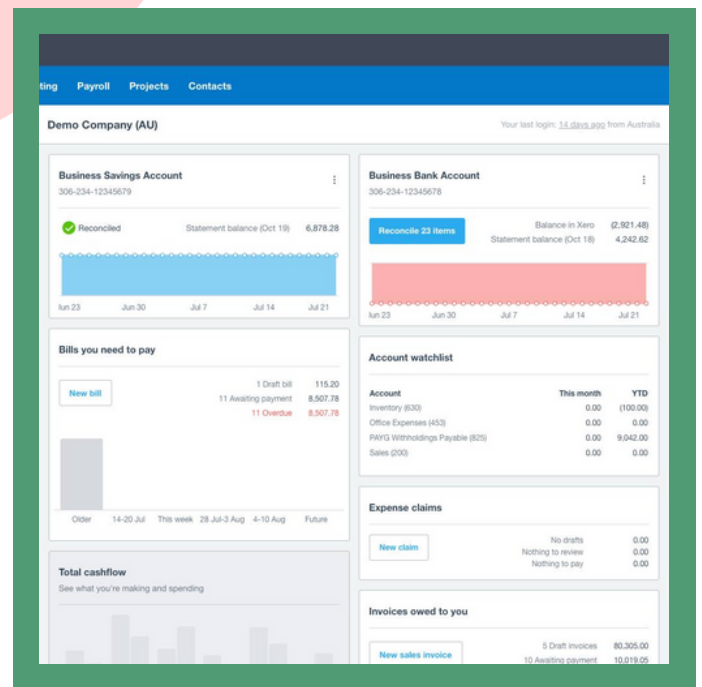


Assistance with setting up



Over the last year many parishes have moved onto Xero. This has been a great help for us as we continue to work on the consolidation and I would like to thank all those parishes who have made the move. I am sure they are also finding Xero easy to use and saving lots of time.

Should you wish to shift to Xero we recommend Laurensen Chartered Accountants (avril.hillind@laurensen.co.nz) or CATAS (cameron@catas.co.nz).



TREASURER SUPPORT TEAM DETAILS

Northern Presbytery	Cunny Atchinson	caatchison49@gmail.com
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Pacific Presbytery	Jenny Erhard	treasurersupport@pipresbytery.org.nz
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