

**SAMPLE BAPTIST CHURCH**

**ABN: 12 345 678 999**

**Financial Statements**

**For the year ended 31 December 2015**

**Sample Baptist Church**

ABN: 12 345 678 999

**Financial Statements**

**31 December 2015**

Sample Baptist Church is an unincorporated entity. This special purpose financial report is presented on a cash-flow basis and in Australian currency. The financial report was authorised for issue by the Leadership Team on 17th April 2016.

**Leadership Team members as at date of this report**

|  |  |  |
| --- | --- | --- |
| Jane Doe | (Chair) | Elected 31 May 2013 |
| John Smith | (Secretary) | Elected 31 May 2013 |
| Anne Other | (Treasurer) | Elected 31 May 2012 |
| Some Body | (Elected member) | Elected 31 May 2013 |
| Joe Blogs | (Pastor) | Appointed 1 January 2009 |

|  |  |
| --- | --- |
| **Principal Office**100 Any StreetAny Suburb, Victoria, 3000Tel: (03) 9880-0000www.samplebc.com.au | **Banker**Baptist Financial Services LtdLevel 1, Corner Rawson Street & Carlingford RoadEpping, New South Wales, 2121 |

**Principal activity**

The principal activity of the church during the year was to advance the Christian religion. Accordingly the church does not aim to generate a surplus from its activities, other than that which may be required to enable it to carry out its mission. No significant change in those activities has occurred during the year.

**Results and review of ministries**

In 2015 our total operating revenue was $? (2014: $?) which was an increase of ?% over 2014. The main reasons for the increase were …

In 2015 our total operating cost was $? (2014: $?) which was an increase of ?% over 2014. The main reasons for the increase were …

**Declaration**

The Leadership Team declares that the financial report, in all material respects represents a true and fair view of Sample Baptist Church’s cash position as at 31 December 2015 and of its cash transactions for the year ended on that date.

This statement is made in accordance with a resolution of the Leadership Team and is signed on behalf of the Leadership Team by:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Jane Doe (Chair) | Anne Other (Treasurer) |

**Sample Baptist Church**

ABN: 12 345 678 999

**Statement of Revenue & Expenditure**

**For the year ended 31 December 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Notes** | **2015** |  | **2014** |
| **REVENUE** |  |  |  |  |
| * Contributions:
 |  |  |  |  |
| * + Tithes & offerings
 |  | 0 |  | 0 |
| * + Grants received
 |  | 0 |  | 0 |
| * + Donations, bequests and legacies
 |  | 0 |  | 0 |
| * Investment income
 |  | 0 |  | 0 |
| * Lease income
 |  | 0 |  | 0 |
| * Sale of goods
 |  | 0 |  | 0 |
| * Rendering of services
 |  | 0 |  | 0 |
| * Sale of assets & investments
 | 3 | 0 |  | 0 |
| * Loans received
 | 4 | 0 |  | 0 |
| **Total revenue** |  | **0** |  | **0** |
|  |  |  |  |  |
| **EXPENDITURE** |  |  |  |  |
| * Remuneration
 |  | 0 |  | 0 |
| * Property rental, repairs & maintenance
 |  | 0 |  | 0 |
| * IT & communications
 |  | 0 |  | 0 |
| * Travel, accommodation and hospitality
 |  | 0 |  | 0 |
| * Consulting & professional fees
 |  | 0 |  | 0 |
| * Grants & donations
 |  | 0 |  | 0 |
| * Equipment repairs & maintenance
 |  | 0 |  | 0 |
| * Financing & bank fees
 |  | 0 |  | 0 |
| * Inventory purchases
 |  | 0 |  | 0 |
| * Purchase of assets & investments
 | 3 | 0 |  | 0 |
| **Total expenditure** |  | **0** |  | **0** |
|  |  |  |  |  |
| **Excess/ (shortfall) of revenue over expenditure** |  | **0** |  | **0** |

**Statement of Cash**

**For the year ended 31 December 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Notes** | **2015** |  | **2014** |
|   |  |  |  |  |
| Opening cash at bank balance |  | 0 |  | 0 |
| Total cash receipts |  | 0 |  | 0 |
| Total cash payments |  | 0 |  | 0 |
| **Closing cash at bank balance** | 2 | **0** |  | **0** |

*The above Statements should be read in conjunction with the accompanying notes.*

**Sample Baptist Church**

ABN: 12 345 678 999

**Notes to the Financial Statements**

**For the year ended 31 December 2015**

**1. Statement of significant accounting policies**

This financial report is a special purpose financial report prepared for use by the Leadership Team and for distribution to the members of the church. The Leadership Team has determined that the church is not a reporting entity.

The financial report has been prepared on a cash-flow basis and is based on historical costs. It does not take into account changing money values.

Sample Baptist church is a charitable entity registered as a *Basic Religious Charity* with the Australian Charities and Not-for-profits Commission [ACNC]. Accordingly the church is exempted from submitting financial reports to the ACNC and it is exempt from income tax under Section 50-5 of the Income Tax Assessment Act, 1997. As the church is a Basic Religious Charity, it is exempt from complying with Australian Accounting Standards.

**2. Cash at bank**

Cash at bank represents balances held with deposit taking institutions, including operating bank accounts, high interest bank accounts and term deposit accounts.

**3. Property, plant and equipment**

Property, plant and equipment are expensed upon purchase and shown as income upon sale. The church owns a property at 100 Any St, Any Suburb. The cost price of this property was $0,000,000 on 23 April 2010.

The church is not an incorporated entity and cannot hold property in its own name. For this reason the property title is held in trust for the church, by the Baptist Union of Victoria. Details of this trust arrangement are set out in Schedule B of the Baptist Union of Victoria Incorporation Act, 1930.

**4. Loans and mortgages**

A first mortgage, in favour of Baptist Financial Services Australia Ltd [BFS] has been registered over a church property (100 Any St, Any Suburb) as security for a loan with BFS. The outstanding loan amount as at 31 December 2015 was $000,000

**5. Related parties**

Related parties of Sample Baptist Church, whose accounts are not included in these financial statements, include:

* Sample Kinder
* Sample Opportunity Shop

Sample Baptist Church is a constituted member-church of the Baptist Union of Victoria. This is a voluntary affiliation that can be revoked by the members of the church.

**6. Unpaid employee provisions**

Employment-related liabilities as at 31 December 2015:

|  |  |
| --- | --- |
| - Annual leave | $0 |
| - Long service leave | $0 |
| - Other *specify* | $0 |

**Independent Review Report to the members of**

**Sample Baptist Church (ABN: 12 345 678 999)**

We have reviewed the accompanying financial report, being a special purpose financial report of Sample Baptist Church, which comprises the statement of profit and loss for the year ended 31 December 2015, notes comprising a summary of significant accounting policies and other explanatory information.

**Auditor’s conclusion**

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of Sample Baptist Church does not give a true and fair view of the registered entity’s cash position as at 31 December 2015 and of its cash transactions for the year ended on that date.

**Basis of accounting**

Without modifying our opinion, we draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared for the members of Sample Baptist Church. As a result, it may not be suitable for other purposes.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Signature | Date |

Auditor name:

Address:

**Guide to Revenue & Expenditure Items**

*This page does not form part of the financial statements and should be deleted.*

|  |  |
| --- | --- |
| **Revenue Item** | **Description** |
| Contributions |  |
|  - Tithes & offerings | Regular tithes and offerings from church members and attendees |
|  - Grants received | Grants received from government departments/ local councils, BUV, philanthropic funds (overseas & local) |
|  - Donations, bequests & legacies | Bequests, exceptional one-off donations, donations from 3rd parties |
| Investment income | Interest, royalties, dividends and franking credits from investments |
| Lease income | Income from renting out church property or other church assets |
| Sale of goods | Sale of tangible goods for 'commercial' type activities (e.g. café, op-shop sales) |
| Rendering of services | Preaching fees, training/course fees, event fees, counselling fees, child care fees, outsourcing of admin services, registration fees for church programs/events |
| Sale of assets & investments | Cash received upon sale of assets (e.g. properties, vehicles), or investments (e.g. shares) |
| Loans received | Cash received for loans made to the church |
| **Expense Item** | **Description** |
| Remuneration | Employee salaries, wages, leave/LSL payments, super, WorkCover, staff training |
| Property rental, repairs & maintenance | Property rental, property repairs & maintenance, utilities, property cleaning |
| IT & communications | IT, internet, web, computer repairs, software licences, phones, printing, copying, stationary, postage |
| Travel, accommodation & hospitality | Airfares, trains, taxis, parking, motor vehicle running cost, fuel, vehicle licences, km reimbursements. Costs related to events and meetings: catering, venue hire, etc. Staff meals and entertainment. |
| Consulting & professional fees | Audit fees, legal fees, consulting fees, insurance premiums, affiliation fees, survey fees, licencing fees, RedBook |
| Grants & donations | Grants and donations paid: Could be for a cause (mission, advocacy), or gifts to necessitous persons |
| Equipment repairs and maintenance | Ministry resources, office equipment < $500, repairs & maintenance of equipment and assets, other. |
| Financing & bank fees | Bank fees, loan repayments (capital and interest) |
| Inventory | Inventory items purchased for the purpose of re-selling (e.g. café, op-shop) |
| Purchase of assets & investments | Purchase of assets - generally items > $500 that have a useful life of more than 1 year (e.g. properties, vehicles), or investments (e.g. shares) |

* These items represent the minimum level of disclosure to church members. Where appropriate, additional information (e.g. line items, cost centres, etc.) could be provided in the notes.
* We recommend that all of these items be presented in the Statement of Revenue & Expenditure, even if amounts are $0.
* Total revenue should equal total cash receipts in the Statement of Cash, and should equal total receipts on bank statements for the financial year.
* Total expenditure should equal total cash payments in the Statement of Cash, and should equal total payments on bank statements for the financial year.
* Closing cash at bank balance should equal the closing balance (as at financial year-end date) on the church bank account/s.
* This basically means that the accounting process is simply to allocate each bank statement transaction to the appropriate revenue/expense item/s.
* Note: Churches registered for GST should capture GST on transactions separately in accounting records, but expense amounts in these financial statements should include GST at the time of payment. When a refund is received from the ATO, the receipt should be coded as a negative expense to the appropriate expense items. The inverse applies to GST on revenue.