

# **Annual Meeting of Parishioners**

**2019**

**The Anglican Parish of Swan  
St Mary  
All Saints**

**Sunday 23 June 2019, 11.00 am**



## **A PRAYER FOR OUR PARISH**

Lord Jesus Christ, Son of the Living God, you have called your disciples to gather together  
and serve you in the fellowship of your church.

Bless the people of this parish that we may ever seek to live and faithfully proclaim your  
way of forgiveness and love.

Give us the gifts of imagination and creativity that we may discern afresh your leading in  
our life together;

and faith that we may recognise age old truth as we discover it anew in the context of our  
own time.

And grant us in your Spirit, Lord Christ, the courage to step into the unknown and take  
the risks that fresh understanding and change may require.

For you have called us to be a light in the darkness of this world, and to love one another  
as you first loved us.

***Amen!***

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## General Notes for Annual Meeting of Parishioners

*Only enrolled members of the parish are permitted to vote at the Annual Meeting of Parishioners. If you are not sure whether you are enrolled, please check with the Parish Secretary prior to the meeting. Applications for enrolment may be received up to the commencement of the meeting. Visitors (ie: persons who are not enrolled members) are welcome to attend the meeting but are not permitted to vote and may only address the meeting if invited to do so.*

*Following each of the reports, any enrolled member may ask a question for clarification after the report is received by the meeting.*

*All motions put to the meeting must be moved and seconded. Prior to a motion being put to the meeting, the Chairperson may enquire whether any member wishes to speak either in favour or in opposition to the motion. A member may also move an amendment to a motion. In the interests of brevity, all speakers will be limited to three minutes, although the Meeting may grant an extension.*

*The Rector of the Parish is the convenor and Chairperson of the meeting and decides all question of order.*

## Agenda for the Annual Meeting of Parishioners

*See s. 33 of the Parish Governance Statute 2016.*

### 1. **Prayers.**

### 2. **Apologies** and recording of those present.

3. **The Chairperson** reads sections 26 of the Parish Governance Statute 2016, and the Declaration in the Application for Enrolment on the Electoral Roll in Schedule 1 of the Statute. *These sections are about eligibility to be an enrolled member of the Parish, and to vote or propose items of business at a meeting of enrolled members.*

4. **The Chairperson** appoints two scrutineers for any voting or elections during the meeting.

Rector announces the scrutineers:

- 1.
- 2.

5. **Minutes** of the preceding Annual Meeting of Parishioners and Special Meetings of Parishioners (if any) are to be read and confirmed.

Motion 5.1: THAT the Minutes of the Annual Meeting of Parishioners held on DATE, be confirmed as a true record.

Moved:

Seconded:

6. **Reports** *The following reports are presented. Note that following the reception of each report, questions may be asked without notice by any enrolled member of the parish.*

- a. The Rector

Motion 6.1: THAT the Rector's report be received.

Moved:

Seconded:

b. The Churchwardens

Motion 6.2: THAT the Churchwardens' report be received.

Moved:

Seconded:

c. The Financial Report *including audited statements of income, expenditure, uncollected revenue and outstanding liabilities, and a budget for the coming year.*

Motion 6.3: THAT the Audited Financial Statements and Budget as presented be received and adopted.

Moved:

Seconded:

d. Parish Organisations and Activities. *These may be circulated and tabled, and leave may be granted by the meeting for them to be discussed.*

1. xxx

2. xxx

3. xxx

Motion 6.4: THAT the reports of parish organisations/activities as tabled be received.

Moved:

Seconded:

**7. Elections and Appointments.** *Nominations must be in the Rector's hands six clear days before the Annual Meeting and cannot be accepted at the meeting. The term of office for all office-bearers apart from Synod Representatives and Alternates is until the end of the Annual Meeting subsequent to their election or appointment. Synod Representatives and Alternates are elected for a three-year term.*

a. Churchwardens.

*The Annual Meeting must decide whether it will elect one or two Churchwardens.*

Motion 7.1: THAT the Annual Meeting elect \_\_\_\_\_ Churchwardens.

Moved:

Seconded:

Election of Churchwarden/s.

1.

2.

Appointment of one Churchwarden by Rector.

*Rector announces the appointee either at the Annual Meeting or at the earliest opportunity thereafter.*

1.

b. Church Councillors.

*The Annual Meeting decides the number of Church Councillors.*

*Motion 7.2: THAT there be \_\_\_\_\_ Church Councillors.*

Moved:

Seconded:

*Election of Church Councillors. The Annual Meeting elects three-fourths of the Church Councillors.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

*Rector's Appointments: The Rector appoints one-fourth of the Church Councillors.*

*Rector announces the appointees either at the Annual Meeting or at the earliest opportunity thereafter.*

- 1.
- 2.

c. Additional Clergy.

*The number of Additional Clergy is determined by the clergy present at the Annual Meeting. Note that s.11.3 of the Parish Governance Statute prohibits retired clergy and other clergy not licensed to work within the parish from serving on Parish Council without written approval from the Archbishop.*

*As there are no additional clergy licensed to the parish and no approval has been sought for retired clergy to be appointed, the number of additional clergy is zero.*

d. Auditor, Reviewer or Independent Examiner. *As the gross income of the parish is less than \$250,000 the parish must appoint an Independent Examiner, who is a person certified by the Diocesan Secretary as having the requisite ability and practical experience to carry out a competent examination of the parish accounts.*

*Election of Independent Examiner.*

- 1.

e. Nominators of Clergy. *The Annual Meeting elects four Nominators of Clergy, at least one of whom must be a Churchwarden.*

- 1.
- 2.

3.

4.

f. Synod Representatives and their Alternates. *As this is not a Synod election year no Synod representatives or Alternates need to be elected.*

**8. Any other business** that the Annual Meeting is permitted to deal with. *Only business that has been submitted to the Convenor not less than 14 days before the Annual Meeting and has been included on this agenda can be dealt with. There is no provision for business to be brought up from the floor without notice.*

*Under s.25 of the Parish Governance Statute, the Annual Meeting may not pass any resolutions that interfere with the powers of Parish Council, or the proper functions of the Rector. Although questions of expenditure or church maintenance may be raised at the Annual Meeting, the Annual Meeting is limited to making a recommendation about such matters to Church Council.*

Motion 8.1:

Moved:

Seconded:

**9. Questions and votes of thanks.**

**10. Closing Prayer**

# **Minutes of the 2018 Annual Meeting of Parishioners**

**Held 17 June at 11.00 am**

## **Opening**

The meeting began at 11.07 AM. David Johnston, Warden explained that in the absence of a Priest he had permission from Archdeacon Kathy Barrett-Lennard to Chair the meeting.

## **Attendance**

According to the attendance sheet there were 49 enrolled members present and 8 apologies.

## **Prayer**

Les Marshall led us in prayer.

## **Scrutineers (Tally Counters)**

The Chairman appointed Kathy Grobbelaar and Sarah Simpson as Scrutineers should there be a ballot.

A copy of the Annual Report was distributed to all attending.

The Annual Report contained:

- Minutes of the AMEM held on 17<sup>th</sup> June 2017

- Wardens Report

- Finance Report Budget Sheet 2018

- Swan Parish Independent Financial Examination – Ian Ludlow

- Worship Team Report

- Children and Youth Ministry Report

- Bandyup Prison Report

- Music Ministry Report

## **Previous Minutes**

Motion to approve the minutes of the AMEM on 17<sup>th</sup> June 2017.

Moved by Les Marshall, seconded by Ian Ludlow. Accepted unanimously.

## **Wardens Report.**

Motion to accept the Wardens Report.

Moved Mary Wright, seconded Rosalyn Tay-Brighton. Accepted unanimously.

## **Finance Report**

Presented to the meeting by Kathy Grobbelaar.

There were questions from the floor regarding debts owed to the Diocese. These

were answered by Ian Ludlow.

Motion to accept the Finance Report.

Moved by Kathy Grobbelaar, seconded by Rosalyn Tay-Brighton. Accepted unanimously.

### **Budget for 2018**

Motion to accept the budget.

Moved by Kathy Grobbelaar, seconded by Mary Wright. Accepted unanimously.

### **Thanking the Treasurer.**

Motion to thank Kathy Grobbelaar for her work as Treasurer.

Moved Rosalyn Tay-Brighton, seconded Kristy MacPherson. Accepted unanimously.

The remaining reports were presented together.

### **Questions to the reports**

There was a request from Sue O'Donoghue that they be distributed prior to the meeting so that they could be read in advance. (to be considered)

Jean Schwebel also asked whether the church was still supporting Shalom's rental of the Mitchell Cottage. (Yes)

### **Election of Wardens.**

Motion to have three wardens in the Parish.

Proposed by Shirley Gollagher, seconded by Les Marshall. Accepted unanimously.

The Chairman appointed Mary Wright as Rector's Warden, and David Johnston and Rosalyn Tay-Brighton were elected by the Meeting

### **Parochial Nominators**

The requirement is for four (4 ) Nominators. Six (6) nominations were received.

Laura D'Rozario, David Johnston, Ian Ludlow, Rosalyn Tay-Brighton, Mary Wright, David Zuiddam.

Voting slips were passed to all present, on completion collected and counted by the scrutineers.

David Johnston, Rosalyn Tay-Brighton, Ian Ludlow and Mary Wright were elected to be Parochial Nominators

### **Election of Counsellors**

Motion to appoint 8 counsellors for the Parish of Swan. Six could be appointed by the Meeting, and two by the Chairman

Moved Rosalyn Tay-Brighton, seconded Shirley Gollagher. Accepted unanimously.



There were only four (4) nominations received. Kathy Grobbelaar, Laura D’Rozario , Gemma Uren and Rachel Kelly.

All four were appointed to Council.

### **Election of Lay Member for Synod.**

We require two members and two substitutes.

Only two nominations were received.

David Johnston and Sharon Zuiddam. Both were appointed.

Two substitutes will be appointed at a later date prior to Synod

### **Appointment of Independent Examiner**

One nomination received. Ian Ludlow elected unanimously

### **Vote of Thanks**

Ray Wright gave a vote of thanks to the Wardens for their hard work especially during the Interregnum, and also asked that the Meeting’s appreciation be passed on to Rev Jean-Pierre Schroeder.

**Chairman closed the meeting at 11.40 am.**

**Les Marshall gave a closing prayer.**

## Reports

### Churchwardens

2018/19 has been an interesting year for the Parish of Swan. For nine months we were without a Rector after the resignation of Rev Stuart Fenner. During that time we were very blessed to have Rev Jean-Pierre Schroeder minister to us on Sunday Mornings.

The Wardens would like to say a big thank you to all the LAs, LPMs, Rev Les and Rev Ray Yates, who stepped up to make sure everything went smoothly for the Services and gave advice where necessary. Also, to Colleen McGrechan, Shirley Reynolds and all musicians. Kristy McPherson was a blessing in the Office making sure all Wedding/Baptism/Funeral enquiries etc were dealt with properly, and ensuring the P&P was done on time...and 101 other things. Thank you Kristy. Also our grateful thanks to our Treasurer, Kathy Grobbelaar who made sure everything was happening correctly with the Parish Finances.

It was a very full year for the Wardens as they were also involved in the Nomination process (along with Ian Ludlow) for a new Priest. However, the whole Parish were very supportive during this time, taking on extra roles as needed. During the year, Gerry Fenner moved out of the Rectory and it was only after he had gone that we began to fully realize how much he had been doing around the grounds etc, and again Parishioners, including especially John Oliver, stepped up to help out with looking after the gardens, and small maintenance jobs.

In addition to the annual Spring Fair, there were two main Social events which were well attended and proved a good opportunity for people from both Churches to come together. The Yuletide in July Dinner, ably organized by Tom Winterbourne and his willing team of helpers, and the Quiz Night with our very capable Quiz Master, Doug Miles.

Looking for a new Priest was quite a long process and a real challenge for the Parish Nominators, and the Diocesan representatives. On 1<sup>st</sup> February 2019 we were pleased to welcome to the Parish Fr Evan Pederick, along with his wife Alison. We look forward to working with Fr Evan over the next few years in the outreach ministry of this Parish.

For a number of years the Parish has been working at upgrading the Minchin Centre, and this was finally finished just before the arrival of Fr Evan, when both the offices were repainted and carpets replaced. A minimal amount of general maintenance has been undertaken this past year. New Tenants have been residing in both Mitchell Cottage and the Rectory.

In January we were very saddened by the death of Graeme Perriman, and in recent weeks we have mourned the loss of Janet Williamson – both long time members of the Swan Parish.

***Ros Tay-Brighton, David Johnston and Mary Wright, Churchwardens***

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### Finance Committee

*Regular giving.* Regular giving by parishioners were consistent throughout the year. Giving was below the budgeted amount but this was expected as we did not have a full-time priest most of the year.

*Outstanding debts.* The Diocese assessment due to be paid for the 2019 financial year is \$479.78.

Appendix 2: Reports

*Westpac Account.* All payments into this account from outside sources have now ceased and the account will be closed within the next couple of months.

*Shalom House and Mitchell Cottage.* Thank you to parishioners that have given extra financial contributions towards rent for Mitchell Cottage. The amount donated for the last financial year was \$2,212. Fr Evan and Alison have decided to take up residence in the Cottage from July.

*Minchin Centre.* The regular groups using the Minchin Centre will continue for next year thus ensuring extra income.

*Budget.* Effective mid July 2019 the Parish will be meeting all residential costs for the Rector in the form of supplying accommodation at Mitchell Cottage. The stipend figure in the budget will reflect this. For second Semester 2019 Fr Evan will be lecturing one day a week at Murdoch which means the Parish will be paying only 5/6ths of his stipend for that period.

*Parish Fete.* The parish fete brought in \$8,353 in 2018. This money is used for the general running of both churches.

*Donations to charities.* The following donations were made: Act for Peace Christmas Bowl Appeal - \$512. Bush Church Aid - \$1,182. Anglican Board of Mission - \$645.

*Public Donations.* The money received in the public donations box at All Saints was used for running costs.

Thank you to everyone that volunteer their time as well as money towards the running of the parish.

***David Johnston, Rosalyn Tay-Brighton, Mary Wright, Kathy Grobbelaar***

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## **Children and Youth Ministry**

The past 12 months have been steady but quieter than usual in Children's and Youth Ministry.

Sunday School at St. Mary's continues to run each Sunday during the school term using the programme Godly Play. Primary school aged children (including pre-primary) are welcome to attend Godly Play. An average of three children have attended weekly classes over the past 12 months. We currently have four teachers and two assistants. We would gladly welcome more people to join the CM team!

The SPY group meets regularly, usually on the third Friday of the month, from 6.15 to 8.15 p.m. An average of five youth attended monthly meetings over the past 12 months. Some young people participate in other important groups such as Scouts, Air Cadets or a Church group with school friends, however they are welcome to join us for outings and other special events when these are held on a day when they can come. Parents and older sister Rachael join in with activities and are made very welcome by the young people. Members take responsibility for organising the activities for each meeting, while Shirley and Sharon, with Father Evan's guidance, oversee the Faith, Fellowship and Fun development of the total programme. At present SPY is learning about the Five Leaves Parish Sustainability programme with a view to seeing this implemented in the parish.

Our children and youth continue to be regularly involved with the weekly roster in positions of hosting, power point, alter serving, morning tea and reading.

Children's and Youth News continues to feature in the PnP. There are lots of new, fun and interesting initiatives coming from ACYM (Anglican Children and Youth Ministries - Perth Diocese) so keep an eye out for future events shared here.

We are always open to new members and warmly welcome any and all who have an interest in any area of children and youth ministry.

Thank you all for your support, practical and prayer, and we look forward to a busy and exciting year to come.

***Kristy McPherson, Shirley Gollagher and the CYM team***

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## **Worship Team**

The Worship Team meets each month to discuss ideas on how to enhance our Parish worship life. We welcome any suggestions and will bring them for consideration to the next meeting. Just get in touch with John Dendy, Glenda Hambleton, Les Marshall or Sharon Zuiddam.

It has been a busy year with the absence of a parish rector so we would like to thank the whole parish for their perseverance as we went through this time of change and in the welcoming of Reverend Evan.

Despite some hiccups we managed to run a successful Good Neighbor Sunday in August, the Christmas Carols and Christmas services in December and a wonderful Commissioning Event for the welcome of Reverend Evan in January. Since then things have settled down and we are back into the swing of things, organising Taize and Evening Prayer services as well as time for meditation. We welcome you all to join us in these events throughout the year.

As we have had an interesting year, we do need to say a few thank you's. Firstly, we thank God for being with us and carrying us through this time of change and growth. Thank you to our Wardens for their help and support while we were without a priest. Thank you for your suggestions, knowledge and faith in us. Thank you to those who volunteer to help lead our worship, the LPM's, LA's and servers and all those who volunteer their time on the roster.

A huge thank you to everyone who was involved with Evan's Commissioning. It was a great evening that ran well because of all of your help.

And finally, a very special thank you to Kristy, for keeping the parish afloat for so long with emails, phone calls, P&P's, service books, scheduling and organising the parish. Not to mention for the suffering through being interrupted during Sunday worship time with work questions.

We are looking forward to another year of worship that will help you on your faith journey with Our Lord, Jesus Christ. Again if you have any suggestions, please get in touch with one of us.

Many blessings for the year ahead from

***Sharon Zuiddam and the Worship Team***

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## **Prison Ministry**

The Reset Family Centre, at Bandyup Prison, continues under the management of the Wungening

Aboriginal Corp. and remains the first place that a visitor, to a prisoner inside, goes to register their name and obtain a locker for their belongings while they visit. Because this is the first place of call, we at Swan Parish offered our friendship, support and a cup of tea. We had been offering our friendship in the past for a three-year period.

We have now been in contact with Mark Borinelli who is the Reset Team Coordinator for four of the prisons: Bandyup, Wooroloo, Hakea and Casuarina. Mark is keen to have our continual involvement and has raised the suggestion of having a vegetable garden at Bandyup for us to tend to, with the idea of creating conversation with the visitors around the veggie patch. This suggestion has been accepted by us. As Mark's idea is in the baby stages, we will probably have to wait for quite some time before this gets off the ground.

As a parish we continue to bring in donations of clothing, sheets, blankets, toys, household items and more into our Reset basket held at the Minchin Centre. Rev Lyn Harwood sought our help in donating knitting wool for the women on the inside. Our parishioners' donations remain very generous and much appreciated by those in need.

Our involvement with Prison Fellowship, at Bandyup, in presenting the Good News and friendship, continues to occur. We had at one stage a shortage of prison staff that prevented us from going in for some time, however, we are now on track. We have three people from our parish who continue to support this ministry. The Prisoner's Journey an 8-week program continues this year and is supported by one of our prison volunteers.

Acacia Prison has four people from our parish, continuing to attend chapel services one to two times per month. The chaplains and the men are very welcoming and respectful to us all and it is a sincere privilege to be received in this manner. We also receive so much inner joy as we support their faith journey.

Kairos on the Inside was held at Acacia Prison at the end of April/May for a four-day course. This was well received by the 15 men who attended. The men responded by speaking about how the course had affected them and their experience of becoming a responsible leader and taking positive action in their future lives. Two men from our parish were involved this year and some donations of food were supplied by our parish also.

Should you feel you would like to be involved in Prison Ministry please do not hesitate to talk to us. We would love to include you in this very fulfilling ministry.

***Janet Hewett, on behalf of Prison Ministry***

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## ***Acacia Prison Ministry and Evening Prayer Service***

Acacia Chaplain Support Team continue to attend this outreach to Acacia Prison on the First, Third and sometimes the last Sunday of the month. The Prison chaplains appreciate the continuity of our support in helping them in their role of ministering to the prisoners. We as representatives of the Swan Parish have been attending Acacia Prison since 2002. The number of prisoners has increased from 360 to 1550 in this time period. A great number of prisoners have welcomed our friendship and fellowship over the years and look forward to our visits. For some we are the only visitors that they see from the outside world.

Thank you for your ministry to the incarcerated Angela, Gwyne, Janet, Lynn and myself Revd. Les.

The Evening Prayer Group have held monthly Services for almost 11 years at All Saints Church. The services commence at 6:00pm in the Church followed by a shared meal either held in the Cloisters Courtyard or the Kitchen, or in various homes of the people who attend this service. We welcome people to attend this special service for the opportunity of coming together in prayer and praise to God. We follow the Lectionary with regards to Psalms and Bible readings of the day for the Evening Prayers, there is the usual singing of songs and a sermon is presented. It's an opportunity to make new friends or reconnect with parishioners from both worshipping centres All Saints and St. Mary's or the wider community.

Looking forward to your company throughout the year on the last Sunday of each Month.

***Rev'd Les Marshall, Deacon***

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# Finance Statements

for Financial year ended 30 April 2019

Anglican Parish of Swan					
Income & Expenditure [Budget Analysis]					
May 2018 through April 2019					
	YTD	Budgeted	Variance	Last Year	BUDGET 2020
<b><u>Income</u></b>					
Offerings	78,222.85	82,835.50	(4,612.65)	82,985.40	85,010.00
Rent & Hire of Properties	24,396.41	20,470.00	3,926.41	20,497.10	20,993.00
Fund Raising Income	9,364.32	9,085.00	279.32	14,480.21	9,620.00
Income from Services	3,940.00	8,790.00	(4,850.00)	8,770.00	4,970.00
Donations	4,148.43	3,930.00	218.43	5,593.62	3,704.00
Bank Interest	336.95	117.63	219.32	143.60	482.00
Interest from Diocese Accounts	157.01	0.00	157.01	0.00	157.00
Other Income	7,542.23	3,348.00	4,194.23	5,351.40	8,099.00
<b>Total Income</b>	<b>128,108.20</b>	<b>128,576.13</b>	<b>(467.93)</b>	<b>137,821.33</b>	<b>133,035.00</b>
<b><u>Expenditure</u></b>					
Clergy & Lay Expenses	35,308.80	87,708.69	52,399.89	79,700.34	85,110.00
Maintenance & Office Expenses	21,715.58	16,906.49	(4,809.09)	24,113.34	19,950.00
City Rates	2,969.96	2,890.00	(79.96)	2,853.17	2,970.00
Insurance	3,089.57	2,975.95	(113.62)	2,975.95	3,100.00
Diocese Assessment	15,101.79	16,169.15	1,067.36	17,261.30	15,764.00
Church Growth	0.00	220.00	220.00	359.92	300.00
Donations to Missions	1,382.18	1,462.38	80.20	1,532.34	1,210.00
<b>Total Expenditure</b>	<b>79,567.88</b>	<b>128,332.66</b>	<b>48,764.78</b>	<b>128,796.36</b>	<b>128,404.00</b>
<b>Net Surplus/(Deficit)</b>	<b>48,540.32</b>	<b>243.47</b>	<b>48,296.85</b>	<b>9,024.97</b>	<b>4,631.00</b>

Anglican Parish of Swan			
EQUITY			
April 2019			
ASSETS	This Year	Last Year	Variance
<b>Total Assets</b>	<b>1,553,664</b>	<b>1,509,569</b>	<b>44,095</b>
<b>Total Liabilities</b>	<b>32,231</b>	<b>36,676</b>	<b>4,445</b>
<b>Net Assets</b>	<b>1,521,434</b>	<b>1,472,893</b>	<b>48,540</b>
<b>Equity</b>			
Retained Earnings	310,104	301,079	9,025
Current Year Earnings	48,540	9,025	39,515
Historical Balancing	1,162,789	1,162,789	0
<b>Total Equity</b>	<b>1,521,433</b>	<b>1,472,893</b>	<b>48,540</b>



# Independent Examiner Statement

**IAN LUDLOW**  
CHARTERED ACCOUNTANT FELLOW

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16 June 2019

**ANGLICAN PARISH OF SWAN  
INDEPENDENT EXAMINATION OF THE FINANCIAL RECORDS FOR THE YEAR  
ENDED 30 APRIL 2019**

I have been appointed by the Parish as the Independent Examiner for the Parish of Swan to review the records for the year to 30 April 2019.

Scope

I have examined the financial reports of the Anglican Parish of Swan for the year ended 30 April 2019, as required by section 65.4 of the *Parish Governance Statute 2016*.

The Parish Council is responsible for the preparation and presentation of the treasurer's report and the information contained therein. I have conducted an independent examination of the balance sheet at 30 April 2019 and the actual income and expenditure for the year then ended contained in the treasurer's report, in order to express an opinion to the parishioners on its preparation and presentation. My review procedures included examination, on a test basis, of evidence supporting the amounts in the report.

Opinion - Qualified

The nature of church financial reports, where the income consists mainly of donations and fundraising, results in a lack of financial control until the income is banked and entered into the financial records.

Subject to this qualification, I am satisfied that the financial report is consistent with the record maintained by the Parish Council.



Ian Ludlow FCA

**IAN LUDLOW**  
CHARTERED ACCOUNTANT FELLOW

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16 June 2019

**SWAN PARISH INDEPENDENT FINANCIAL EXAMINATION 2019  
REPORT FOR THE PARISH COUNCIL**

I have been appointed by the Parish Annual Meeting as the Independent Examiner for the Parish of Swan to review the records for the year to 30 April 2019.

**Appointment**

I declare that I qualify for appointment in accordance with the *Parish Governance Statute 2016*. In accordance with the *Parish Governance Statute 2016* the Parish Council and the Treasurer are responsible for preparing the financial reports for presentation to the Annual Meeting. I am advised by the Treasurer that the financial reports have been prepared based on transactions made through the multiple bank accounts and a list of outstanding creditors.

**Information Provided**

The Treasurer has supplied information needed for me to conduct the review. The financial records are maintained in MYOB. In addition to printed reports, I have received Excel format reports of the income and expenditure report in detail, a general ledger transaction report, and balance sheet.

The source documentation files include:

- bank statements for the main ACF (30006999), investment (30007000), and term deposit (211977460) accounts and Westpac bank cheque account (88-0161) to July 2018;
- statement of stipends monies owing to the Diocesan Office up to February 2019 (replicated for March and April); and
- invoices paid during the period.

The collections file includes weekly deposit summaries, and most of the centre counting sheets.

**All Saints Project**

I have previously commented on continuing negotiations between the Parish and the Diocese regarding work during the last seven or so years on the proposed All Saints site redevelopment, and the utilisation of funds from the Pool 3 account known as the Tanner Street bequest.

I am advised there has been no change of status in the year under review, and my last interactions with the Diocese were with Archdeacon Barrett-Lennard almost nine months ago.

The full nature of the dispute over the use of funds from the Tanner Street bequest is outside the scope of this report, and while I have seen no updated statements I understand the outstanding balance is still claimed by the Diocese.

#### **Buildings and contents - generally**

I have not attempted to verify the carrying values of the buildings and contents listed in the balance sheet, and do not consider this relevant for the purpose of the review. There have been no changes in value this year.

#### **General Controls**

The files provided have most of the documentation for the expenses made (by testing), and I note my recommendations from prior years regarding authorising of payments has continued to improve once again this year.

#### **Other Matters**

Accrued interest on the PDT held endowments has not been paid by Diocesan Office for the 2019 year, and the statements are available to know the exact amount. I am understand the funds are managed by the Diocese until the distribution is made to the parish, so the "interest" accounts are not accounts in the name of the parish. As no distribution is received, I suggest no adjustment is made.

Compliance with the *Parish Governance Statute 2016* is part of the responsibilities of the Parish Council. Section 61 of this statute details financial requirements for the Parish. I have noted that the Westpac Bank account statements have been included up until July 2018 and there remains a small balance shown at year end. I understand it has been difficult to confirm there will not be future contribution of funds from unknown donors which is why the account has been left open and I recognise the challenge of transferring direct credit arrangements.

I wish to express my thanks to Treasurer Kathy Grobbelaar for the preparation and presentation of the accounts and supporting information, which makes my task easier.

I am willing to discuss any of these items further.

Regards,



Ian Ludlow FCA

