

Parish:

Parktown Parish Council t/a St George's Parktown Church

Verified Annual Financial Statements
for the year ended 31 December 2020


**PARISH OF
Parktown Parish Council t/a St George's Parktown Church**

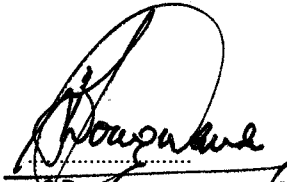
Stewardship Report by the Rector and Churchwardens to the Members of the Parish and the Diocesan Finance Board for the year ended 31 December 2020


We accept responsibility for the stewardship of the Parish and confirm that the administration and finances of the Parish have been properly managed during the past year in accordance with the Canons of the Anglican Church of Southern Africa and the Rules of our Diocese and in particular that:

1. All income received has been properly controlled and accounted for.
 - 1) Income of a commercial nature and related expenditure has been separately detailed in the financial statements to assist in the return of information to SARS.
 - 2) It is specifically confirmed that the income and results of all groups which form part of the Parish have been included in the financial statements.
2. All expenditure has been approved by the Parish Council and all major differences from budget have been explained and approved.
3. A proper record of all Parish moveable assets is maintained and has been made available to the auditor or independent verifier. All these assets exist and are in good order. An annual physical verification has been undertaken to ensure that the record is correct. A copy of this verification has been provided to the auditor or independent verifier
4. Proper Registers of all Parishioners, Services, Baptisms and Marriages and adequate staff and financial records have been maintained.
5. Buildings have been properly maintained. The checklist required by the property committee of the Diocesan Trustees has been completed and has been made available to the auditor or independent verifier and has been submitted to the Diocesan Office.
6. We have made provision for insurance cover for the buildings and assets of the Parish.
7. With regard to staff, we confirm that
 - 1) contracts of employment complying with the standard established by the Remuneration Committee of the Diocesan Board have been entered into with all permanent lay staff;
 - 2) formal Memoranda of Understanding(s) (MOU) have been entered into with all clergy, have been approved by the Diocesan Executive Officer and a signed copy have been lodged with the Diocesan Office;
 - 3) no emoluments of any kind have been paid to clergy, lay staff or volunteers in any way which does not conform with the laws of the country.
 - 4) we further confirm that all amounts paid to clergy and layworkers have been subject to taxation in accordance with the laws of the country and in accordance with the guidelines provided by the Diocese.
8. The attached annual financial statements reported on by the Auditor or Independent Verifier correctly disclose all income and expenditure, assets and liabilities of our Parish.

Signed


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Revd. E Grobbelaar
Priest in charge


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S Denguwana
Churchwarden

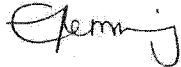

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Dr. D Barnes
Churchwarden

**Report of the Independent Verifier to the Members of the Parish of
Parktown Parish Council t/a St George's Parktown Church**

I have reviewed the attached annual financial statements for the year ended 31 December 2020, which were prepared on behalf of the Council by the Treasurer/Finance Portfolio. From my review I can confirm that these statements are in agreement with the accounting records of the parish and that in my opinion adequate records have been maintained. It is not possible to verify income before it is recorded in the records as cash received.

In my opinion, the attached Balance Sheet at 31 December 2020 fairly presents the financial position of the Parish at that date, and the Income & Expenditure account fairly presents the results of its activities for the year ended on that date.

Signed:



Verifier Name: Charmel Flemming
Independent Verifier

Income Statement as at 31 December 2020
Parktown Parish Council t/a St George's Parktown Church

	<u>2020</u>	<u>2019</u>
Income		
Parish affairs		
DG, Tithes, Dues, etc.	1,839,697	1,822,956
Collections	124,026	197,616
Donations, thanksgiving and bequests	85,883	201,117
General fundraising	-	-
<i>Major Fundraising Event(s)</i>		
Special Efforts	-	-
Other income	-	-
Donations / Income for specific projects	609	5,240
Property activities		
Commercial income	213,390	421,661
Property Expenses Recovered (Electricity, etc.)		
Financing income		
Interest Received (DFB)	-	-
Interest Received (External)	102,222	122,667
Profit on sale of fixed assets	-	-
Gross income	<u>2,365,827</u>	<u>2,771,257</u>
Expenses		
1. Spiritual formation		
Bible studies	-	-
Formational activities (eg Alpha and Rooted in Jesus)	-	-
Lenten and advent courses	13,123	2,650
Quiet days and retreats	3,500	-
Revivals and Mvuselelo	-	-
Mission weeks and conferences	-	-
Reading - books , journals	-	-
Training (Clergy, staff & parish members)	-	-
Visiting clergy - honoraria and expenses	-	-
Clergy costs paid by parish	294,824	190,203
Clergy stipends paid through Diocese	176,539	14,910
	<u>487,986</u>	<u>207,763</u>
2. Vibrant Christian Community		
Church expenses (Including welcoming)	50,315	58,328
Pastoral care	17,344	1,107
Sanctuary Expenses	-	-
Worship expenses	10,440	8,950
Vacant Parish Contribution	-	-
Diocesan contribution	223,307	301,000
	<u>301,406</u>	<u>369,385</u>
3. Social outreach		
Educational support	-	-
Feeding schemes	5,756	26,143
Donations - mission and outreach	-	75,000
HIV/AIDS	-	-
Home based care	-	-
Poverty alleviation	-	-
School, hospital, prison ministry	-	-
Social Responsibility	-	-
	<u>5,756</u>	<u>101,143</u>

	<u>2020</u>	<u>2019</u>
4. Visionary servant leadership		
Catering	-	-
Training - church leadership	-	-
Community training and mentorship	-	-
Seminars and conferences	-	-
Synod	-	-
	<u>-</u>	<u>-</u>
5. Prophetic relevance		
Tithing from income	-	-
Vibrant servant leadership	-	-
Sunday School Expenses and Youth Expenses	14,206	23,956
	<u>14,206</u>	<u>23,956</u>
6. Sustainable structures		
Administration expenses		
Audit/accounting fees	-	-
Bank charges	6,210	8,181
Depreciation and capital expenditure	405,235	439,254
Fundraising expenses (General fund raising)	-	-
Fundraising expenses (Major Fund Raising Event(s))	-	-
Insurance	89,084 *A*	83,513
Interest (paid to Diocese)	-	-
Interest-other	-	-
Investment written off	-	-
Municipal charges (Lights & Water, etc. - NOT Rates)	109,893	47,604
Rates and Taxes (Not payable on church property)	-	-
Office administration	71,089	84,775
Post Retirement costs - clergy and laity	65,700	6,500
Rent	-	-
Repairs and maintenance excluding property	73,571	51,354
Repairs and maintenance to property	-	-
Security	38,066	52,237
Staff Costs (UIF, Pens Contribution etc.)	99,354	47,194
Staff Salaries (Laity)	943,613	1,095,600
Telephone	57,774	55,950
Travel	16,241	26,782
Costs from Commercial Income	132,796 *A*	296,583
Profit on sale of fixed assets	-	-
Other (details to be provided in notes)		
	<u>2,108,626</u>	<u>2,295,527</u>
Total expenses	<u>2,917,980</u>	<u>2,997,774</u>
Surplus / (Deficit) before tax	<u>(552,153)</u>	<u>(226,517)</u>
Taxation on commercial activity		
Tax - current year	22,047	35,022
Prior year (Over-) / Under-provision	-	(2,011)
Total taxation	<u>22,047</u>	<u>33,011</u>
Surplus / (Deficit) after tax	<u>(574,200)</u>	<u>(259,528)</u>
Transfers to / (from) Funds	-	76,042
Net Surplus	<u>(574,200)</u>	<u>(335,570)</u>

A No insurance certificate received with unconfirmed breakdown of insured assets, values and premiums

Balance Sheet as at 31 December 2020
for the Parish of Parktown Parish Council t/a St George's Parktown Church

	Notes	2020	2019
Accumulated Funds (Retained Surplus)		10,404,439	10,404,395
Prior year correction			43
Surplus / (Deficit) for the year		<u>(193,023)</u>	<u>43</u>
Surplus Carried Forward		10,211,416	10,404,438
Special Purpose Reserves	2	2,472,040	2,508,216
Total Reserves		<u><u>12,683,456</u></u>	<u><u>12,912,654</u></u>
Represented by:			
Fixed Assets	1	11,257,832	11,264,631
Land & Buildings		3,108,104	3,108,104
Motor Vehicles		0	0
Furniture and Fittings		8,149,728	8,156,527
Investments		0	0
Loan Deposit Fund		0	0
Special Purpose Investments		0	0
Other Investments		0	0
Current Assets		1,849,887	2,097,329
Stock		24,997	23,435
Loan to staff (short term)		0	4,500
Debtors and Prepayments		21,369	64,827
Deposits with Municipality		1,155	1,155
Current Account		1,802,366	1,999,082
Petty Cash		0	4,330
Less Current Liabilities		424,263	449,306
Creditors		424,263	449,306
DFB Account		0	0
Loan Deposit Fund		0	0
Loan Trustees		0	0
Net Current Assets / (Liabilities)		<u>1,425,624</u>	<u>1,648,023</u>
Total Assets		<u><u>12,683,456</u></u>	<u><u>12,912,654</u></u>
Difference		0	0

**PARISH OF
Parktown Parish Council t/a St George's Parktown Church**

Note 1 Fixed Assets

Buildings

2020 **2019**

Buildings are shown at cost in the financial statements.
All buildings were professionally valued during 2020/2021
The insurance value at 31 December 2020 is n/a n/a

In terms article XVIII of the Constitution of The Anglican Church of Southern Africa:

Ownership of all property, both moveable and immoveable is vested in The Trustees of the Diocese of Johannesburg

The title deeds of all property are retained by the Diocesan Office, St Joseph's Diocesan Centre c/o Good and Herman Street, Sophiatown

Note 2

Special Purpose Funds

Name of Fund	Motorcar replacem	Bequest & Mem	Building Maint.	Pensions	Organ Maint.	Clergy Accom	Total
2020							
Balance brought forward from Prior Year	581,928	176,582	70,184	603,279	269,513	806,730	2,508,216
Deposits into Fund	22,802	116,634	139,734	24,486	9,923	31,611	345,190
Transfers into Fund (Income Statement)				23,870			23,870
Sub Total	604,730	293,216	209,918	651,635	279,436	838,341	2,877,276
Transfers out of Fund (Income Statement)							0
Payments out of Fund		(187,882)	(198,828)	(2,250)	(16,275)		(405,235)
Closing Balance	604,730	105,334	11,090	649,385	263,161	838,341	2,472,041
2019							
Balance brought forward from Prior Year	555,891	134,878	233,724	546,300	259,836	761,139	2,491,768
Deposits into Fund	25,947	62,005	190,677	12,126	26,899	35,970	353,624
Transfers into Fund (Income Statement)			46,000	46,368		9,621	101,989
Sub Total	581,838	196,883	470,401	604,794	286,735	806,730	2,947,381
Transfers out of Fund (Income Statement)							0
Payments out of Fund		(20,301)	(402,666)	(16,287)			(439,254)
Closing Balance	581,838	176,582	67,735	588,507	286,735	806,730	2,508,127
2018							
Balance brought forward from Prior Year	342,755	84,314	287,782	492,642	246,717	653,770	2,107,980
Deposits into Fund	213,226	88,688	4,414	20,579	13,119	34,764	374,790
Transfers into Fund (Income Statement)	0	16,120	40,000	33,080	0	72,604	161,804
Sub Total	555,981	189,122	332,196	546,301	259,836	761,138	2,644,574
Transfers out of Fund (Income Statement)							0
Payments out of Fund		(54,245)	(98,471)				(152,716)
Closing Balance	555,981	134,877	233,725	546,301	259,836	761,138	2,491,858

PARISH RENTAL INCOME COMPUTATION

Parish: Parktown Parish Council t/a St George's Parktown Church

Year ended 31 December 2020

Rentals received:

Commercial rental income	213,390	(a)
Trading Income	<u>213,390</u>	

Related expenses (apportioned):

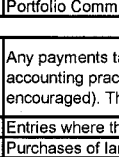
409 Apex apartment	77,997	
8 Eton Rental flat	41,637	
Insurance - 8Eton Flat (26m2 @20%)	n/a	
Housing allowance paid to Rector (see instructions)		
Other - depreciation	13,162	
	<u>132,796</u>	(b)
Net income from rentals	<u><u>80,594</u></u>	

Tax computation

2019

The cells below should not be adjusted
They are used to compute the tax

Commercial income	213,390	(a)
Allowable expenses	<u>132,796</u>	(b)
Taxable income	<u>80,594</u>	(c)=(a)-(b)
Tax at 28% for current year	<u>20,148.50</u>	25% of (c)
over provision in 2020 from incorrect calc.	<u>22,047.00</u>	
	(1,898.50)	difference

Section	Description	Checked (Y/N)	Notes
PARISH OF			
Parktown Parish Council t/a St George's Parktown Church			
Minute Books (reviewed to ensure that all financial matters have been actioned and recorded in the financial statements)			
	Vestry	Yes	
	Council	Yes	
	Executive	Yes	
	Portfolio Committees	N/A	
Cash And Bank			
	Any payments taken from collections must be supported by vouchers – (note that it is not good accounting practice for funds to be utilised from collections and that the practice should not be encouraged). They should also be authorised at the monthly council meeting.	Yes	
	Entries where the above happen have been grossed up	Yes	
	Purchases of large items have been approved by council prior to purchase	Yes	
	Payments checked to vouchers (2 signatures) (Matches cheque or banking details)	Yes	
	Vouchers checked to payments (2 signatures) (Matches cheque or banking details)	Yes	
	Files for vouchers	Yes	
	Petty cash - Count		Petty cash discontinued
	Petty cash vouchers have 2 signatures		Petty cash discontinued
	Regular monthly payments (Are there 12? Telephone, lights, etc.)	Yes	
	Deposit book rather than loose deposit slips		
	Deposit checked to cash receipts	Yes	
	Receipt book (All cash receipts must have a receipt)		
	Banking done timeously (preferably weekly)	Yes	
	Days and times of banking varied for security purposes (but still timeously)		
	DG / Dues / Tithes / etc. Receipts consistent	Yes	
	Bank reconciliation done regularly (Monthly)	Yes	
Fixed Assets			
	Register – agrees to financial statements	Yes	
	Physical asset found in register		
	Item in register found physically		
	Insurance values realistic.		
	Inspect registration papers and current licence disk of all parish vehicles	Yes	
	Inspect lease agreements for office equipment	Yes	
Registers			
	Church Services	Yes	
	Parishioners & Communicants (Parish Roll)	Yes	
	Baptisms	Yes	
	Marriages	Yes	
	Burials and Cremations	Yes	
Other			
	Debtors - any large amounts / long outstanding amounts should be verified with the Debtor. In cases where the debt may not be recovered, it should either be provided against or written off. In either case, this should be noted in the independent verifiers report as an exception.	N/A	
	Creditors - any large amounts / long outstanding amounts should be verified with the Creditor	N/A	
	Check for long outstanding creditors (Municipal accounts) - Ensure these are accrued in the accounts	N/A	
	If property is leased to a 3rd party then check the lease - confirm the lease has been approved by the Diocesan Office	Yes	
	Detailed accounts available to the parish on a regular basis (Monthly)	Yes	
	Ensure that all emoluments paid to clergy and lay staff are paid via the Diocesan Office. Any other payments should be reported as an exception	Yes, PAYE number 7330721111	
	Check that a budget is prepared on an annual basis and actuals are matched to budget	Yes	
	Computer systems backed up regularly and backups kept off site	Work in progress	
	Parish records kept in fire proof storage	Yes	
Year end Accounts			
	Opening balances match prior year final accounts	Yes	
	Split between related and unrelated income and expenditure (PBO Regulations)	Yes	
	Check that information pack from the Diocese matches the parish records	Yes	
Management Report			
	Prepare a Management / Housekeeping report on deficiencies / possible improvements	Yes	
	Management / housekeeping report discussed with council / wardens / rector	Yes	
Human Resources			
	All emoluments are paid in accordance with the laws of the country.	Yes	
Please send a copy of the management / housekeeping report to the Diocesan Office			
Please send a copy of this form to the Diocesan Office			
Verifier name:	Charmel Flemming		
Verifier signature:			
Parish:	St George		
Year End:	31 December 2021		

DIOCESE OF JOHANNESBURG

PROPERTY CHECKLIST 2020

completed 2021-01-29 / D.Barnes

NAME OF PARISH/ORGANISATION

Parktown Parish Council t/a St George's Parktown Church

Section A

Properties used by the parish or organisation

Please tick the appropriate box

	Property No	Yes	No
Church building	1	X	
Other buildings			
Administration offices	2	X	
Sunday School	3		
Church Hall	4	X	
Rectory	5	X	
Other buildings (Please detail below)			
409 The Apex on Jan Smuts Apartment	6	X	
8 Eton Road Rental Flat	7	X	
8 Eton Road Staff flat	8		
	9		
	10		

Section B

Properties used by the parish or organisation rented to third parties

Rectory		
Houses		
Cell phone masts		
Other buildings (Please detail below)		
409 The Apex on Jan Smuts Apartment	X	
8 Eton Road Rental Flat	X	
8 Eton Road Staff flat	X	

Section C

Please provide an assessment of the state of repair of each of the following using a scale of 1 to 5 where 1 is very poor and 5 is excellent

	Property number (corresponding to the number in Section A above)									
	1	2	3	4	5	6	7	8	9	10
What is the condition of the roof?	4	5		5	4	5	5			
What is the condition of the exterior walls?	5	5		5	4	5	5			
What is the condition of the interior walls?	5	5		5	4	5	5			
What is the condition of the flooring?	4	4		5	4	5	4			
What is the condition of the ablution facilities?	5	5		5	5	5	5			
What is the condition of the driveways and parking?	5	5		5	5	5	5			
What is the condition of the gardens?	5	5		5	4	5	4			
What is the condition of the fences or surrounding walls?	5	5		5	5	5	5			
What is the state of Health and Safety Equipment (Including extinguishers, hose, signage)	5	5		5	5	5	5			

DIocese of Johannesburg

PROPERTY CHECKLIST 2020

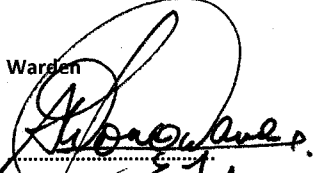
NAME OF PARISH/ORGANISATION

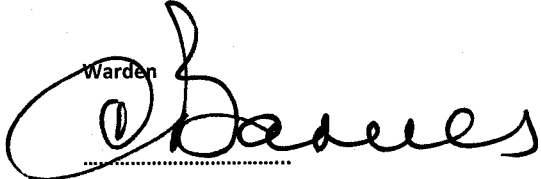
Section D

Is there anything concerning the state of the property that you would wish to bring to the attention of the Diocesan Trustees?

- * Rectory roof requires major building maintenance, as quoted by SuperRoofing in early 2019. To be completed in winter 2021, due to lockdowns 2020 delays.
- * New garden lights for Garden of Remembrance to be installed
- * Church roof and Bell tower intersection leaks from rain storms
- * Crack in the floor foundation on the South-west section of the church under the crypt in a cupboard. Architect Thomas Marincowitz assessed and is not too concerned as it may relate to foundation ground settling. He suggested a 2nd opinion from a Civil/Building engineer for confirmation.

Signed on behalf of the Parish Council

Warden

S. Dongwana
Date 16 February 2021

Warden

Dr. D Barnes
