



ADMINISTRATION COST RECOVERY STATUTE 2018

The Diocesan Assessment Statute 1966 was repealed and replaced by the Administration Cost Recovery Statute 2018

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LONG TITLE

A Statute to authorise the recovery of administration costs incurred in the operation of the Diocese.

The Synod of the Diocese of North West Australia resolves as follows.

Chapter 1 – Preliminary

NAME

This is the *Administration Cost Recovery Statute 2018*.

PURPOSE

The overriding purpose of this Statute is:

- (a) to authorise the recovery of administration costs centralised within the Diocesan Registry that are incurred in the operation of the Diocese, including ministry and property costs incurred on behalf of ministers, parishes (full or provisional) and mission districts.

DEFINITIONS AND INTERPRETATION

In this Statute –

“ecclesiastical district income” means the income of any ecclesiastical districts, whether they are parishes (full or provisional) or mission districts. This income is based on the yearly financial reports.

“financial year” means the period of 12 calendar months commencing on 1 January.

“net income” means all receipts of an ecclesiastical district less any legitimate deductions and exclusions (as defined in the Schedule).

Chapter 2 – Scope of the Statute

PART 1 – DIOCESAN ADMINISTRATION COST RECOVERY

Contribution from Ecclesiastical Districts

1. For each financial year every ecclesiastical district will pay a contribution towards the Diocesan administration costs as specified below. These contributions will be paid in monthly invoiced instalments.

Determination of the Administration Cost Recovery Contribution

2. The Diocesan Council shall cause to be presented on the first day each session of the Synod of the Diocese a roll of the ecclesiastical districts, together with a recommendation from the Diocesan Council of the contribution to be made by each ecclesiastical district for the two years following.
3. Synod shall determine the percentage of parish income to be set aside for the contribution to the Diocesan administration costs which each ecclesiastical district shall pay for the ensuing first year; and the Diocesan Council be authorised to set the percentage for the second year, but within limits determined by Synod.
4. The Diocesan Council may, at its discretion, amend the percentage for any ecclesiastical district upon application from that ecclesiastical district.
5. Information about ecclesiastical district income will be collected using the Annual Return Form contained in the Administration Manual.
6. Ecclesiastical districts in arrears shall be notified accordingly by the Diocesan Registrar or Diocesan Financial Officer. The parish council and minister will then make the necessary arrangements with the Diocesan Registry to deal with the arrears; or apply for relief based on their changed financial circumstances.

PART 2 – NET INCOME CALCULATION

Net Income

7. The net income of an ecclesiastical district in a financial year [N] is the amount determined in accord with the following formula:

$$N = G - E - D$$

where:

- (a) **G** is the total amount of gross operating receipts of an ecclesiastical district in the relevant financial year;
- (b) **E** is the total amount of exclusions for an ecclesiastical district in the relevant financial year; and
- (c) **D** is the total amount of deductions for an ecclesiastical district in the relevant financial year.

NOTES

EXCLUSIONS (E)

The exclusions for a parish are:

- (a) Income received from individuals for on-passing to mission agencies.
- (b) Recoveries for reimbursed items (e.g. phone, study books, fuel) from individuals.

- (c) Transfers of investments from the Diocese.

DEDUCTIONS (D)

The deductions for a parish are:

- (a) Funds deposited with the Diocese for approved capital projects.
- (b) Funds deposited with the Diocese for the car replacement fund.

Chapter 3 – Regulations & Related Legislation

REGULATIONS

Regulation making power

The Diocesan Council may from time to time make, amend or repeal regulations (e.g. policies and procedures) not inconsistent with the provisions of this Statute providing for records arising out of or incidental to the operation of this Statute and for all or any of the purposes, whether general or to meet particular cases, which may be convenient for the administration of this Statute or which may be necessary or expedient to carry out the overriding purposes of this Statute.

Chapter 4 – General

REPEAL

The *Diocesan Assessment Statute 1966* is repealed, without invalidating anything validly done under, or pursuant, to that Statute prior to the date of commencement of this Statute.

RESPONSIBILITIES

Review

The Diocesan Council will review the operation of this Statute on or before six years after its commencement.

Records management

The Registry maintains all records relevant to administering this Statute using its recordkeeping system.

CERTIFICATIONS AND ASSENT

I Certify that the Statute as printed is in accordance with the Statute as reported.

P GRICE
Chair of Committees

I Certify that this Statute was passed by the Synod [or Diocesan Council] of the Diocese of North West Australia on 29/09/2018.

K HARRIS
Registrar

I Assent to this Statute.

G NELSON
Bishop
29/09/2018