

13.8 REPORT 8: MANAGEMENT OF THE ADMINISTRATIVE BUREAU TO THE MEMBERS OF THE ADMINISTRATIVE BUREAU – FINANCES (Artt 213, 217, 262)

- A. The Synod enters member's meeting of the Administrative Bureau.
- B. Br LJ Kruger tables the Report.
- C. Br LJ Kruger, revs W Vogel and CA Jansen tables the matter about ramings after which discussion follows.
- D. **Decision:** Meeting rests with the discussion.
- E. **Decision:** The compulsory and voluntary collections are refer to the Commission for Finances.

F. REPORT

1. Specific instructions

- 1.1 *Acta 2012:64, 4: The age analyses of loans to churches, individual students and personnel are to be specified, according to category, for appending to Financial Statements.*

Execution

- a) There are no outstanding amounts on church, professor and personnel loans.
- b) The student loan age analysis has been integrated into the Financial Statements for the year ending 30 June 2014 (with comparative 2013 figures).
- c) Student loans only become payable 90 days after the borrower's graduation. These loans are continually reviewed by the Administrative Manager, in order to make arrangements for repayment of accounts that are in arrears. In recent times an unwritten measure has been taken to limit the amount of credit per individual in order that:
 - more students may receive financial aid; and
 - losses due to uncollectibility, are limited.

- 1.2 *Acta 2012:64, 5: The age analyses of 120, 150, 180 and >180 days of receivable trade debtors exceeding 120 days should be appended to the Financial Statements tabled to the Financial Commission. A policy on the procedure to be followed in regard to uncollectable debt should be implemented.*

Execution

- a) The age analyses have been integrated into the Financial Statements for the year ending 30 June 2014 (with comparative 2013 figures).
- b) The collectability of debtors is annually reviewed, in cooperation with the Auditors.
- c) Debtors that have been uncollectible once are prohibited from any further credit purchases.

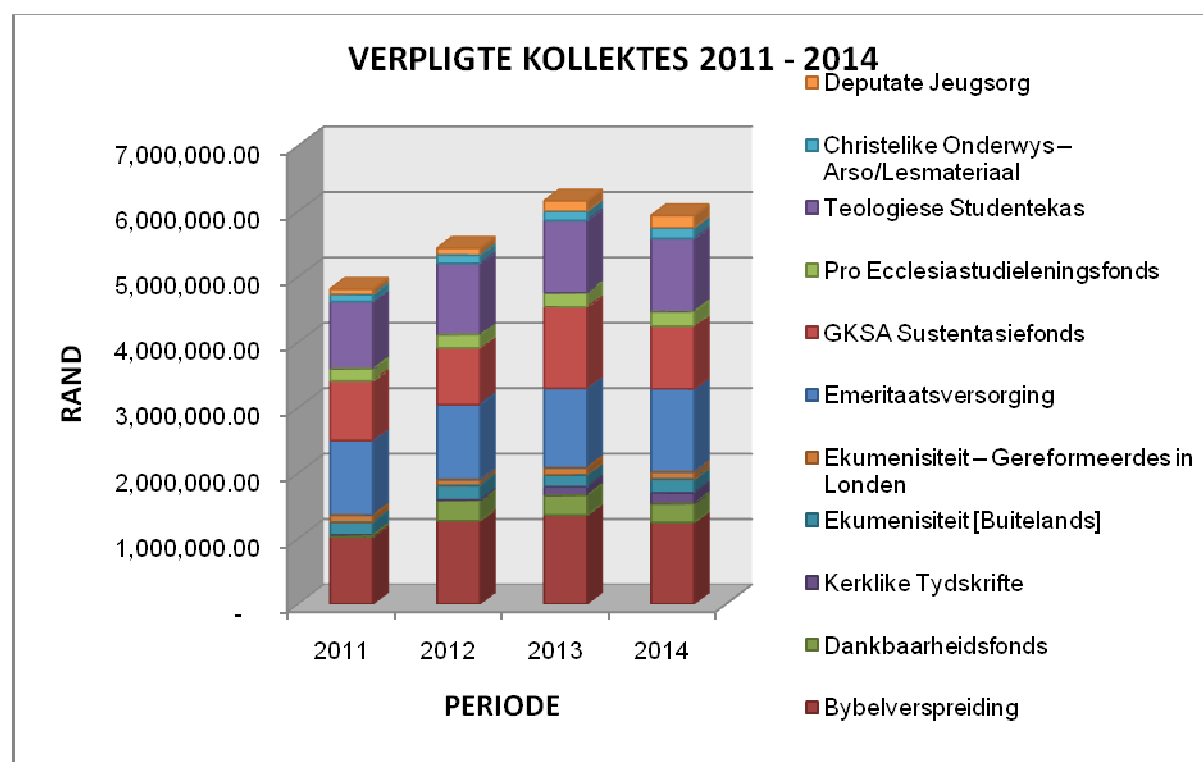
- 1.3 *Acta 2012:64, 7: Audited Financial Statements, as included on the Agenda of the General Synod and compliant with all legal requirements, must continue to be published in future.*

Execution: Thus done and continued.

- 1.4 *Acta 2012:63, 3.1: The Management of the Administrative Bureau are to also include the list of collections, as with the "ramings", in their Report for 2015. All Deputy groups are requested to detail collections received in their Reports.*

Execution: Instruction executed.

COLLECTION	TOTAL	2011	2012	2013	2014
Bybelverspreiding	1	1,025,739.60	1,268,684.23	1,356,763.25	1,244,952.79
Dankbaarheidsfonds	1	28,532.33	313,743.81	303,818.14	289,046.69
Kerklike Tydskrifte	1	-	7,393.05	126,282.29	160,830.41
Ekumenisiteit [Buitelands]	1	190,684.17	217,861.22	182,960.98	209,507.28
Ekumenisiteit – Gereformeerdes in Londen	1	111,288.41	92,841.28	114,297.54	112,209.20
Emeritaatsversorging	7	1,141,214.87	1,145,113.40	1,212,718.81	1,271,403.17
GKSA Sustentasiefonds	5	909,198.79	864,694.69	1,241,762.65	957,797.64
Pro Ecclesiastudieleningfonds	1	185,426.94	206,013.72	213,644.59	224,476.51
Teologiese Studentekas	6	1,026,978.61	1,085,457.92	1,108,075.71	1,113,887.96
Christelike Onderwys – Arso/Lesmateriaal	1	111,314.75	126,208.36	140,147.76	163,994.64
Deputate Jeugsorg	1	81,420.54	108,272.60	159,020.89	187,958.04
		4,811,799.01	5,436,284.28	6,159,492.61	5,936,064.33



1.5 *Acta 2012:463, 1: Book stocks are to be categorised in the notes to the Financial Statements under the headings Administrative Bureau, CJBF, Evangelisation Media and Totius Funds. An age analysis for 180, 365, 548 and 720> days per category is to be included.*

Execution: The age analysis has been integrated into the Financial Statements for the year ending 30 June 2014 (with comparative 2013 figures).

1.6 *Acta 2012:463, 2: It is requested that the Financial Statements for CJBF, Evangelisation Media and Totius Funds (specific funds) be drawn up and presented in the same format as that of the Gratitude Fund for the sake of completeness.*

Execution: These Financial Statements have been drawn up and presented in the same format as that of the Gratitude Fund.

- 1.7 *Acta 2012:255, 2.1: The Administrative Bureau and Deputies: Youth Care, responsible for the Kruispad Magazine, are to meet to seek solutions for financing the current shortfall and budget deficit for 2012.*

Execution

- a) Cost-saving measures on operating expenditure were established, proof of quotations became compulsory and certain service providers were also changed.
- b) Four issues per year are to be published, for which subscribers will be invoiced.
- c) The subscription year was aligned to that of the other church magazines to simplify and streamline administration.
- d) A once-off donation out of the Youth Care Fund (one third of the retained surplus of the Youth Care Fund) was made to both *Kruispad* and *Gee Jaar*.
- e) An annual donation of one third of the Nett income of the Youth Care Fund will be employed to make up the existing shortfalls on the *Kruispad* and *Gee Jaar* accounts.

Decision: Points 1.1 to 1.7 noted.

2. Matters for the Members meeting

- 2.1 The Deputy groups who don't collaborate or submit budgets are to work according to the previous year's figures.
- 2.2 Deficit (red) accounts: Refer to this in the management's report to the members meeting.
Decision: This matter to be tabled at the Members meeting/Synod. The Curators and Deputies: Youth Care also to be informed.
- 2.3 Student Chest Capital Fund and Venterskraal/Steyn Fund are to merge with the TSK's fund.
Decision: Request the Curators to address this. Refer to this in the Management Report to the Members meeting.
- 2.4 "Ramings" and the 1994 Synod decision: Synod 1994 decided that the "ramings" increase may not be more than 20% of the inflation rate, added to the inflation rate (e.g. in May 2013: 6% + 20% of 6% = 1.2%).
Decision: This item to be included in the Management's Report to the Members meeting, together with a motivated request for revision.
- 2.5 Outstanding/uncollectible "ramings" of churches of the former Synod Suidland: These amounts still appear all these years later in the notes of the Financial Statements and create a skewed perception. Motivate to the Member meeting that it should be taken out.
- 2.6 Management took note of the Report of the Audit Committee to the Synod. Management is well aware of the issues related to the recommendations in 4.1 to 4.4 to the Synod. Although Management continually addresses these matters, it would be good if the Synod could give the Administrative Bureau specific instructions in this regard.
- 2.7 The Financial Statements are attached as unpublished Appendix for this Report and has already been made available to the Deputies Pre-Advice Finances and Audit Committee before the Synod. The Financial Statements will be published in the Acta of the Synod. See consolidated summary for the financial year ended 30 June 2011 to 2014 below.

Decision: Points 2.1 to 2.7 approved.

ADMINISTRATIEWE BURO
GEKONSOLIDEERDE OPSOMMING VIR FINANSIËLE JARE GEËINDIG 30 JUNIE 2011 TOT 2014
EIE FONDSE, SPESIFIEKE FONDSE EN TRUSTFONDSE

INKOMSTE UIT EKSTERNE BRONNE	R'000	2011	2012	2013	2014	Groei p.j.
Ramings ontvang		8,664	10,019	9,666	11,818	12.1%
Bydraes en donasies		4,416	4,775	5,269	9,572	3.7% *
Verkope		2,084	2,101	1,539	1,447	
Rente ontvang		1,133	994	1,450	1,666	
Huur ontvang		337	303	206	325	
Beursgelde terugontvang		128	197	-	17	
Totale inkomste		16,762	18,389	18,130	24,844	6.8% *

Beweging 10% -1% 37%

*2014 se bedrag sluit 'n buitengewone skenking van R4.7miljoen in. Groei % sluit hierdie bedrag uit

UITGAWES	R'000	2011	2012	2013	2014	Groei p.j.
Arbeid		7,611	8,421	7,982	8,355	
Toekennings, beurse, sustentasie		5,689	5,847	4,863	4,251	
Reis en verblyf		1,105	1,223	958	1,112	
Skryfbehoeftes en drukkoste		871	805	855	948	
Onderhoud en bate uitgawes		1,036	722	739	766	
Administrasie en ander uitgawes		507	476	386	382	
Kommunikasie		132	163	164	166	
Sinode		95	1,026		2	
Oninbare skuld		88	(6)	768	1	
Totale uitgawes		17,134	18,678	16,713	15,983	-2.2%

Beweging 9% -11% -4%

NETTO SURPLUS (TEKORT)		(372)	(289)	1,418	8,861
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BATES EN LASTE	R'000	2011	2012	2013	2014	Groei p.j.
Geassosieerde fondse		79,457	77,729	80,562	85,473	
Bank & kontant		10,693	9,720	7,358	20,914	
Lenings		8,131	8,459	10,322	6,346	
Grond en geboue		1,355	1,355	1,355	1,355	
Voorraad		1,640	1,888	1,419	1,277	
Debiteure		604	857	517	396	
Ander laste		(4,313)	(4,560)	(2,214)	(2,949)	
Totale ekwiteit		97,566	95,448	99,319	112,814	5.2%

Beweging -2% 4% 14%

Ramings debiteure 4,835 5,646 6,883 7,011

Beweging 17% 22% 2%

Word by ontvangs as inkomste gereken

GEASSOSIEERDE FONDSE
bestaande uit
Emeritaatsversorgingstrust
GKSA Mediese Versorgingsfonds
GKSA Ongeskiktheidsfonds
GKSA Ondersteuningsfonds

INKOMSTE UIT EKSTERNE BRONNE R'000	2011	2012	2013	2014	Groei p.j.
Beleggingsinkomste	7,866	8,427	15,867	16,757	37.7%
Ramings ontvang	14,723	15,625	14,618	16,660	4.4%
Bydraes en donasies	1,128	1,144	1,212	1,271	4.2%
Rente ontvang	46	41	31	293	177.9%
Totale inkomste	23,764	25,237	31,727	34,981	15.7%
<i>Beweging</i>		6%	26%	10%	
UITGAWES R'000	2011	2012	2013	2014	Groei p.j.
Emeritaatsversorging	23,911	26,179	28,131	29,061	
Administrasie en ander uitgawes	869	785	764	1,055	
Totale uitgawes	24,780	26,964	28,895	30,115	7.2%
<i>Beweging</i>		9%	7%	4%	
NETTO SURPLUS (TEKORT)	(1,016)	(1,727)	2,832	4,866	
BATES EN LASTE R'000	2011	2012	2013	2014	Groei p.j.
Beleggings	77,153	75,859	79,840	83,973	
Debiteure	944	2,121	871	1,683	
Bank & kontant	1,659	64	65	15	
Ander laste	(299)	(314)	(214)	(198)	
Totale ekwiteit	79,457	77,729	80,562	85,473	2.5%
<i>Beweging</i>		-2%	4%	6%	
Ramings debiteure	7,067	7,582	6,968	6,665	-1.9%
<i>Beweging</i>		7%	-8%	-4%	
<i>Word by ontvangs as inkomste</i> <i>gereken</i>					

G. REPORT OF THE COMMISSION

COMPULSORY COLLECTIONS	TOTAL
Bybelverspreiding	1
Dankbaarheidsfonds	1
Kerklike Tydskrifte	1
Ekumenisiteit [Buitelands]	1
Ekumenisiteit – Gereformeerdes in Londen	1
Emeritaatsversorging	7
GKSA Sustentasiefonds	5
Pro Ecclesiastudieleningfonds	1
Teologiese Studentekas	6
Christelike Onderwys – Instituut vir Christelike Onderwys [ICO]/Lesmateriaal	1
Deputate Jeugsorg	1

Decision: Compulsory collections approved (amendments already added – Deputies Acta).

VOLUNTARY COLLECTIONS	TOTAL
Bystandsfonds vir Diakonie KO, art 25	1
TSP Biblioteekfonds	1
TSP Publikasiefonds	1
Thusofonds	1
Sentrum vir Kerkgroei [SBTB]	1

Decision: Voluntary collections approved (amendments already added – Deputies Acta).