

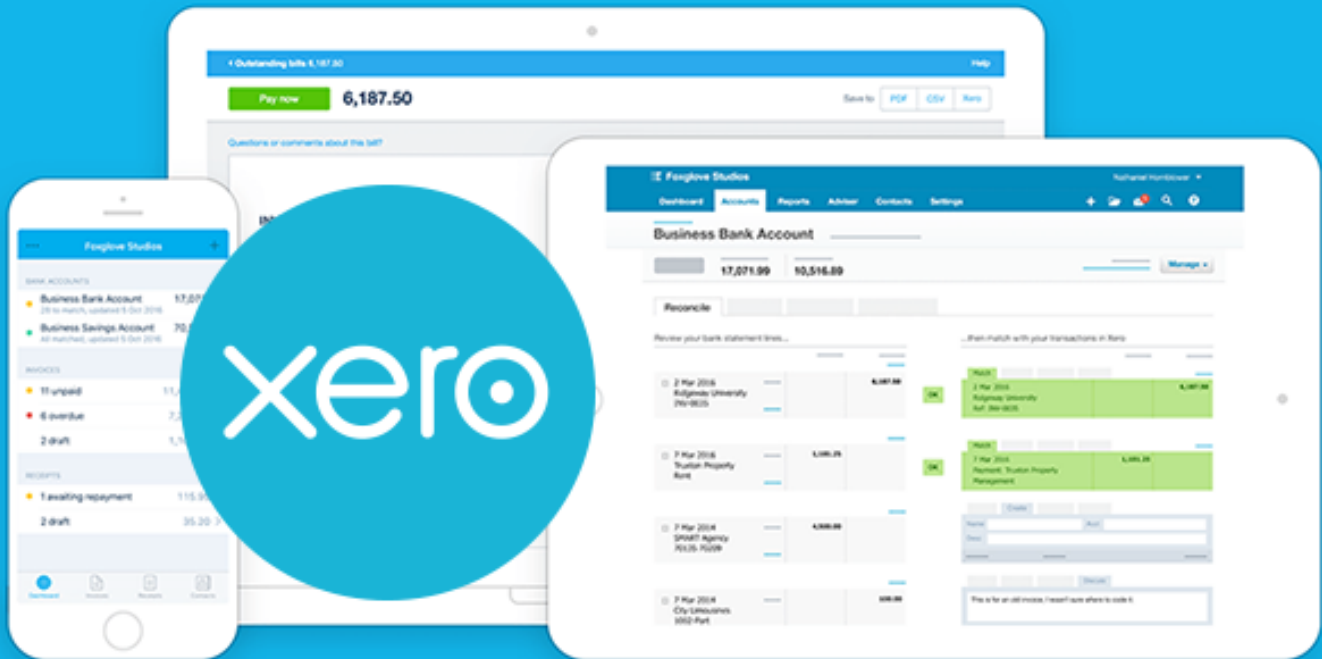
Te Hui Amorangi o
TE MANAWA O TE WHEKE



Te Pūnaha Pūtea
Amorangi Accounting System
2022

Visit our website for more information and resources

www.motw.org.nz/pariha-support



Tēnā koe, arā, tēnā koutou katoa

Te Punaha Pūtea, also known as, the Amorangi Accounting System, is the new way of reporting our activities and finances as a Church to the appropriate entities of Aotearoa, New Zealand.

Even though we may recognise ourselves as ‘a pāriha, pastorate or ministry unit’ in different locations of the Hui Amorangi. We are but smaller parts of the greater body of the Amorangi and the Church under the leadership of the Right Reverend Ngarahu Katene, Pihopa of Te Manawa o Te Wheke.

The pāriha or ministry unit you work amongst is registered as apart of a Charity under the umbrella of Te Hui Amorangi o Te Manawa o Te Wheke who is the legal entity. Therefore we are required to abide by certain laws and rules as to how we operate and report on all activities that we involve ourselves with, this includes our finances.

Currently pāriha are processing their financial transactions and preparing annual returns in a variety of methods, some are complying with current requirements and others needing improvement. Te Hui Whaiti empowered the Amorangi Office to assist pāriha to prepare compliant annual reports to the required standard in an easy manner for the auditor and to be able to meet the requirements of a changing reporting environment. The project was initiated in 2021 and approval sort to develop and implement a sustainable solution for the Amorangi.

The *Amorangi Accounting System* was developed and a relationship established with our Auditors who alongside the Finance Administrator (Emily) have setup a pāriha and ministry



unit specific chart of accounts, annual report formats and financial statistics that will be available for all pāriha and ministry units to use.

The solution has been tailored to meet the legislative requirements for annual accounts while providing meaningful reports for members reading them. The standard chart is flexible enough that pāriha and ministry units can edit the descriptions and add additional codes without affecting the operation of the standard reports.

Following a pilot with a small number of pāriha in the Hui Amorangi, the Xero solution will be available with full support from our Finance Team to convert your current method of processing financial transactions. The aim is to have a fully compliant system working with vestry members and the Finance Team.

This will save considerable volunteer time and allow for easy transition when members of committee and authorisers change.



Tax Receipts

As part of the Xero software an integration is being developed with an add-on product to Xero where giving by individuals is recorded and automatically matched to the bank reconciliation in Xero. This will cut out double data entry of giving and ensure tax receipts produced at the end of the tax year always match the pāriha accounts.

The process is explained in detail below.

Initial Setup Information

Steps and guidelines - Central Accounting System

	Stage 1 – Initial Setup of Systems (one time only) <i>This process will be the same regardless of the bank you are with. It may differ in terms of terminology used by different banks but the process is relatively similar.</i>	Who
1.	Add Finance Administrator and Manutaki as signatories to all bank accounts – this can only be initiated by a current signatory eg. Pāriha / Ministry Unit Treasurer Most banks will require a motion minuted to this effect; MOTION: <i>(Pariha) resolved that Mrs Emily Pomale and Rev'd Wiremu Anania are mandated as authorisers to the (Pariha) accounts; (list the bank account number/s and suffix/es)</i>	Treasurer and current authorisers Vestry members
2.	Contact your local Bank Branch and initiate the mandate of new authorisers and/or online access (also known as Online Banking – skip this if you already online)	Treasurer and current authorisers



3.	Complete and sign Bank and Xero authorisation forms to allow Finance Administrator and Pāriha Treasurer access to Xero Accounting and Online Banking – return to Finance Administrator as soon as possible.	Treasurer & Finance Administrator
4.	Final documents will be sent to complete the Xero setup including the Chart of Accounts and the AAS Agreement.	Finance Administrator
5.	Setup and Assign Logins for Xero to Treasurer	Finance Administrator
6.	The Finance Administrator will send a detailed email to Treasurers with accounts forms that need to be completed and submitted each month for processing (receipts and invoices need to be attached to the form).	All

Once these steps have been completed, we will be able to proceed with monthly payments online and reconciliations in Xero.

	Ongoing Monthly Tasks	Who
1.	Complete and submit 'accounts for payment' and 'income received' forms by the 18th day of every month (for payment and reconciliation purposes.) <i>Please ensure correct codes are added using the 'chart of accounts' provided to you.</i> Please note: - Invoices and receipts <u>must</u> be attached with the Accounts of Payment form, signed and sent before the 18 th day of each month to be processed in that month	Treasurer
2.	Xero monthly reconciliation – account coding of income and expenditure	Finance Administrator
3.	Monthly Reports finalised and distributed to Treasurer by the 10 th of every month	Finance Administrator

How can you help us?

- By using the correct forms, completing it correctly and sending it to us on a timely basis
- Direct Debits sent to us as soon as you receive them (these can be ratified later by vestry or committee)
- Ensuring you remember our monthly timeline. It may pay to also set reminders for important dates of the month so you remember
- Contact us urgently if you need an urgent payment made eg; insurance excess, emergency repairs or maintenance outside of the monthly timeline



Please note this is still work in progress and we are learning as we roll out this new system. We may come across some hurdles but if we paddle together as one, we will reach our destination. He waka eke noa – we are all in this waka together!

I. FAQ's (Frequently Asked Questions)

What is Xero?

Xero is an online accounting system developed and run by New Zealand company specifically suited for smaller entities, just perfect for our pāriha and ministry units! You can access it from any computer that has an internet connection and device. Xero is especially suitable for the treasurer as it uses nice plain English and is easy to deal with the day to day transactions of a pāriha and ministry unit.

The Xero software has never been breached and they have never lost any customer data. Xero continue to invest heavily, protecting against unauthorised access and system failures. For more information visit www.xero.com

Can any person now access our bank account?

A common question – absolutely not! We only ask that designated staff of the Finance Team are delegated as authorisers to your pāriha or ministry unit account to authorise payments approved by your committee.

Why do we need to give the Finance Team authoriser rights to our account?

The system will still work even when position holders of a pāriha or ministry unit change. This happens often among vestries and pāriha for example; a treasurer resigns suddenly or when an authoriser cannot be contacted to authorise a payment, or sickness or death take hold of vestry members.

By having two authorisers within the Finance Team ensures payments will happen swiftly as instructed by the pāriha or ministry unit.

We don't want our authorisers to come off the account!

We are only adding two authorisers from the Finance Team. No authorisers will be removed from your accounts unless the pāriha or ministry unit request so.

What roles will the Finance Team play?

The Finance Team consists of the Finance Administrator and the Amorangi Administrator / Registrar supported by Te Manutaki . The key functions of the Finance Team are outlined below;

1. To implement and support the Amorangi Accounting System;

- Assist pāriha and ministry units to transition to the Amorangi Accounting System



- Prepare batch payments for approved accounts for payment
- Code and reconcile income and expenses in Xero
- Send out regular reports to Treasurers for distribution to committee members
- Communicate with Treasurers of each pāriha and ministry unit
- Develop and deliver a training program for Treasurers and Co-Treasurers to support the Amorangi Accounting System

2. To authorise payments approved by pāriha and ministry units

- Prepare and load monthly payments according to the Accounts for Payment template received
- Check and amend (if necessary) any self-loaded payments by Treasurer
- Authorise approved payments

Can you load payments without the appropriate paperwork?

Unfortunately we will not prepare payments without the completed forms. We require the necessary documentation as this demonstrates best practice as an organisation, this includes the invoices, receipts (eg; for reimbursement) and the forms to be completed and signed and sent before the 18th day of each month.

Can anyone from the Church ask for payments to be loaded and authorised on our behalf?

No. We require authorised members of the pāriha or ministry unit to complete the necessary forms and submit them within the timeframes.

What about urgent or emergency payments?

In the case of any accident or damage to property that requires a one-off urgent payment we will be happy to assist. We urge you to contact the Finance Administrator as soon as possible for these payments. Non-urgent payments will need to be submitted using the appropriate forms and paperwork by the 18th day of each month.

What do we need to do when our Treasurer or authorisers leave the pāriha or ministry unit?

Please contact the Finance Administrator and we can assist further.

Can we choose not to join the Amorangi Accounting System?

The plain answer is 'yes – but'. We recommend transitioning to this system as soon as possible. The reasons being;

1. It will become an expensive process for you to engage with a new accountant and auditor to prepare and maintain your finances and file your financial performance reports at the end of each year.
2. Your pāriha or ministry unit may need to seek advice around establishing as a new charity under the Charities NZ.
3. Majority of our pāriha do not make significant amounts of income year to year and therefore the costs will stack up quickly!



The Amorangi Accounting System suits pāriha and ministry units big or small with proven experience and qualified staff in the background. Our auditors BDO also provide expertise and assistance throughout the process.

Will there be training for Treasurers?

Yes, we will also be here to help and assist at any time of the process!

Do I need a laptop or computer?

Yes. It would help to have a laptop or device to email and access Xero when training is made available. Remember – we want to engage all pāriha to eventually learn how to use Xero as it is an easy system to use!

What about a printer?

We recommend having a printer with scan capability to print and scan back the forms needed to process payments. Printers with a scanner start from \$89 at your local Electronic Store (Noel Leeming etc) and are quite cost effective for vestries to purchase outright.

Will I need internet access?

Yes, emails need internet to send and receive, likewise, the Xero platform can only be accessed online (via wifi, broadband or mobile data access). We can assist with providing 4G internet services at a heavily discounted rate through our Skinny Jump provider (currently \$5 a month) with a free modem. It depends on 4G capability in your area but do flick us an email at support@motw.org.nz with your home address to see if you are eligible.

Is there a cost for this system?

At this stage, the Hui Amorangi will be subsidising all costs in order to relieve the financial pressure to pāriha and ministry units. These costs are offset by the annual levies paid by individual pāriha. We will revisit these ongoing costs in the future. The priority is to transition all pāriha and ministry units by the end of 2022.

Primary Contacts for Amorangi Accounting System:

Finance Administrator	Mrs Emily Pomale	finance@motw.org.nz
Amorangi Administrator	Ms Atareta Maika	admin@motw.org.nz
Te Manutaki	Rev'd Wiremu Anania	manutaki@motw.org.nz
Amorangi Office Contact	0800 PIHOPA	or (07) 345 7800
Website links	www.motw.org.nz	