

SEVEN HABITS OF HIGHLY EFFECTIVE PROPERTY STEWARDS

**In honour of
Dr Stephen Covey (1932 – 2012)**

SESSION PLAN

- Habits 1 – 7
- *BREAK*
- Regulations, reporting, records, investment, policy
- Compliance
- Evaluation questionnaire

HABIT I:

Stocktake and inspections

HABIT 2:

Banking controls

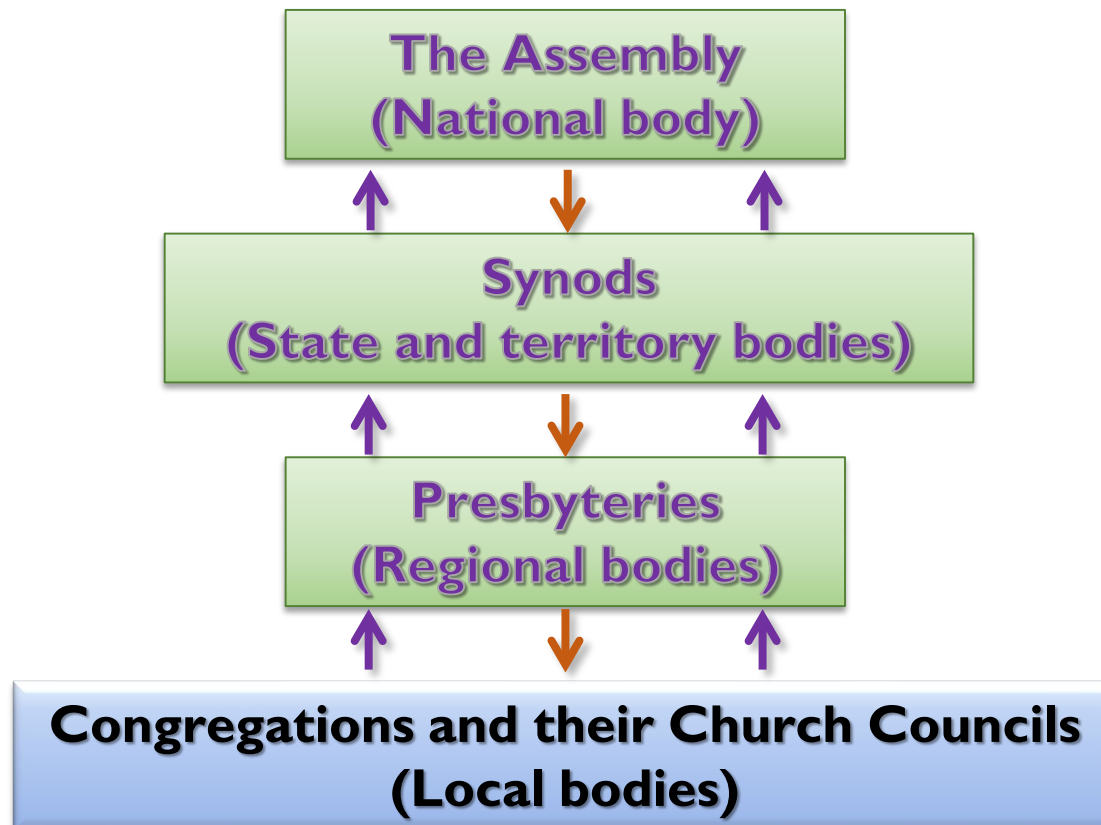
HABIT 3:

Structured budgeting processes

HABIT 4:

Church and UCA knowledge

Decision-making in the Uniting Church



HABIT 5:

Connection with Presbytery and Synod UR

HABIT 6:

Commercial relationships

HABIT 7:

Delegation and policies

The 7 Habits of Highly Effective Property Stewards

1. Stocktake and inspections
2. Banking controls
3. Budgeting processes
4. Church knowledge
5. Church connections/relationships
6. Commercial relationships
7. Delegations and policies



Break

Key Regulation References

3.8.7 Accounting and Audit

Books of Accounts

- Banking and cheque signatories (2)
- Annual presentation and budgets

Synod resolution: UFS only

- Loans and Savings

4.4.1 Responsibility for property

4.4.3 Annual property review *(many do not do this)*

Financial Reporting

AFR Draft in August / final in October

- Main form financial accountability
- Recommend the Chart of Accounts align with this for ease of reporting

Financial systems

Investments

- At Call is not good enough stewardship for above working capital needs
- Eliminate cheque accounts if not writing cheques (classified by UFS as an S6 type)
- EDF available for large sums or sale proceeds allocation

Cost Saving

Consider your:

- Printing contracts
- Energy provider and usage
- UFS account structures
(Do you need a cheque book?)

Financial Records

- Stored for 7 years
- Synod Archives do not like financial records

Good Steward Guidelines

External use of Property

1. How closely aligned is the user activity to that of the Congregation's Mission?
2. Is the amount charged, covering your basic cost and if not is that appropriate?
3. Does CC review the cost and rent structure regularly?
4. Include CPI escalations in all user agreements.

SP Tenants Pricing Policy

100% commercial

Missional rate (70 – 80% of commercial)

Gift of giving (0 – 69% of commercial)

- Excess manses and Halls
- Determine these within your CC
- Set application definitions for transparency
- On invoices advise the tenants which ones apply

Other Compliance

A. Electrical Tagging and Testing

Australian Safe Work Standard AS/NZS/3760:2010

<http://www.safework.nsw.gov.au/health-and-safety/industry-safety/electrical-and-power/electrical-inspection-and-testing>

- Regular electrical inspecting and testing can save lives
- Helps identify damage, wear and faults
- Best practice – checks every 2 years unless high/portable use

B. Local Council's AFSS

<http://www.cityofsydney.nsw.gov.au/business/regulations/health-and-safety/fire-safety>

- Provides community confidence
- Verifies no fire safety breaches

Very relevant for our members' safety, and especially if renting premises to external parties

Synod Insurance

- Survey conducted to assess the whole UCA / NSW ACT Synod risk profile
- Unified cover taken out by UR - e.g.
 - Property, Business Interruption,
 - Public Liability, Professional Indemnity
 - Volunteers Personal Accident
- UR allocate premiums to Congregations / Presbytery via invoices
- Claims lodged with UR / Insurance

New to this ...?

1. Retiring Treasurer

Source of knowledge / help getting you started

- Collect e-files, templates, current and past cheque and deposit books
- Ask about ongoing matters that need to be tracked

2. Experienced treasurer you know

3. Myself or Synod/UR/Accounting

Questions

A black and white portrait of Stephen Covey, a smiling man in a suit and tie, sitting in a chair with his hands clasped.

The 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

Stephen Covey
(1932-2012) InspirationBoost.com

CONCLUSION

- You are all an important part of the wider church
- It is not a difficult role, but one you must stay on top of
- If you are unclear about or struggling with anything in the presentation ask and seek help
- Please complete the evaluation questionnaire before you leave. This helps us to improve the workshop.
- Contact email: ian@sydneypresbytery.org.au