



CHURCH OF IRELAND

THE REPRESENTATIVE CHURCH BODY

Church of Ireland House, Church Avenue, Rathmines, Dublin 6

Email: charities@rcbdub.org

March 2010

To all Rectors and Secretaries of Select Vestries

Update on the progress of Charities Legislation implementation

The information herewith and attached is an update regarding decisions and progress made by the Church of Ireland, through the Primate's Working Group, the Standing Committee and the Representative Church Body. The Church at the centre will continue to provide information and other support for parishes as clarity emerges from the Commissions in both jurisdictions about their plans for implementation, registration and reporting, including accounts reporting.

1) The Charities Acts of 2008 in Northern Ireland and 2009 in the Republic of Ireland were passed into law with the aim of improving the governance and policing of the charitable and voluntary sector and, through that, improving the public perception of the sector. This is an aim which is completely supported by the Bishops and Dioceses of the Church of Ireland and much time has been spent liaising with the bodies whose responsibility is to implement the legislation in both jurisdictions.

2) In the Republic of Ireland it is not expected that the new Charity Commission will be in place much before the end of 2010, and perhaps not until later. While it will be some time before the parishes and dioceses of the Church will be required to register, there are developments of which you should be aware in the stance of the Church which will be advised for registration. When eventually the implementation process in the Republic commences, there will be much work already in place for the Church, as required by the faster progress of implementation in Northern Ireland.

The one element in the Republic which is now being rolled out is recommended best practice in relation to fundraising from the public. Fundraising from the public does not mean free will offering or plate collections from parishioners and others, nor does it relate to occasional fund raising events such as an annual fete, but rather it refers to street collections and other direct appeals to the public at large. It may arise where a parish joins a national appeal for a specific charity and solicits aid direct from the general public to aid that charity. The practice guidelines are straightforward and logical, and should be subscribed to by all parishes. They can be found on the Irish Charities Tax Reform Group website, as shown below.

3) It is particularly important in both jurisdictions that parishes prepare now for registration. Firstly, parishes should review the way they record income and hold assets. In some instances, parishes may find that they obtain income from small historic trusts or investments and this is a good opportunity to consider consolidating some of these assets. Another issue raised by some parishes relates to parish property that is not vested in the RCB or a diocesan trust. Parishes should ensure that there is no uncertainty about the ownership of such property, that it is held clearly for the benefit of the Church of Ireland and the parish, and that the charitable objectives of

the trust under which it is held coincide with the charitable objectives, benefits and structure of the Church of Ireland and the parish. (See Schedules A, B & D)

4) The new Charity Commission for Northern Ireland was established in 2009 and an implementation team has been working towards implementation of the new legislation. The former Head of the Commission's Secretariat, Mr Seamus Murray, told the clergy and treasurers attending the RCB seminars during the autumn of 2009 that the Commission planned to form a first Register of charities from information already registered with HM Revenue and Customs. The Commission intended to write to these charities to check details, and then incorporate them as the first charities on the new Register as from April 2010. This has not happened as yet.

The latest information from the Chief Commissioner of the Charity Commission for Northern Ireland, Mr Tom McGrath, is that there is a delay in respect of enabling legislation regarding the sharing of information on existing charities with the HM Revenue Commission and that he is currently giving fresh consideration to how the Register will be established. It is anticipated that the Commission will issue further information about registration during April-May 2010.

5) Despite this delay and the consequent lack of specific guidance about the format of registration and of annual declarations including accounts declarations, the Church has maintained close communication with the new Commission and has made considerable progress on the following points:

- NI dioceses have decided that registration will be on a parochial basis.
- RCB Seminars brought together 750 rectors and treasurers, in four locations in NI, setting out the plan for C of I registration and incorporating a talk by the Charity Commission's Head of Secretariat, an undertaking unique to the C of I and not attempted by other churches or similar organisations. When progress is made to establish a new Charity Commission in the Republic, a similar roll out will be planned for R of I parishes and dioceses.
- Following the decision by the northern dioceses that the Select Vestry will be the parochial charity, the Church confirmed that this is acceptable with the new Charity Commission.
- The Church lobbied successfully for the inclusion in the Northern Ireland Charity Act of the concept of 'Designated Religious Status'. This is available to established religious organisations with strong governance structures. The status should be adopted by the Select Vestry as it allows and confirms the historic Church of Ireland system of governance.
- In addition to claiming designated religious status, the Select Vestry should also register as an incorporated trust. This recognises the parish governing body as the Select Vestry - and means that the charitable body has continuity even though Select Vestry members may change at the time of election. If the Select Vestry is not incorporated, the individual members will be registered as the trust and if the membership of the Vestry changes following election, re-registration will be necessary.
- To assist Select Vestries in registering and in understanding the scope of the new legislation, the Standing Committee of the General Synod has approved guidance documents for use in registration and reporting, and will recommend these to General Synod in May, 2010. The first is a '**Statement of Charitable Purposes**'. This statement, which it is anticipated will be required to support

registration, is included as **Schedule A** and can be found on the website (see website address at the end of this letter).

- Standing Committee also approved a guidance '**Statement of Public Benefit**', which is attached to this letter (**Schedule B**) and on the website. Annually charities will be required to report on their activities, and to show that they have provided a generally recognisable benefit to the public.
- These two guidance documents form model statements. Your parish may not provide all of the activities referred to in Schedule B, but should as an absolute minimum provide public worship. Because of the legal nature of charitable status, Select Vestries should not add to either statement or alter it without consulting with your Diocesan Secretary or with the Synod Department in Church House, Dublin.
- The Representative Church Body has facilitated the development of compliant accounting software specifically for Church of Ireland parishes. This is now available and information is attached with this letter and on the website. (The layout proposed draws on best practice for compliance in England or Scotland, and is based on the premise that the guidance in Northern Ireland and the Republic of Ireland, when it is issued, will follow the same pattern.)
- **A template has been developed for accounts presentation** which can be manually adopted where that is the choice of the local parish. The template is attached to this letter, **Schedule C**, and on the website.
- **Initial General Guidance Notes regarding parochial organisations** and the treatment of their activities and accounts have been drawn up and are attached to this letter as **Schedule D**, and on the website. Each parish will have circumstances which might be peculiar to the parish, and thus each should consider carefully how their structure should be amended if necessary to comply with Church governance, best practice and the new charities legislation.

6) As the legislative implementation programme develops in each jurisdiction we will continue, in co-operation with the dioceses, to provide all we can in terms of support for parishes. This will include, when the detail is made public, a template for parochial and/or diocesan registration, including the process for ensuring compliance in determining the eligibility to serve of trustees.

Church House, Dublin
March 2010

Contact: charities@rcbdub.org

The following are useful links to relevant websites :

C of I charity resources- www.ireland.anglican.org/charities

NI Council for Voluntary Action - www.nicva.org/

Charity Commission NI - www.dsdni.gov.uk/ccni.htm

The Wheel – charity umbrella group, RoI - www.wheel.ie

Irish Charity Tax reform Group – umbrella group RoI - www.charitytaxreform.com/

Advice to English charities - www.charity-commission.gov.uk/Library/about_us/faithgov.pdf
(Please note that the English advice is there for information only and in some respects does not apply in NI, particularly regarding exempt charities)

Schedule A

Statement of Charitable Purpose

The principal function of the Select Vestry of the parish of _____ in the Diocese of _____ is to support the advancement of the Christian religion by promoting through the work of the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Being open to and engaging with society as a whole and offering support for those needing help is fundamental to the practical delivery of the tenets of Christianity.

As a result of activity in pursuit of the advancement of the Christian religion, the parish has custody of a large body of records, materials and artefacts of significance to the cultural heritage, the maintenance of which is undertaken by the parish as a secondary charitable purpose.

Approved by Standing Committee to be submitted to General Synod in May, 2010

Schedule B

Statement of Public Benefit

The Select Vestry of the Parish of _____ in the Diocese of _____, supports the advancement of the Christian religion and through the work of the parish and by the application of its resources, provides:

- Sacred spaces, churches and public worship in the Christian tradition
- Public religious ceremonies
- Pastoral care, evangelism and ministry
- Facilities and services which help to support and benefit the social networks of the community
- Religious education, and active involvement in the provision of general education with a Christian ethos
- Support for a better society through active promotion of community harmony and responsible citizenship
- Other activities which are carried out as a practical expression of religious beliefs, which may also be charitable and which include
- Support for the poor, the ill and the suffering
- Support for the disadvantaged and for alienated members of society
- Support for development and the relief of poverty and disease in disadvantaged areas of the world
- Promotion and maintenance of the arts through music and other media contributing to the experience of worship
- Stewardship of buildings of general architectural and historical interest
- Maintenance and up keep of church records, materials and artefacts for the public benefit

The Church of Ireland is open to all. The mission of the Church and its support networks and activities reach out to all in a spirit of growth, unity and service.

Approved by Standing Committee to be submitted to General Synod in May, 2010

Schedule C

GUIDELINES FOR MANUAL PREPARATION OF STANDARD CHURCH OF IRELAND REPORT

This document provides guidance for treasurers who prepare their accounts on a manual basis. It is set out as a template for smaller parishes that will not be expected to prepare a Balance Sheet under the new Charities legislation.

- The report overleaf is the proposed Church of Ireland report, which it is expected will be approved by the Charity Commissions in Northern Ireland (NI) and Republic of Ireland (ROI) when they are in a position to do so. The Charity Commission in ROI has not yet been established. The Charity Commission in NI has been established and is proposing to issue guidance on financial reporting in late 2010 / early 2011.
- The fund accounting layout is consistent with Statement of Recommended Practice (SORP) for charities which is expected to be approved under the Charities Acts in NI and ROI.
- The report follows the same format as that which is produced by the two accounting software programs which have been tailored specifically for COI parishes.
- The report is split into two sections, the Statement of Financial Activities (SOFA) and the Reconciliation of Parish Funds. Both sections are analysed by fund group, these being 'restricted' and 'unrestricted' funds.
- Most parish treasurers will already be familiar with the concept of 'restricted' and 'unrestricted' funds.
 - 'Unrestricted' funds are the free funds of the parish that are available for spending on all the business of the parish
 - 'Restricted' funds have been given for a specific purpose and must be used for that purpose – e.g. organ fund/ upkeep of graveyard etc
- The books of record of the parish must clearly distinguish between the income and expenditure of the two kinds of funds. Therefore a parish will need to be able to assign each transaction to a 'restricted' or 'unrestricted' fund.
- The Statement of Financial Activities (SOFA) should include **all** income and expenditure related to the parish in order to establish a net income per fund for the period.
- The Reconciliation of Parish Funds includes any capital receipts or payments during the period and also takes into account any recognised gains / losses on investments and fixed assets, along with the surplus / deficit transferred from the Statement of Financial Activities (SOFA) in order to establish the total parish funds at the end of the period.

- The Parish Capital balance is the value of parish assets and investments, cash and bank balances and, if appropriate, properties held by the parish
- The Opening Balance is the value at the end of the previous year. The movement on parish funds should be shown as a note, e.g. for Parish A

Parish Funds Movement Note

	Unrestricted Funds	Restricted Funds	Total
Opening Balance			
– Market value investments	70,000	27,000	97,000
- Fixed Assets	10,000	-	10,000
- Cash	<u>20,000</u>	<u>5,000</u>	<u>25,000</u>
Total Opening Balance	100,000	32,000	132,000
Transfer from			
Income / Expenditure Account	(10,000)	4,000	(6,000)
Other recognised gains / losses			
- Gains / losses on investments	2,000	(5,000)	(3,000)
- Gains on fixed assets revaluation	1,000	-	1,000
Closing Balance			
– Market value investments	72,000	22,000	94,000
- Fixed Assets	11,000	-	11,000
- Cash	<u>10,000</u>	<u>9,000</u>	<u>19,000</u>
Total Closing Balance	<u>93,000</u>	<u>31,000</u>	<u>124,000</u>

- Where relevant, all items on the SOFA should be explained by cross referenced notes to the accounts. When in doubt, a note should be provided.

This format, adjusted if necessary to be compliant with that which is in due course adopted by the Charity Commissioners, will be the basis for an accepted C of I template for financial reporting. The format shown draws heavily on work already completed in Scotland, England and Wales and it is likely that the Charity Commissions in NI and ROI will issue comparable guidance.

Church House, Dublin
March 2010

Parish A

Church of Ireland Statement of Financial Activities (SOFA)

	Notes	2009 Unrestricted funds	2009 Restricted funds	2009 Total	2008 Total
Income					
Voluntary giving	1	50,000	20,000	70,000	70,000
Legacies		-	-	-	5,000
Investment income / Interest receivable	2	1,500	3,000	4,500	5,000
Fundraising events	3	5,000	2,000	7,000	7,000
Property related income	4	3,500	1,000	4,500	5,000
General parish income	5	3,000	-	3,000	2,000
Extraordinary income		-	-	-	2,000
Sundry income	6	1,000	-	1,000	1,000
Total Income		64,000	26,000	90,000	97,000
Expenditure					
Staffing costs - Clerical		35,000	-	35,000	30,000
Staffing costs - Lay		8,000	-	8,000	7,000
Diocesan levies		5,500	-	5,500	5,000
Donations to Charities and Missions	7	3,500	6,500	10,000	10,000
Repairs / Upkeep	8	3,000	7,000	10,000	12,000
Light, Heat and Power	9	3,000	-	3,000	2,000
Fundraising costs	10	500	500	1,000	1,000
Special project costs	11	-	5,000	5,000	5,000
Financial & Professional costs	12	2,000	2,000	4,000	3,000
General parochial overheads	13	6,500	-	6,500	6,000
Parochial ministry overheads	14	3,000	-	3,000	4,000
Sundry expenses	15	4,000	1,000	5,000	5,000
Total Expenditure		74,000	22,000	96,000	90,000
Net (Deficit) / Surplus Income over Expenditure		(10,000)	4,000	(6,000)	7,000
Reconciliation of parish funds					
Parish Capital					
Opening Parish Capital Balance		100,000	32,000	132,000	120,000
Transfer from Parish Income / Expenditure Account		(10,000)	4,000	(6,000)	7,000
Approved transfers between funds		-	-	-	-
Closing Parish Capital Balance		90,000	36,000	126,000	127,000
Other recognised gains / losses					
Gains / (losses) on investment assets		2,000	(5,000)	(3,000)	5,000
Gains on revaluation, fixed assets		1,000	-	1,000	-
Total other recognised gains / losses		3,000	(5,000)	(2,000)	5,000
Total Parish Funds	16	93,000	31,000	124,000	132,000

All incoming resources and resources and expended for the current and prior year are derived from continuing operations. All gains and losses arising in the current year and in the preceding year are included above.

Schedule D

The parochial charity – scope and inclusions

Initial guidance notes

1. Background

- In the event that Church of Ireland parishes register as charities under new charities legislation issues arise as to the extent of coverage of the charitable registration and which organisations might fall within it, or should remain outside it. The same issues arise potentially also under a diocesan registration, but for ease of reference the paper following will refer to the parochial entity as it is at this level that decisions of inclusion or exclusion will be taken.
- This is not purely a legal or accounting question. The witness of a parish can be and usually is expressed in a broad variety of ways. The provision of community focus and cohesion has been historically a vital part of the work of the church at parish level and there is no predefined method of delivering that.

This paper provides guidance to assist parishes in making the judgement about which of the organisations with connections to the parish should be integrated as part of their parochial charity.

2. Issues to be considered

- a. Is the organisation an integral part of the witness of the parish?
- b. Does the organisation depend on funding from parish resources or benefit from the use of parish resources or property?
- c. Would there be any likelihood of confusion arising in the future over ownership or accountability relating to finances or property?
- d. Does the organisation have a national structure?
- e. Is the organisation separately registered as a charity?

a) Is the organisation an integral part of the witness of the parish?

There are some bodies and organisations which exist purely as functions of the witness of the parish and which would not exist otherwise. They would tend to be individual to the parish and not part of a national, structured organisation, although they may be replicated in most parishes of the Church of Ireland. In the past it may be that they have been at least partly funded directly from parish resources, although in some cases they may also raise funds as a result of their own activities.

Examples of such would be:

- The parish choir
- The Sunday school
- The parish youth club
- Senior citizens club
- Bible study group
- Parochial mothers and toddlers group
- Etc

All of these, and other such organisations, would usually derive direct finance or perhaps some benefit from the parish by using parish property, at the least. They also are directly aligned with the ministry of the parish and as such are fully integrated. Even if they raise funds separately for their own purposes or for general parochial purposes they will be perceived as part of the fabric of the parish, and as such of the parochial charity.

Their finances should be reported in the parochial annual accounts as the eventual utilisation of funds and value provided by the parochial charity is relevant to the donors of those funds and that value.

b) Does the organisation depend on funding from parish resources?

- If the organisation depends mainly on funding from parish resources or access to parish property it is likely that the organisation should be integrated with the parish for reporting purposes. In this case it is important to be careful to ensure that its charitable purpose conforms with the charitable purpose of 'a Church of Ireland parish'. Also that access to the organisation is not unreasonably withheld.
- Even if the organisation is not 'integrated' with the parish for reporting purposes, but receives some benefit from the parish financially or in the use of resources, it is important to ensure that its charitable purpose conforms with the charitable purpose of 'a Church of Ireland parish'. Its dependence on the resources raised by the parish charity means that the parish must demonstrate that it has not used resources inappropriately to maintain an entity with differing or even conflicting ends.
- As the Church of Ireland is open to all, there is no reason why membership of the Church cannot in many cases be a criterion for membership also of a related organisation. There is no clear definition of 'membership of the Church of Ireland' beyond a person's statement that they believe themselves to be a member.

Equally there is no requirement that all members of an organisation supported or mainly supported by the parish need be members of the Church of Ireland.

- Organisations falling into this category might include:
 - Bowling club
 - Tennis club
 - Drama society
 - Walking club
 - Etc

In many parishes these could be totally integrated, but in other cases they might be more appropriately separate, and if separate, may or may not be a charity in their own right.

- They can be totally integrated, and their finances and activities reported together with those of the parish. While their activities in themselves would not necessarily be defined as wholly with a charitable purpose, the same activities within a parochial structure could very well be classified as having a community building focus, and as such could fall within the acceptable scope of activities covered by the parochial charitable registration.
- It could equally be decided that a club or association, as above, is of a size or nature that would not easily be encompassed wholly within the parochial structure. In this case it would be necessary to ensure that :
 - All financial dealings between the parish and the relevant club or organisation are seen to be at arms length;
 - Any use of resources – eg the use of property - is understood and recorded as such;
 - Use of parochial resources to support the organisation or its activities can be justified within the stated purpose of the parochial charity;
 - Funds raised independently by the organisation are seen as being separate from the charitable activities of the parish, and cannot be included for tax benefit under the parochial charitable registration.

Funds raised by the 'separate' club or association may still be, if so desired, contributed towards parish funds, but as such would only have an entitlement to any tax relief if that separate club or association was registered as a charity in its own right.

c) Would there be any likelihood of confusion arising in the future over ownership or accountability relating to finances or property?

The new charities legislation provides an opportunity to clarify the situation where organisations and trusts share the benefit of resources, creating possible confusion over their ownership or their charitable status.

This could be where:

- I. A parochial property is held in trust by a number of named individuals;
- II. Two or more organisations share the use and management of a property.

I. Parochial property held in trust by named individuals

Issues:

- On the assumption that the property was originally purchased using parish funds, or was bequeathed to the parish for parochial purposes, ideally management of the property should not be separate from the normal governance practice of the parish – ie it should be the responsibility of the Select Vestry;
- Any terms of trust will not have been drawn up with the requirements of new charities legislation in mind, and may require amendment;
- The power of appointing new trustees may be vested in the trustees for the time being, and in time the connection to the parish of their successors may not be as strong as when the trust was originally established;
- Some property trusts may find that they cannot satisfy the requirements of the Charities Commission regarding activities, public benefit, governance, or accounting;
- The potential loss of charitable status for the property could affect taxation and property levy status, the tax status of future property transactions and stamp and other duties arising.

Given these and other potential issues, parishes should examine the structure of trusts held alongside or outside the normal governance structure of the Church, and consider if action is needed to ensure that such trusts should be consolidated where possible into the normal governance structure, and at the least that their governance is clear.

The normal governance of the Church would bring such trusts directly within the direct responsibility of the Select Vestry, and they could be vested with the RCB, the diocesan trustees, or at least merged with the new parochial trust based on the Select Vestry in circumstances where their purpose is complementary with the charitable purpose and Constitution of the Church of Ireland.

The parishes of the Church of Ireland derive their authority from the Bishop and the Diocese, and cannot exist otherwise. Assets purchased or provided for the use

of a Church of Ireland parish ultimately are provided for the furtherance of the aims and objects (the purpose) of the Church of Ireland, and thus should be subject to the governance of the Church and its Constitution, as altered from time to time in General Synod. There cannot afford to be any degree of uncertainty about the ownership and disposition of the Church's assets as held by the RCB, the dioceses, parishes or locally established trusts.

II. Two or more organisations share the use and management of a property

Where this has arisen in recent years it will usually be that necessary legal provision has been made to ensure that there is clarity around ownership and responsibility.

Where the shared use and management is of long standing it will be good practice to clarify ownership issues in a documented format, and the degree of shared responsibility for management, maintenance and insurance.

d) Does the organisation have a national structure?

A number of organisations traditionally have been associated with Church of Ireland parishes but have a distinct and separate national structure. These organisations may use the premises of the parish, or receive some degree of support from the parish, but this latter only on the basis that the objects of the separate national organisation are seen as convergent with, at least, a subset of those subscribed to by a Church of Ireland parish.

The finances of these should be kept separate, and relevant financial transactions recorded, or financial benefits arising noted. This could take the form of saying in notes to the accounts that various organisations were allowed the use of parochial resources at no charge (if that is the case), these being .. (followed by a list).

The sorts of organisations which would fall into this category would include:

- The Mothers Union
- The Scouting organisations
- The CMS
- The GFS
- Etc

e) Is the organisation separately registered as a charity?

If the related organisation is separately registered as a charity, the questions arising would include:

Is separate registration necessary?
Is separate registration beneficial?

By applying the criteria listed above, it should be possible to make a judgement about whether a separate registration is necessary. If an organisation has developed over time, and has separately registered as a charity, but it is wholly integrated into and supportive of parochial life, it may be appropriate to use the registration process to merge it into the mainstream parochial charity.

Conclusion

It is not possible to create a set of rules for each circumstance and historical situation faced by individual parishes, but the main considerations when deciding how to register are:

- The Select Vestry should become the central parochial charity;
- Good practice would require the activities of organisations to be included in parochial reports, where they are a fundamental part of the delivery of witness in the parish;
- Ideally all financial transactions of such organisations should be included in the parochial accounts;
- Where the amounts being provided to such organisations are in the form of a small annual grant, it may be possible to show the grant in the body of the accounts, and record in notes any balances remaining unspent in separate bank accounts of the organisation;
- Where an organisation is not integrated with the parish and uses parish resources, for example the use of property, this must be recorded in the parish accounts either through a note stating that the resource is supplied free of charge (and in this case the organisation must have complementary objects) or through a financial charge for the supply of the resource.

Church House, Dublin
March 2010



Church of Ireland and Finance Co-ordinator

Finance Co-ordinator | Donations Co-ordinator | Membership Co-ordinator



At Data Developments we have been writing and developing software for churches and charities for 25 years. All of our programs are developed using our own experience and feedback from existing users. This enables us to ensure that the software is easy to use in real situations whilst also meeting the legal requirements.

WORKING WITH THE CHURCH OF IRELAND

to provide sets of codes and reports designed specifically for the church. Changes will be made to meet the new legislation as it arrives.

25 YEARS OF EXPERIENCE – we have seen the introduction of the SORP and OSCAR accounting regulations in England, Wales and Scotland and all the changes that followed. One of our directors was invited by the Church of England a few years ago to join in writing guidance to all PCCs on implementing the 2006 Charities Act and has again been asked to provide further assistance in future publications.

USED BY OVER 5000 CHURCHES AND

RECOMMENDED BY: Dioceses in the Church of England, Church of Scotland, Church of Ireland, Dioceses in the Roman Catholic Church in England, Presbyterian Church in Ireland, New Testament Church of God, Free Church of Scotland and Scottish Baptists.

OUR CUSTOMERS' CHURCHES ARE LICENSED SO THERE ARE NO RESTRICTIONS

on the number of computers it can be used with, within their church.

SUPPORT AND TRAINING PACKAGES ARE AVAILABLE

OTHER FEATURES

The program also contains the following features:

- A sample set of data that can be initialised and used to try out yourself with Finance Co-ordinator.
- Many 'Transaction assistants', guide you through the process of entering most types of transactions in the day-to-day running of the accounts.
- A simple bank reconciliation facility to ensure the accuracy of your accounts.
- Budgets can be set for both income and expenditure accounts and funds.
- Transactions that are repeated can be Memorised and automatically called back, avoiding repetitive entry. This is in addition to the normal standing order routines.
- The program maintains an accurate and secure audit trail.
- 90 days FREE technical support is included when you purchase Finance Co-ordinator.

COSTS: FINANCE CO-ORDINATOR
(inc VAT) plus £3 p&p and includes
90 days FREE support.

£149



CELEBRATING 25 YEARS
SUPPLYING SOFTWARE TO
CHURCHES & CHARITIES



What's different with Data Developments software?

Because of the unique nature of Church work and the way in which our programs will be used we don't follow 'normal' software company limitations.

OUR LICENSING – Once you have purchased our software packages the licence allows you to install it on as many computers as you wish so long as it is only being used for that individual church. So if you want someone else to keep a 'backup' copy on their computer, or if you are sharing the input of data with another person (through transfer of data) that's no problem and there's no extra charge!!

SPECIFIC VERSION – Finance Co-ordinator includes sets of accounts and reports that have been designed in close contact with church/central organisations so their churches can quickly start and consistently use a set of accounts and easily produce any of their standard reports.

COMMUNITY OF USERS – In April we will launch our new community of users support program. For 2010 this will enable all users who have a support package to access our web forum. This community of users is intended to help and support people by linking users together for mutual support and to answer queries which maybe on using our programs but may also be general accounting, gift aid etc. issues.

OUR LISTENING SHOWS – We like to hear how good our software is and how much it has helped people but we also value those comments that help us improve our software further. As the world changes so our customers needs change. Therefore our philosophy, over the last 25 years, has been to write software for real people in real situations. We constantly strive to improve the products and services we offer.

At Data Developments we don't just produce software; we also take an active part in the roles that require our software. Amongst our directors we have both a treasurer (for one of the largest churches in our area), a gift aid secretary and a DCC secretary plus others that take active roles in other areas of church life.

We believe this enables us to offer a unique level of service together with the best products designed specifically for church and charity use. We continually develop our programs to ensure they always comply with current legislation.

We Also Produce



DONATIONS CO-ORDINATOR - a comprehensive donations program that manages all donations whether gift aided or not. It automates your Gift Aid claims; prints tax schedules, R68 claims, thank you letters and a wide range of donations analysis and reports.



MEMBERSHIP CO-ORDINATOR - a complete easy to use membership administration system saving both time and resources.

Data Developments

Wolverhampton Science Park
Stafford Road
Wolverhampton
WV10 9RU
Tel sales: 01902 824044
Tel support: 01902 824045

For more information visit our website
www.datadevelopments.co.uk



data developments

SOFTWARE FOR CHURCHES AND CHARITIES

Support, Updates & Training

We provide optional, but very popular support and training for all Omega Church products:

- Phone, email and online support to ensure you're never without help when you need it
- Unlimited updates to your Omega Church software - never get left behind again!
- Training at a location and time of your choice
- Remote training via your broadband connection
- Group training sessions at GCD Technologies on a range of topics



www.omegachurch.co.uk

Licensing

Omega Church and Omega Church Lite are available under 3 different licenses. Upgrades are available if your church's needs change.

Single Site

- Install on one computer
- Create multiple user accounts

Multi Site

- Install on multiple computers related to purchasing church (e.g. laptop and church)
- Create multiple user accounts

Network (Site wide)

- Install over your church's network
- Multiple user accounts and simultaneous usage enabled

ΩMEGA
C H U R C H

Built by
GCD
TECHNOLOGIES



Whatever your administration needs, let Omega Church software make life easier

www.omegachurch.co.uk

Contact Us

GCD Technologies Ltd.
Unit 414 Lisburn Enterprise Park
Ballinderry Road
LISBURN BT28 2BP
Northern Ireland

028 9264 1144 (NI)
048 9264 1144 (ROI)
omega@gcdtech.com
www.omegachurch.co.uk

Let Omega Church make life simpler

Welcome to Omega Church - comprehensive administration software specifically designed for use by churches of any size or denomination.

Omega Church, our flagship product, covers everything from church membership and pastoral notekeeping to financial features such as income recording and Gift Aid - plus, of course, the capacity to produce high quality reports and print labels for all occasions.

Omega Lite, a recent addition to the Omega family, was created especially with small churches in mind. It retains all the features of Omega Church, and is limited only by an upper limit of 250 active records. We don't think you'll find better value for money anywhere else!

Omega Accounts is our church fund accounting package. It is included in the full Omega Church program (Church and Lite), but is also available for purchase separately. It is SORP 2005, OSCR and UK Charities legislation compliant, and will also easily meet the accounting and reporting needs at local church level.

Omega Church & Omega Lite



Key features

- Create custom categories
- Manage relationships
- Manage envelopes
- Create R68 claims
- Manage consent forms & child protection training
- Create pastoral schedules and keep notes securely
- SORP compliant accounting module
- Free data import for membership data

Modules

- Membership
- Income Recording
- Gift Aid
- Omega Accounts
- Organisations
- Pastoral
- Reports & Labels

Omega Accounts



Key features

- Record income and expense
- Suppliers and bills area
- Fund transfers and reports
- Bank reconciliation
- Loans and repayments recording
- Assets and liabilities management
- SOFA, Trial Balance and Receipts & Payments reports
- Predefined templates or customise your own

Modules

- Receipts
- Payments
- Funds
- Nominals
- Bank Accounts
- Assets & Loans
- Bills & Suppliers Financial Reports