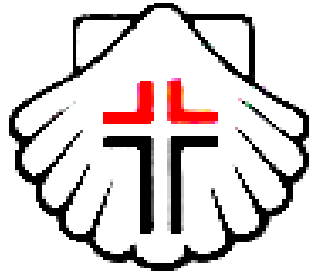


THE METHODIST CHURCH OF SOUTHERN AFRICA



GUIDELINES ON HOW TO COMPLETE THE 2016 4D, 4C, 4S & 4U SCHEDULES

**Guidelines to assist District, Circuit and Society
Stewards / Treasurers with the completion of
the Annual Financial Returns
(4D, 4C, 4S and 4U Schedules)**

PREAMBLE

The Methodist Church of Southern Africa's year end for all Districts, Circuits and Societies is 31 December. This year end date also applies to all affiliated Associations of the Church. Each District, Circuit and Society (or Section) which handles its own finances and operates its own Bank Account is required to complete an Annual Return called a Schedule 4D for a District, a Schedule 4C for a Circuit, a Schedule 4S for a Society (or Section) and a Schedule 4U for Units, Organisations, Projects etc. Where comments in this guideline apply to both Circuits and Societies they will be reflected as "Circuits/Societies".

Please Note:

New Schedules introduced:

The District Office's submits a 4D Schedule (introduced from 2016 with effect 2015 submission) as well as a copy of their Audited Financial Statements to the MCO Compliance Unit. This has to include the Audit Report!

A 4U Schedule for Units, Organisations, Funds, Projects etc. has been introduced with effect 2017 to cater for the 2016 return. The 4U Schedule will incorporate the Institutional Competency Assessment form.

Governance Checklist introduced:

A Governance checklist has been devised to assist the Circuits and Societies. This will be implemented at District, Circuit and Society level during 2017 to enhance internal controls. Where discrepancies in the 4C and 4S schedules are found, the MCO can call for copies of these checklists to verify if internal controls have been implemented and adhered to. This will also assist the Treasurers and Auditors in their duties.

It is necessary to take note of the requirements for completing the Schedules. The 4D, 4C and 4S Schedules have the following 12 sections (4D has 10 sections) which need to be completed:

NB: Please ensure that "Last Year's" figures are included in the Schedules. The figures are used for comparative purposes and are a requirement. In the 2016 4D, 4C and 4S PDF schedules, Last Year's figures will be pre-populated with the submitted 2015 4D, 4C & 4S figures.

SECTION 1 - Statement of Balances as at 31 December 2016

The information provided under this section on the front page gives a clear picture of the over-all financial state of the District / Circuit / Society. It is a summarised statement of balances, at a given date, extracted from the Cash Book, Ledger or record of periodic statements. Please note that the balances at the previous year-end (2015) are shown in the left-hand column. When adding up that column, the debit balances should contra out the credit balances such that the total is nil.

1.1 Bank Balance as at 31 December 2016 (Please insert Bank Account Number in space provided)

The **Bank Balance** (having completed a Bank reconciliation statement) means the actual balance of the Bank Account as at **31 December 2016**. If the **Bank Balance** indicates that there is a surplus (Credit balance) on the Bank Statement) on hand, that balance must be placed in the left-hand column (Debit) (1.1).

If the **Bank Balance** indicates that more has been drawn than has been paid in, in other words showing an overdrawn position (Debit balance on the Bank Statement), that balance must be placed in the right-hand column (Credit) (1.1).

1.2 Loans owing to the Methodist Connexional Office

The transactions under this heading appear on the MCO statements. It is required therefore that the balance of loans owing to the MCO at the closing date of the Return should be shown accordingly. Whether or not loans are reflected in Section 7(a) depends on the bookkeeping option adopted. If the balance is owing to the MCO, it should be shown in the right-hand column (Credit) (1.2).

1.3 Investments

The final balance under this heading in the Ledger must be placed in the left-hand column (Debit) (1.3). The figure should represent the total of the cash investments made by the Circuit/Society and should agree with the final total under Section 6 of the Schedule.

1.4 Monies held as specific funds included in the accounts of the Circuit/Society

This is one figure, representing the total monies held as specific Funds in the accounts of the District/Circuit/Society as at 31 December 2016. The total should be placed in the right-hand column (1.4), and should agree with the total of Section 5 of the Schedule. Please note carefully that the figure only represents specific funds which belong to the District/Circuit/Society, and **which appear as such in the District/Circuit/Societies' books** (Ledger and Cash Books), for example, Circuit Development Fund, Manse Furnishing/Maintenance Fund.

Please note: Rhona accounts are to be shown in Section 12.

1.5 Loan owing to other Institutions (Other than the MCO)

Whether loans as reflected in Section 7(b) are shown under (1.5) or not, depends on the bookkeeping option adopted. If they are to be reflected, show one figure, representing the total of loans owing by the Circuit to other institutions as recorded in the Circuit/Societies' books. The total should be placed in the right-hand column (Credit) (1.5) and should agree with the final total of Section 7(b) of this Schedule.

1.6 Creditor Accounts

This is one figure, representing the total of monies owing to sundry creditors, such as monies held temporarily for external causes (for example M&E Fund, Ministerial Students Fund and monies which belong to Societies etc., (excluding assessments owing to the MCO Finance Unit). The 4C & 4S PDF Schedule require that all Creditors be inserted on Page 5b (4C & 4S). The total will then automatically be carried forward to Page 1 and reflected under Creditors (1.6).

1.7 **Debtor Accounts**

Any debit balances reflected on Page 5b (4C & 4S), which are owing to the District/Circuit/Society at the end of the period should be shown here as one total. The PDF schedule requires that all Debtors be inserted on Page 5b. The total will then automatically be carried forward to Page 1 and reflected under Debtors (1.7)

If money is owed by the MCO (overpayment or early payment by the Circuit) to the Circuit at Year-end, the amount must be shown under Debtor Accounts (1.7) as well as Page 5b.

1.8 **Assessments owing to the Methodist Connexional Office**

Any Assessments owing to the **MCO** as at **31 December 2016** must be recorded here.

1.9 **Petty Cash and Cash on hand**

Any Cash or Petty Cash on hand as at **31 December 2016** must be recorded here.

STATE OF DISTRICT/CIRCUIT (OR SOCIETY) ACCOUNT (This appears on Page 1 of the 4D, 4C and 4S Schedules)

For explanation purposes on how the State of District/Circuit (or Society) Account works, we shall refer to the following examples of the Circuit and Society Schedules (Please note that these are fictitious Circuit and Society Schedules and figures), namely Methodist City ABC (4C) and Hill Street Society (4S). An example of 4C and 4S Schedules, as well as Trial Balances, is available on the website to explain different scenarios. They are dated 31 December 2016.

4S Schedule: Below is an explanation of the State of Society Account for Hill Street Society (4S):

Accumulated Funds (Retained Earnings)

This reflects the **Accumulated Funds of the Society (not the Bank Balance)** and commences with the **Accumulated Funds Balance as at 1 January 2016** of R2 128-00 Dr, which is the balance of the Society Account brought forward from the end of the previous financial year (2015) and which is reflected under Last Year’s column.

The Surplus or the Deficit for the period is taken from the calculation at the foot of Section 3 of the Schedule.

For example:

Income	R423 874-00
Expenditure	R414 775-00
Surplus	R 9 099-00

This Surplus Income amount of R9 099-00 is reflected under: **“Surplus for the period”** on the Credit Side. If it was a Deficit it would be reflected under the Debit side as **“Deficit for the period”**.

The **“Accumulated Funds as at 31 December 2016”** is calculated by adding or subtracting, as the case may be, the Surplus Income of R9 099-00 Cr from the **“Accumulated Funds as at 1 January 2016”** of R2 128-00 Dr. This gives a closing balance of R6 971-00 and extends into the right-hand Credit column and is added to the other figures in that column.

Please take note that the amount of the **“Accumulated Funds as at 31 December 2016”** gets transferred to the following year’s (2017) 4S Schedule and is reflected under **“Last Year”** column and then becomes the **“Accumulated Funds as at 1 January 2017”**.

The **“State of Society Account”** includes **“Transfers to / from Trust Accounts.”** This would be used for example, where a Society sells a property but the funds are not available for general use. Without this line the income would go straight to the Trust Account bypassing account 3.8 in the Income Section of the 4S, which would be incorrect.

		STATE OF SOCIETY ACCOUNT			
		DEBIT	CREDIT		
	Accumulated Funds as at 1 January 2016 (Refer to Paragraph 12.1.11 "Accounting Procedure for Circuits and Societies - 2016	2,128.00			
	Surplus for period or		9,099.00		
	Deficit for period	0.00			
	Transfer to Trust Funds				
	Transfer from Trust Funds				
2,128.00	Accumulated Funds as at 31 December 2016 and extended to the appropriate column (Refer to Paragraph 12.1.11 "Accounting Procedure for Circuits and Societies - 2016 Edition")	6,971.00			6,971.00
			0.00	0.00	

4C Schedule: Below is an explanation of the State of Circuit Account for Methodist City ABC (4C):

Accumulated Funds (Retained Earnings)

This reflects the **Accumulated Funds of the Circuit** (not the Bank Balance) and commences with the **Accumulated Funds Balance as at 1 January 2016** of R89 395-17 Cr, which is the balance of the Circuit Account brought forward from the end of the previous financial year (2015) and which is reflected under Last Year’s column.

The Surplus or the Deficit for the period is taken from the calculation at the foot of Section 3 of the Schedule. For example:

Income	R1 502 967-20
Expenditure	R1 507 760-57
Deficit	R 4 793-37

This Excess Expenditure amount of R4 793-37 is reflected under: **“Deficit for the period”** on the Debit Side. If it was Surplus Income it would be reflected under the Credit side as **“Surplus for the period”**.

The “**Accumulated Funds as at 31 December 2016**” is calculated by adding or subtracting, as the case may be, the Deficit of R4 793-37 Dr from the “**Accumulated Funds as at 1 January 2016**” of R89 395-17 Cr. This gives a closing balance of R84 601-80 which figure is extended into the right-hand Credit column and added to the other figures in that column.

The “**State of Circuit Account**” includes “**Transfers to / from Trust Accounts.**” This would be used for example, where a Circuit sells a property but the funds are not available for general use. Without this line the income would go straight to the Trust Account bypassing account 3.8 in the Income Section of the 4C, which would be incorrect.

		STATE OF CIRCUIT ACCOUNT			
		DEBIT	CREDIT		
	Accumulated Funds as at 1 January 2016 (Refer to Paragraph 12.1.11 "Accounting Procedure for Circuits and Societies - 2016 Edition")		89,395.17		
	Surplus for the period or		0.00		
	Deficit for the period	4,793.37			
	Transfer to Trust Funds				
	Transfer from Trust Funds				
-89,395.17	Accumulated Funds as at 31 December 2016 and extend to the appropriate column (Refer to Paragraph 12.1.11 "Accounting Procedure for Circuits and Societies - 2016 Edition")	84,601.80			84,601.80
			0.00		
		89,395.17	89,395.17		

The example 4C & 4S Schedules are for reference purposes only and should be used as a guideline for the completion of the 4C & 4S Schedules. In no way do they reflect the financial status of any Circuit or Society.

SECTION 2 - Certificate of Acceptance (Page 2) and Audit Certificate (Page 2a)

All accounts of the District, Circuit and Society shall be audited. It is important that the Auditor is provided with a copy of the “Guidelines on how to complete the 2016 4D, 4C & 4S Schedules” to get a better understanding of the requirements associated with the completion of the 4D, 4C and 4S Schedules. The reporting is slightly different to commercial Annual Financial Statements.

A registered Accountant or Auditor (registered with the Independent Regulatory Board for Auditors (IRBA), South African Institute of Chartered Accountants (SAICA), South African Institute of Professional Accountants (SAIPA) or Chartered Institute of Management Accountants (CIMA) can both prepare and audit Financial Statements. **Connexional and District** Financial Statements must be audited by a person registered with the Independent Regulatory Board for Auditors (IRBA) or South African Institute of Chartered accountants (SAICA).

Financial Statements prepared for **Circuits and Societies** by a person other than a registered Accountant must be audited by a person with an accounting qualification, whose qualification shall be stated in the audited Financial Statements. Circuits and Societies with Income of less than R100 000-00 may be reviewed/examined by someone with an accounting qualification.

THE MCO RESERVES THE RIGHT TO CALL FOR PROOF OF AUDIT QUALIFICATIONS. FRAUDULENT QUALIFICATIONS OR PRACTITIONERS OR COMPANIES WILL BE REPORTED TO SAICA, SAIPA, CIMA AND IRBA. UNQUALIFIED OR FRAUDULENT PRACTITIONERS OR COMPANIES WILL BE PROHIBITED FROM PERFORMING ANY AUDIT OR BOOK KEEPING FUNCTIONS FOR THE METHODIST CONNEXION AND ITS ASSOCIATE ORGANISATIONS.

Where the services of qualified persons are not available, there should be consultation firstly with the Circuit, secondly with the District, and lastly with the Finance Unit of the MCO so that the accounts are handled by a firm of Accountants.

The audited Annual Financial Statements are submitted, in the case of a **Society** to the Church Council for approval, and in the case of a **Circuit** to the Circuit Quarterly Meeting, and thereafter to the Synod, via the District Treasurer (L&D 6.28.8).

The District Treasurer will then submit a copy to the Compliance Unit of the Methodist Connexional Office within two weeks of Synod. The audited Annual Financial Statements of **District** Units, Organisations, Institutions and Trusts are required to be submitted first to their respective District (Controlling) Executive Committee and then the District Treasurer for reporting to and inclusion in the Synod Blue Book and for consideration by the Synod. Thereafter the District Treasurer will submit all audited Financial Statements (4D, 4C, 4S and 4U Schedules) to the Compliance Unit of the Methodist Connexional Office.

All income and all expenditure of whatever nature must be accounted for in the books of the Circuit / Society / Organisations and shown in the Annual Financial Statements so that there is proper accountability to our members, Synod and the Connexion. Similarly monies may not be hidden in various bank and other accounts. All account balances must be disclosed in the audited Financial Statements. A serious view will be taken of any attempts to withhold full and honest disclosure of all income and expenditure (including stipends, allowances honorariums and gifts to Ministers) as well as bank, savings and investment balances at year end.

The requirement for submission of all Financial Statements (4D, 4C, 4S and 4U) **on time** takes on added importance as the MCSA wishes to retain its Tax Exempt status in terms of the Income Tax Act. In terms of the Tax Act all Public Benefit Organisations (PBO's), (which includes religious organisations) are required annually to submit a consolidated Financial Report to SARS reflecting accurate details of **all District, Circuit and Society Income and Expenditure**. This statutory requirement highlights the **crucial and urgent necessity to ensure that Circuits are structured into viable units which are effectively managed and comply with good governance** in terms of our Laws & Discipline but also the laws of the Land.

The Certificate of Acceptance is self-explanatory and your attention is drawn to **“We, the undersigned, accept responsibility for the accuracy of the figures stated here-in”**. The Audit Certificate is self-explanatory.

The electronic signature has been problematic and we have reverted to the old procedure which is as follows:

Please print Pages 2 and 2a, complete and sign. It is important that contact details, namely full name, telephone / cell phone numbers and e-mail addresses are provided in the spaces allocated. Scan the signed Certificate of Acceptance (Page 2) and the Audit Certificate (Page 2a) and attach as a PDF when submitting via e-mail. If no scanning facilities are available, please fax the signed certificates to **0862 262 328 or 031-201 7674**.

NB: If the Certificate of Acceptance and Audit Certificate have not been signed by all of the relevant parties, the submission will be regarded as non-compliant.

Please refer to Section 8 “Details of Pastoral Salaries and Allowances paid by a Circuit” and Section 8 “Details of Pastoral Salaries and Allowances paid by a Society”. **SARS is increasingly scrutinizing churches and religious Organisations and the signatories to the Schedules need to be certain that full disclosure has been attained before signing the certificate.**

SECTION 3 - Income

Changes have had to be made to some account descriptions to enable the Church to comply with SA Revenue Services (SARS) reporting requirements. For the respective year the total is extracted for each INCOME column in the Cash Book (or Ledger, if used) and indicated on the 4C or 4S Schedule. The INCOME items enable all concerned to quickly read the main sources of INCOME derived from within the Circuit or Society and establish progress or otherwise.

NB: The following is specifically applicable to certain Circuits that receive grants from the MCO

Where Circuits are entitled to a grant from the M&E Fund, which is administered by the MCO, the following applies:

The MCO does not pay the Circuit because the grant is intended to pay for specific monthly assessment charges (e.g. Basic Stipends for Ministers). Each month the MCO will credit the grant directly to the relevant account (e.g. Stipend Assessments) in the MCO’s books and it will appear on the Circuit statement as a grant received by the Circuit. In this case the Circuit should journalise the transaction to reflect the true position as follows:

Income: Account No. 3.2.8 (M&E Fund Grant) Page 3
Expenditure: Account No. 4.1.1 (Basic Stipend Assessments) Page 4

Where Societies receive a grant from the Circuit via the M&E Fund, which is administered from the MCO, the Society should journalise the transaction to reflect the true position as follows:

Income: Account No. 3.2.8 (M&E Fund Grant) Page 3
Expenditure: Account No. 4.1 (Assessments paid to Circuit) Page 4

SECTION 4 - Expenditure

The selected main EXPENDITURE headings and sub-sections are arranged to easily determine trends and for convenience. Adequate explanation of each sub-heading is available on the Schedule.

The totals of Income and Expenditure at the foot of the respective columns indicate the exact state of Income and Expenditure for the period for which the Schedule has been completed. The difference between the TOTAL INCOME for the period and the TOTAL EXPENDITURE for the period is either a Surplus or Deficit, of which the amounts are transferred to the STATE OF CIRCUIT (OR SOCIETY) ACCOUNT as referred to in the previous section.

Please note that additional pages have been inserted to supply supplementary information for certain expenditure items. These expenditure items are restricted on page 4 and the supplementary pages need to be completed before page 4 will be populated.

CAPITAL INCOME AND EXPENDITURE

It is important that Fixed / Moveable Assets (These Do Not Form Part of Section 1 (Balance Sheet) be treated as follows:

Capital Expenditure where necessary must be budgeted for. The purchase of Capital Expenditure items such as vehicles, equipment, furniture and properties where necessary **must be regarded as an expense in the annual budget AND should be shown in the 4D, 4C or 4S as an expense under the relevant account numbers under 4.4.** These acquisitions are **to be expensed in total under Expenditure** in the year in which they are acquired.

Careful planning is required for the purchase of capital items such as equipment, furniture and vehicles in view of the magnitude of such purchases and the possible impact on Circuit Assessments.

Any proceeds from the sale of properties administered by any Society, Circuit, District or Unit may not be used for normal day to day "running" expenses, unless this had been specifically provided for in the budget and approved by the Connexional Trust Properties Committee.

It is important that the **4C, Section 4 (4.4), Methodist Connexional Office (Other than 4.1.1 and 4.1.2)**, be completed correctly. The figures required in this section are derived from the monthly **Consolidated Circuit Statements** that are sent by the MCO to the Circuits.

The **monthly Consolidated Circuit Statements MUST** be retained by the Circuit and used to calculate the yearly cost of the assessments.

This MCO breakdown is often not completed by the Circuits and only the total captured. This will result in the 4C Schedule being returned to the Circuit for correction and re-submission. **This affects the Assessment of the Circuit and causes unnecessary delays in issuing the correct Assessment to Circuits.**

Please note: If a Circuit is in arrears for 2 months or more then all the Ministers in that Circuit will not be paid their stipends. If a Circuit does not pay its Assessments in full, the payments will be allocated as follows: firstly to the Circuit Account, secondly to Medical Assessments, thirdly to Debtors, then to Loans and lastly to Stipends and Pension Contributions.

SECTION 5 - Monies held as specific funds included in the accounts of the Circuit (or Society)

In the case of a Circuit, this section calls for details of specific funds **included in the accounts** of the Circuit, not funds which belong to individual Societies in the Circuit. In effect, the monies which **belong** to a Circuit would be those monies which have been taken into the Circuit's Cash Book and Ledger and over which the Circuit Quarterly Meeting has jurisdiction.

The total of Section 5 should agree with the figure in item (1.4) of Section 1 of the Schedule. (If a Society within that Circuit administers its own finances, it would complete a Schedule 4S and reflect in Section 5 specific funds which **belong** to that Society).

SECTION 6 - Analysis of Investments made in the name of the Circuit (or Society). (Please insert Account Numbers of Investments etc.in the space provided)

This section calls for the analysis of the investment of funds held in **the name of the Circuit**. This could be Fixed Deposits, Savings Accounts, Money Market etc. **(NB: NOT CURRENT ACCOUNTS)** (If a Society, within that Circuit administers its own finances, it would complete a Schedule 4S and reflect in Section 6 **investments held in the name of that Society**). The total of Section 6 should agree with the figure in item (1.3) of Section 1 of the Schedule.

SECTION 7 - Loans owing to the MCO (7a) and Loans owing to other Institutions (7b)

This section reflects loans taken by the Circuit / Society from the MCO in sub-section (7a) and other institutions in sub-section (7b). It also shows the progress made in the repayment to loans and the amounts owing. This important information is disclosed in the Statement of Balances on Page 1.

SECTION 8 - (4C and 4S) Detail of Pastoral Salaries and Allowances Paid by Circuit / Society

Please ensure that Section 8 is completed with all the details disclosed in **(4C: 4.1.4 – 4.1.7 and 4S: 4.2.1 – 4.2.5)**. It is important that the Society advises the Circuit of any allowances paid to Ministers / Probationers / Supernumeraries / Biblewomen / Deacons and Evangelists.

The Circuit in turn has to advise the MCO Finance Unit, in advance. If the MCO was not advised, the latest date will be **31 January 2017**, for these additional allowances and payments so that the correct tax for 2016 tax year can be deducted in the **February 2017** payroll.

It has become very noticeable from submitted 4C and 4S Schedules that certain Circuits and Societies do not fully disclose all the allowances and additional payments paid to Pastoral staff. If the Circuit or Society does not advise the MCO of these allowances etc., it will **not** appear on their IRP5's issued by the MCO. **The failure to do so will leave the Circuit or Society as well as the taxpayer in a precarious position with SARS.**

Allowances and additional income such as donations, honorariums and gifts, are deemed taxable income and attract PAYE. **If the allowances are not disclosed to the MCO, the MCO bears no responsibility for their omission from the IRP5's. The MCO will not issue any amended IRP5 certificates due to non-disclosure.** Any queries raised by SARS in respect of undisclosed allowances, will be for the Circuit or Society to explain. The **MCSA's tax exempt status** cannot be jeopardized by individuals trying to evade the tax laws of the Republic of South Africa by not disclosing their entire income (from all sources) to SARS.

Dropdowns have been inserted to assist with allocation and descriptions of information required. There is also a Reset Drop Down button to clear incorrect selections. Please bear in mind that this will clear all the information in that column.

SECTION 9 - (4D, 4C and 4S) Property Addresses, Insurance and Membership

To be completed by the Circuit / Society / Section Treasurer. Please note that "Laws and Disciplines – 12th Edition 2014", Page 1174, Paragraph 9.79.2 refers to **Property Protection Fund which states "All buildings and contents belonging to the Church shall be insured through the Finance Unit..."**. **The information needed to complete this Section can be obtained from the Annual MCO Insurance Renewal Statement. Properties not reflected on the Insurance Renewal Statement must also be included.** This Section provides important information on the whereabouts and value of Church Property. Section 9 (4C and 4S) also provides for membership figures of the Circuit / Society / Section.

SECTION 10 - Consolidated Schedule of Society and Circuit Income and Expenditure (4C and 4S).

This schedule only needs to be completed by the Circuit Treasurer where there **are** Societies (or Sections) in the Circuit which administers their own funds. These Societies or Sections will have completed Schedule 4S's. The purpose of this schedule is to enable those responsible in Districts, Circuits and MCO to monitor, in one document, the progress of Circuits and Societies and to provide information to facilitate strategic planning for the Church. The format is simple and calls for the names of Societies in the Circuit and extracts the TOTALS of Income and Expenditure (in their sub-sections) as detailed in the 4S.

This important Section must be completed but for audit purposes does not form part of the Certificate of Acceptance and Audit Certificate.

SECTION 11 - Addendum of Income and Expenditure of Organisations etc. (excluding Rhona)

ALL monies received and spent by organisations, departments, fund raising and projects must be accounted for, audited and attached to the relevant Financial Statements (4C or 4S). Organisations, departments, projects etc. must produce their own separate Financial Statements which **must be submitted to the Circuit Treasurer or Society Steward/Treasurer on a 4U Schedule (introduced for 2016 return)**, to enable him/her to complete the Section 11 Addendum. **The 4U Schedule will include the Institutional Competency Assessment form.**

SECTION 12 - Addendum of Income and Expenditure of Rhona

ALL monies received and spent by Rhona must be accounted for, audited and attached to the relevant Financial Statements (4C or 4S). Rhona may continue to produce their own Income and Expenditure Statements which must be submitted to the Circuit Treasurer or Society Steward/Treasurer, to enable him/her to complete the new Section 12 Addendum.

CONCLUSION

What happens to the 4D, 4C, 4S and 4U Schedules when they reach the MCO Compliance Unit?

The figures are captured and checked for correctness. These figures are consolidated and incorporated into the MCO's Annual SARS Return. Unbalanced or incomplete Schedules delays the Consolidation Process and the calculation of the Circuit Assessments. Kindly ensure that the 4D, 4C, 4S and 4U schedules are completed and all the required information inserted. Unbalanced schedules will be returned immediately and shown as outstanding. Errors found will be referred back to the District Treasurer and Circuits / Societies for correction.

The late or non-submission of 4C and 4S Schedules will result in penalties being raised on the Circuit Assessments. We therefore re-iterate the importance of the **timeous submission** of the 4D, 4C and 4S Schedules.

Please refer to the Book of Order, L&D Chapter 9.87 – 90 regarding the consequences of non-submission of financial schedules!

Please contact Martie Hildyard or Johan Gouws for any queries or training relating to the completion of the 4D, 4C, 4S and 4S Schedules on 031-201 6424 or martie@mco.org.za or johan@mco.org.za

**Thini Ngonyama
General Treasurer
Methodist Connexional Office
November 2016**