

Administration Seminar - 2008

St Columba Centre

November 11 - 12 2008

Headline Topics

- **New Parish Annual Returns.**
- **Parish property management.**
- **Diocesan update – projects, activities.**
- **Parish volunteer network.**

New Parish Annual Returns

- **Charities registration completed 2008.**
- **Annual Return due to Commission 2009.**
- **Consolidation of all parish returns.**
- **Parish Return – due by 31 March 2009.**
- **Includes both Parish and House account.**

New Parish Annual Returns

- **Forms – financial and people statistics.**
- **Include copy of annual financial statements.**
- **See our website for all info and forms:**

www.aucklandcatholic.org.nz

www.administrationaucklandcatholic.org.nz

Go to Finance / Parish Annual Returns 2008

CATHOLIC DIOCESE OF AUCKLAND ADMINISTRATION DEPARTMENT



ADMINISTRATION

FINANCE

OPERATION SUPPORT

PROPERTY

You are here: Administration

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Welcome

Welcome to the website for the Administration Department of the Catholic Diocese of Auckland. We hope that you enjoy your visit.

As we wish to keep this site both active and relevant we rely on your input. Please let us know if there are items that you consider should be included. Your comments on the site and the contents are welcome.

Please use the "contact us" form in the right hand side panel.

Responsibilities

The Administration Department is responsible for managing the resources of the Diocese, its assets and investments and implementing the strategic plan.

Areas under the stewardship of the Department are:

- Financial Management
- Information Technology
- Property Asset Management
- Human Resource Management
- Planning
- Administration of the Catholic Development Fund
- Trust Administration

ADMINISTRATION

- Admin Team
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Technology

This new website has been optimised according to current web standards, which means it will display best in a current browser, such as Firefox 2 or Internet Explorer 7.

The site will work with older versions of Internet Explorer, but some minor display issues will be encountered. To check your browser version, go to Help > About.



New Parish Annual Returns

- **Parish Account Forms - Forms 1, 2, 3.**
- **House Account Forms - Forms H1, H2.**
- **Volunteer activities – indicative list.**
- **Suggested template – income statement.**
- **Suggested template – balance sheet.**

Parish Property Management

- **Diocese website – Administration.**
- **Parish Property Guidelines document.**
- **Building safety, security, maintenance.**
- **Insurance.**
- **Diocesan Norms - Projects.**

Diocesan Update – Projects & Activities

- **Owairaka – new Church opening 23rd Nov**
- **Govt. financial support for Sancta Maria**
- **New primary school Sancta Maria campus**
- **St Patrick's Square upgrade**

Volunteer Network - Parishes

- **Volunteers to help needy parishes in administration**
- **Volunteers to assist Diocesan work**
- **BoT's Proprietor representatives**
- **Hospital chaplaincy**