



July 2025

Dear Congregation/Presbytery Treasurer,

Thank you for the work you do in serving the Church in Queensland through your local congregation or presbytery. The time you give is valuable and often goes unseen. Your contribution is so important in stewarding our resources well and ensuring we are meeting our compliance requirements together. Thank you for everything you do in working towards a renewing and growing church.

This communication is to provide you with the following details for Annual Returns:

- [2025 Annual Return Form](#)
- [2025 Annual Return Guidelines](#)
- [Audit Requirements Update](#)
- Congregational Bookkeeping (Xero) announcements.

2025 Annual Return

Please see the attached 2025 Annual Return Form Template for submission (Financial Year: July 2024 to June 2025 or Calendar Year: January 2024 to December 2024).

The **submission deadline for this 2025 Annual Return is 30 September 2025**. If you are a Synod Xero Subscriber and you need assistance getting the Annual Return filled in, you can make use of your 1 hour per month help desk support, by emailing bookkeeping@ucaqlld.com.au.

The format for the return has been updated and no cells or rows can be added. All details should be entered into the cells highlighted in green (Everything else is locked) and if anything is in question, there is a separate tab where this can be noted.

Please ensure that the Annual Returns are submitted in Excel format to pres.accounts@ucaqlld.com.au and to your Presbytery Treasurer.

The PDF copies can be also provided in addition to Excel files.

Audit / Review requirements

As we are remaining in-line with ACNC guidelines with regard to charity size based on the overall income, we have attached a [flowchart setting out the requirements for review/audit](#) of the accounts for each congregation's financial records.

Please note that this report must be completed, sighted by the congregation's board/council and sent to pres.accounts@ucaqlld.com.au prior to 31 October but can be submitted earlier.



Congregational Bookkeeping

If you would like to explore the option of converting your current accounting system to Xero, please email bookkeeping@ucaqld.com.au and arrange a time you are welcome to discuss the details with the Bookkeeping Team.

For congregations on their own Xero Subscription who would like to switch over to a Synod Xero Subscription we are offering a subsidized rate that includes 1 hour of helpdesk support each month.

For those Congregations and Presbyteries that are currently on a Synod Xero Subscription you will have noticed that Xero have increased their prices as of 1st July 2025. Most Synod Xero users will remain on their current subscription rates, the only rate that will be increasing is for the **Large Xero Subscription "Grow"** this will be increased from \$49 to \$59 per month.

For those Congregations and Presbyteries who are thinking about Synod Bookkeeping to assist with their financial transactions, reporting and compliance, please submit your interest to the Bookkeeping Team - bookkeeping@ucaqld.com.au. Detailed information about the Synod Bookkeeping Service can be accessed through the [Synod Hub](#).

The current charges are as follows:

- **\$27/month:** Subscription only Small "Ignite" - up to 5 bills per month (includes 1 hour of Helpdesk support)
- **\$59/month:** Subscription only Large "Grow" - unlimited bills per month (includes 1 hour of Helpdesk support)
- **\$200/month:** Bookkeeping Service Low - up to 1.5 hrs per week
- **\$400/month:** Bookkeeping Service Medium - up to 3 hrs per week
- **\$800/month:** Bookkeeping Service Large - up to 6 hrs per week

Expressions of interest should be emailed to bookkeeping@ucaqld.com.au.

Further resources and information

For more information, please access the [Queensland Synod Hub](#). The Hub is a library of documents to assist ministry agents, office bearers, volunteers and staff of Uniting Church congregations, faith communities, presbyteries, and agencies. The Hub contains policies, procedures, practices, forms, guidelines, and other related documents. It is organised into a series of resource areas such as Ministry, Payroll, Finance, Safe Church, Property and so on.

Under **Resources - Finance** you can view information on Bookkeeping / Annual Returns / Fringe / Mission Development Fund and UCIS information.

Should you have any queries, please do not hesitate to contact the Synod office finance team at pres.accounts@ucaqld.com.au.