



## QUEENSLAND SYNOD BOOKKEEPING SERVICE

To support Congregations and Presbytery's Church Council members with their financial transactions, reporting and compliance, the Office of the Synod provides assistance through the Bookkeeping Service team. This service has been running since 2019 and has been very successful to date.

There are two services available with different tiers depending on the level of support the Congregation requires. The first level of service is Subscription Only.

### **Subscription Only:**

For those Congregations with a Treasurer requiring minimal support, the Office of the Synod provides conversion from the current accounting system to Xero Software, with basic training. If you require a conversion, please contact the Bookkeeping team to discuss, conversions occur on a case by case basis.

For those Congregations and Presbyteries that already have their own Xero Subscription and would like to take advantage of a subsidized rate and have 1 hour of support available to them each month, you can transfer your Xero Subscription to Synod.

The second level of service is the Bookkeeping Service. This level would be appropriate if your Congregation struggles to:

- find a treasurer with time and skill to enter day to day transactions
- prepare the monthly reports in a timely manner
- ensure that all transactions are transparent and supported by source documents etc.

### **Bookkeeping Service:**

Those Congregations with little or no access to a Bookkeeper and who require a greater level of support, can access the Queensland Synod Bookkeeping Service. All data is entered and customised to congregation and Church Council requirements (see below for details). The Office of the Synod have a skilled team of Bookkeepers and Accountants available to provide this Bookkeeping support to enable the congregation to focus on their mission and goals.

See below for more details, and for further information please visit The Uniting Church in Australia Queensland Synod HUB [Welcome - Uniting Church Australia](#).

SERVICES	SUBSCRIPTION ONLY	BOOKKEEPING SERVICE
Conversion to Xero	✓	✓
Chart of Accounts aligned to Annual Return	✓	✓
Onboarding Training	✓	✓
Helpdesk	✓	✓
Accounts Receivable	✗	✓
Accounts Payable/Bills	✗	✓
Bank Account Reconciliation	✗	✓
BAS Returns (on a case by case basis)	✗	✓
Monthly Reports	✗	✓
Annual Budget	✗	✓
Annual Returns	✓*	✓
Dedicated Bookkeeper	✗	✓

**Note:**

- ✓ Denotes services provided by the Queensland Synod Bookkeeping Service.
- ✗ Services provided internally by the Congregation.

\* Limited to the time available in helpdesk support

<b>SUBSCRIPTION SERVICE TIERS</b> <i>(all tiers include 1 hour of Helpdesk Support per month)</i>	
Tier	
Large	unlimited bills / month
Small	up to 5 bills / month

<b>BOOKKEEPING SERVICE TIERS</b> <i>(all tiers include Xero monthly Subscription cost)</i>	
Tier	Bookkeeping Time Spent
High	Max. 6 hours / week
Medium	Max. 3 hours / week
Low	Max. 1.5 hours / week