



THE UNITING
PRESBYTERIAN
CHURCH
IN SOUTHERN
AFRICA

08th May 2016

TO ALL MINISTERS, SESSION CLERKS, TREASURERS OF ALL PRESBYTERIES AND CONGREGATIONS OF THE UPCSA (WITHIN SOUTH AFRICA)

STATUTORY RETURNS AND OTHER RETURNS DUE EACH MONTH FROM CONGREGATIONS

Due to a conflict of interest being the General Treasurer and a treasurer in my own congregation, I have spent a lot of time doing a detailed hand over this past month, to the new treasurer in my congregation. The CFO (Geoff Jooste) used this material at the Minister's conference, and a request was made to make this available to all congregations to assist them in ensuring all deadlines are met.

I have amended the document to suit this type of communication , and below is a summary and description of all the various returns that need to be completed each month and each year to both SARS, the Department of Labour, and to the central office. Please use this in assist yourselves to ensure you comply with all the statutory returns that are due and also returns that are due to the central office.

Please ensure you stick to SARS deadlines, as a 24 hour late submission carries heavy fines and penalties, and the law is not sympathetic in this regard and the law does not see ignorance as an excuse.

I have categorised and grouped the returns below depending on the various time periods.

MONTHLY

1. SARS (EMP201)
2. SARS and Department of Labour (UIF Declaration)
3. UPCSA Congregational Remittance Advice
4. UPCSA Pension Fund Remittance Advice

ANNUALLY

1. SARS (EMP501)
2. SARS (IT12EI)
3. SARS and Compensation Commissioner – Return of Earnings
4. UPCSA – Long Leave Return
5. UPCSA – Annual Report to Presbytery
6. UPCSA – Assessment Form
7. UPCSA – Insurance
8. UPCSA Presbytery – Emoluments

SARS – EMP 201 and payment (MONTHLY SUBMISSION)

This is an important return AND payment. Please do NOT miss the deadline for both submission of the return and the payment.

Due date : latest 07th of the following month.

E.g. May return is due 07th June.

Where the deadline is the 07th this means the money MUST be in SARS bank account by the 07th, so you would actually need to process your EFT on the 05th of the month at the latest to ensure it is in SARS's account by the 07th.

A suggestion: I personally have always processed it in the current month before year-end, then the SARS recon always shows a nil balance and is clean. The same goes for your own congregation's books at month-end and year-end, if processed before the month-end or year-end cut-off, no provisions or accruals need to be made in your books.

Please retain a hard copy and electronic copy (in pdf) should you ever have a SARS audit, and need to produce returns which you have submitted, etc.

SARS and Department of Labour – UIF and payment (MONTHLY SUBMISSION)

This is an important return AND payment. Please do NOT miss the deadline for both submission of the return and the payment.

Due date : latest 07th of the following month.

E.g. May return is due 07th June.

Where the deadline is the 07th this means the money MUST be in SARS bank account by the 07th, so you would actually need to process your EFT on the 05th of the month at the latest to ensure it is in SARS's account by the 07th.

If you are using an electronic payroll program such as Pastel Payroll, or VIP Payroll, your payroll would auto

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Please retain a hard copy and electronic copy (in pdf) should you ever have a SARS audit, and need to produce returns which you have submitted, etc.

Congregational Remittance and payment to the Central Office – (MONTHLY SUBMISSION)

The remittance advice can be found on the UCPSA's website, and is to be used for all money remitted to the central office, for items such as assessments, medical aid payments, long leave, and other items.

Payment due date : month-end

You need to complete the UPCSA Congregational Remittance Advice, and send it together with proof of payment to the central office, and copy Bester and Poppy at the central office

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PBO 18/11/13/1612
Moderator: Rt Rev ME Ramulondi BA Hons
General Secretary: The Rev L Mpetsheni PGDSS MTH
Clerk of Assembly: The Rev WV Mkhungo DipTh
General Treasurer: Mr R Johnson MCom (UP) MIRMSA

If you do not provide the central office with this remittance advice and proof of payment, they will not know where to allocate your deposit too, and may in fact not even be able to pick up that it came from your congregation, hence submitting this with each payment you do is very important.

Please retain both a hard copy and an electronic copy (pdf) for your records, should a query ever arise.

Make sure that these payments are deposited into the correct bank account.

Pension Fund Remittance and payment to the Pension Fund – (MONTHLY SUBMISSION)

This is an important payment and MUST reach the Pension by the end of the month. Should you pay the contribution over late, it may result in your Minister being inactive according to the Pension Fund Act, which may result in no monies being paid out, should Group Life cover need to kick in (for example if a Minister passed away) – please do not make late payments and put your Ministers and yourselves in this predicament. This is an important payment each month and MUST be made on time.

Payment due date : month-end

You need to complete the Pension Fund Remittance Advice, and send it together with proof of payment to Bester and Poppy at the central office (assembly@presbyterian.org.za and accounts@presbyterian.org.za).

Please retain both a hard copy and an electronic copy (pdf) for your records, should a query ever arise.

Make sure that this payment is deposited into the correct bank account.

SARS – EMP 501 (ANNUAL SUBMISSION)

Due date : last working day of May each year

One of the most important being the Employer Annual Reconciliation Deadline.

This is for ALL employers to have their EMP501 Declarations which is also the submission of the Employees' Tax Certificates.

DON'T leave it till the last minute to do – if there is a problem, you need to fix it before the end of May, otherwise all the IRP5's that are uploaded into the employees personal tax accounts, will be incorrect and you (the employer) will be held accountable by SARS for errors on any incorrect IRP5's you issue to your Minister and / or staff.

You will also need to download the SARS Easy-file program which employers use to complete their EMP501 and to generate tax certificates for all their employees.

The link to download this program is

<http://downloads.sarsefiling.co.za/easyfilehome/easyfile.html>

SARS – IT12EI – Return for Exempt Institutions (ANNUAL SUBMISSION)

Due date : within 3 months after financial year-end (i.e. 30 Sep)

Please do not forget to complete this – the fine is HEAVY if you miss the deadline.

A PBO is an organisation that meets the requirements prescribed in section 30 of the Income Tax Act (the IT Act) and which may apply for approval to the Commissioner of the South African Revenue Service.

The income tax return enables the Commissioner to assess whether the organisation approved as a PBO is operating within the prescribed limits of the relevant approval granted and to determine whether the partial taxation principles must be applied to receipts and accruals derived from a trading activity or business undertaking which does not qualify for exemption.

You will need to ensure the Church's financial statements are PREPARED and have been AUDITED or REVIEWED **before completing this return**, hence, time is of the essence after year-end.

After you have completed this, as per any Income Tax submission, an assessment will be generated. SARS may (and in our case due to poor behaviour in the past, WILL ask for financial statements, to be submitted on-line). Please ensure you check once submitting a tax return, there are not additional notifications or letters, which require further input, or submission of financial statements, or other documents.

It is a requirement by law, that Churches are registered as PBO's and as an Exempt Institution with SARS – if you are not registered please register to ensure you are compliant with the law.

Compensation Fund Return of Earnings (ANNUAL SUBMISSION)

Due date : 31 March each year

Every year by 31 January, the Compensation Commissioner will issue a return of earnings form (WAS.8) to all registered employers which must be completed in full.

The form must be submitted on the department of labour's website: <https://roe.labour.gov.za>

The return of earnings form must stipulate the following important information:

- Updated contact details of employer (e.g. physical and postal addresses, telephone numbers, nature of business; etc.)
- number of employees (workers) employed for the assessment period (1 March to end of February)
- the earnings (salaries and wages) of every employee up to the maximum amount determined by the Compensation Commissioner for the assessment period (1 March to end of February)

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- nature of business of the employer

It is the responsibility of the employer to ensure that all the information provided to the Compensation Fund is accurate and complete.

If the return of earnings is completed by an agent or a payroll administrator of the employer, it is compulsory for both employer and the agent / payroll administrator to sign the declaration.

It is a serious offence to make false declarations or fail to render a return within the prescribed period.

All return of earnings forms must be submitted by 31 March each year.

UPCSA - Annual Long Leave Forms (ANNUAL SUBMISSION)

Due date : within 3 months after financial year-end (i.e. 30 Sep if year-end is June)

Form available on the UPCSА web-site.

I always do this the month after year-end, as you can pay all the contributions over each month, which means at year-end there is no outstanding balance to pay. Make sure you pay any outstanding balance BEFORE year-end to ensure your books are nice and clean.

Please send the completed form (with all the other year-end paperwork and audited / reviewed financial statements), to admin@presbyterian.org (Philip Gohl) and copy finance@presbyterian.org.za (Geoff Jooste).

UPCSA - Annual Report to Presbytery (ANNUAL SUBMISSION)

Due date : within 3 months after financial year-end (i.e. 30 Sep if year-end is June)

Form available on the UPCSА web-site.

This form should be completed by either the Session Clerk (who has some of the information such as attendance figures) or the treasurer (who has the other financial figures).

Please send the completed form (with all the other year-end paperwork and audited / reviewed financial statements), to your local Presbytery clerk.

UPCSA – Assessments Form (ANNUAL SUBMISSION)

Due date : within 3 months after financial year-end (i.e. 30 Sep if year-end is June)

Form available on the UPCSА web-site.

This form should be completed and signed by the Minister, Session Clerk and the Treasurer and all their personal and contact details must be completed.

This return is a summary of income from your audited / reviewed financial statements, and is a return showing what assessments, you say you need to pay over to the General Assembly, and is a reconciliation of what has been paid to date, and what is still owing.

Please send the completed form (with all the other year-end paperwork and audited / reviewed financial statements), to admin@presbyterian.org (Philip Gohl) and copy finance@presbyterian.org.za (Geoff Jooste).

UPCSA PRESBYTERY – Insurance (ANNUAL SUBMISSION)

Due date : 31 March each year

You need to send both a copy of the insurance contract and policy you have in place for the Church, PLUS an extract from a session meeting where the elders minute that they are comfortable with the current insurance that is in place, to both the local presbytery and to the Chief Financial Officer of the UPCSA.

Please send the paperwork to admin@presbyterian.org (Philip Gohl), finance@presbyterian.org.za (Geoff Jooste), and both your Presbytery Clerk and Treasurer.

UPCSA PRESBYTERY – Emoluments (ANNUAL SUBMISSION)

Due date : 31 January each year

You need to send a copy of the Minister's emoluments to the local Presbytery (the Session clerk should do this), for discussion at the March / April Presbytery meeting. The session are accountable, the Treasurer is responsible in ensuring this happens.

I trust the above will assist each Minister, Session, Stewardship Committee and Treasurer in checking that your congregation is compliant with the applicable laws and statutes, and that it assists in ensuring these returns and payments are done each month in a timeous manner.

As I have iterated above, the law does NOT sympathize with ignorance or errors – fines are heavy and after having gone through this document, there is no reason whatsoever why a congregation cannot become compliant, and remain compliant.

As always, the Chief Financial Officer (Geoff Jooste – finance@presbyterian.org.za) and I are always available to assist or answer any queries on the above, and also with regards in assisting in directing and steering you where to register for certain of the above statutory regulations if you are falling foul of the law in this regard.

It is hoped that all non-conformances by congregations and Presbyteries with regards to the above are resolved now timeously and that congregations remit the required forms and payments when due, to ensure they remain compliant with the law and at all times, and also in according with the rules of the UPCSA.

Yours in Christ.



Ryan Johnson
GENERAL TREASURER

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