13. ADMINISTRATIEWE BURO – DIENSBURO EN FINANSIES
13. ADMINISTRATIVE BUREAU – SERVICE BUREAU AND FINANCES

13.8 RAPPORT 8 – VOORSITTER VAN DIE BESTUUR ADMINISTRATIEWE BURO

13.8 REPORT 8 – CHAIRMAN OF THE ADMINISTRATIVE BUREAU MANAGEMENT

1. Doel van Rapport	**1. Aim of Report**
1.1 Hierdie Rapport is 'n oorsig oor die sake wat die Administratiewe Buro se Bestuur gedurende die afgelope termyn hanteer het. Dit is 'n inleiding tot die volledige Rapport van die Bestuur van Administratiewe Buro aan die Ledevergadering (GKSA in Sinode). Die oorsig en Rapport dek die termyn 2013 tot 2017.	1.1 This Report is an overview of the work of the Management of the Administrative Bureau. It is the introduction to the complete Report of the Management of the Administrative Bureau to the members' meeting (GKSA in Synod). The overview and report pertain to the 2013 to 2017 term.
1.2 Die oorsig handel nie in detail oor al die sake soos die Reglement voorskryf nie. Dit handel ook nie oor die opdragte van die Ledevergadering aan die Bestuur nie. Die Administratiewe Buro se Rapport en Aanvullende Rapport handel met al hierdie sake. Toepaslike aanbevelings vorm deel van daardie Rapporte.	1.2 The overview does not give a detailed account of all the matters prescribed in the Rules and Regulations and neither does it relate the instructions of the members' meeting to Management. The Report and Supplementary report of the Administrative Bureau address all these matters, including the applicable recommendations.
2. Samestelling van Bestuur Die Bestuur het as 'n eenheid gefunksioneer alhoewel spesifieke portefeuljes aan elke lid toegewys is sodat hulle daarop kon fokus. Die portefeuljes word hieronder aangedui.	**2. Constitution of Management** Management functioned as a unit, although every member was assigned a portfolio for their specific focus. The portfolios are as follows.
2.1 *Nie-uitvoerende lede van die Bestuur* - Voorsitter: Br LJ Kruger - Ondervoorsitter: Ds CA Jansen – verteenwoordiger van EVT, Kuratore en Skakeldeputate - Dr D Lartz – TSP Kuratore - Dr JA Kruger – Menslike hulpbronne, skriba, stelselbestuur, bates en eiendomme - Br AJ Kruger - Finansies en EVT - Br P Joubert - Kommunikasie en IT - Ds PJ Nel - Skakeldeputate in plek van wyle ds W Vogel - Wyle br MC Erasmus – Hulpskriba, bates en eiendomme - Wyle ds W Vogel – Skakeldeputate -	2.1 *Non-executive members of management* - Chairman: Br LJ Kruger - Vice-chairman: Rev CA Jansen – representative of EVT, Curators and Deputies: Liaison - Dr D Lartz - TSP Curators - Dr JA Kruger – Human resources, scribe, systems management, assets and property - Br AJ Kruger - Finances and EVT - Br P Joubert – Communication and IT - Rev PJ Nel – Deputies: liaison in place of the late Rev W Vogel - The late br MC Erasmus – Assistant scribe, assets and property - The late Rev W Vogel – Deputies: liaison

2.2 *Uitvoerende lede van die Bestuur*
- Dr W du Plessis
- Br HJD Coetzee

3. Werkswyse van Bestuur

3.1 'n Strategiese werksessie is vroeg in 2015 gehou. Die uitkomste, uit- en insette en doelwitte was bespreek. Doelwitte is bepaal en die werkswyse is ooreengekom.
Portefeuljes is aan elke bestuurslid toegeken.

3.2 Gedurende elke jaar is die vergaderings soos voorgeskryf deur die Reglement gehou. Daar is gevolglik 12 vergaderings gedurende die termyn 2015 tot 2017 gehou.

3.3 'n Telefoonkonferensie van alle bestuurslede wat beskikbaar was, was ook op elke Woensdag gehou. Dit het min of meer 1 uur geduur en sake kon dadelik aangespreek word. Gevolglik was 'n sogenaamde dagbestuur nie nodig nie. Die doel van hierdie telefoonkonferensies was om:

3.3.1 Besluite te neem oor sake wat nie kon wag vir geskeduleerde vergaderings nie
3.3.2 Besprekingspunte te hanteer
3.3.3 Kontinuïteit te bewerkstellig
3.3.4 Informele gesprek te voer oor die Administratiewe Buro sake.

4. Oorsig oor spesifieke sake

4.1 *Aansluiting by vorige termyne*
Die wyse waarop die Bestuur die Administratiewe Buro bestuur het is 'n voortsetting van die wyse waarop dit sedert 2003 tot 2015 bestuur was. Die doel was om dit as 'n diensburo te vestig.

4.1.1 Ds LH van Schaik was die Hoofuitvoerende Beampte tot die einde van 2014. Gedurende 2015 was besluit om hierdie pos nie te vul nie en die uitvoerende bestuurspligte was tussen br HJD Coetzee (finansies) en dr W du Plessis (administratief) verdeel. Ds W Vogel en dr JA Kruger (nie-uitvoerende bestuurslede) is aangewys om hulle by staan in die uitvoering van hulle pligte. ('n Vergoeding is aan GK Cachet en Dr Kruger betaal.)
Die uitvoerende dienste van ds W Vogel was gestaak gedurende 2015 toe dit nie meer nodig was vir sy hulp

2.2 *Executive Members*
- Dr W du Plessis
- Br HJD Coetzee

3. Functioning of Management

3.1 A strategic work session was held in early 2015 at which the outcomes, out-and input and objectives were discussed. Goals were set and the method agreed.

The portfolios were assigned to each management member.

3.2 The meetings prescribed in the Rules and Regulations were held each year, a total of 12 meetings over the course of 2015 to 2017.

3.3 Telephone conferences of approximately 1 hour, between all available Management members, were held every Wednesday for immediate addressing of matters. Consequently a so-called executive committee was unnecessary. The goal of these telephone conferences were to:

3.3.1 make decisions that could not wait until the scheduled meetings;
3.3.2 address points of discussion;
3.3.3 establish continuity; and
3.3.4 informally discuss Administrative Bureau business.

4. Overview of specific matters

4.1 *Continuance of previous terms*
Management of the Administrative Bureau continued in the same manner as it occurred from 2003 to 2015, with the aim of establishing it as a service bureau.

4.1.1 Rev LH van Schaik served as Chief executive officer until the end of 2014. It was decided in 2015 to scrap this post and divide the executive management duties between br HJD Coetzee (finances) and dr W du Plessis (administrative). Rev W Vogel and dr JA Kruger (non-executive management members) were appointed to support them in the execution of their duties (remuneration was paid to GK Cachet and dr Kruger).
The executive services of Rev W Vogel was halted during 2015 when his services were no longer necessary.

nie. Dr JA Kruger se opdragte oor die vaslegging van pligte en verantwoordelikhede is eers na 2016 voltooi en hy sal dus nie meer die bystaan diens hoef te verrig nie. Hierdie werkswyse het verseker dat die daaglikse bestuur van die Administratiewe Buro effektief funksioneer het en dit het aansienlike koste bespaar. Dit was 'n direkte voordeel vir kerke wat in die vorm van ramings gespaar het.	Dr JA Kruger's tasks of determining duties and responsibilities were only completed after 2016 and no longer needs to offer assistance. This ensured that the daily management of the Administrative Bureau functioned effectively and enabled a significant reduction in expenditure, a direct saving in the churches' estimates.
4.1.2 Die Administratiewe Buro se aktiwiteite het deurlopend op die uitbou van die Administratiewe Buro se dienskarakter klem gelê. Daar word gepoog om kerke te ondersteun sodat kerke binne God se koninkryk kerk kan wees.	4.1.2 The activities of Administrative Bureau concentrated on developing the service character of the Administrative Bureau throughout. It is an attempt to support churches that churches may be church within God's Kingdom.
4.2 *Aansluiting by die volgende termyn*	4.2 *Continuing to the next term*
4.2.1 <u>Reglement</u> Die voorgestelde wysigings aan die Reglement van die Administratiewe Buro word in 'n afsonderlike Rapport hanteer. Die Administratiewe Buro funksioneer as 'n afsonderlike regspersoon wat die gemeenskaplike sake van die Kerke bestuur. Die Administratiewe Buro administreer die finansies terwyl die Deputate wat die Sinode aanwys die aktiwiteite hanteer. Die begrotings van elke Deputaatgroep en TSP word in oorleg met hulle opgestel. Die finansies word na aanleiding van die Deputate se besluite en die begroting bestuur. Die wyse hoe dit gedoen word kan in die konsepreglement gesien word. Die wysigings aan die Reglement word ook gedoen om aan die toepaslike wetgewing te voldoen. 'n Belastingkonsultant, regskenners en die TSP was gekonsulteer in die opstel van die voorstelle. Die voorgestelde wysigings sal nog meer inhoud aan die rol en doel van die Administratiewe Buro gee.	4.2.1 <u>Rules and Regulations</u> The proposed amendments to the Rules and Regulations of the Administrative Bureau are provided in a separate Report. The Administrative Bureau functions as an independent legal entity that manages the common business of the churches. The Administrative Bureau administrates the finances, while the Deputies appointed by the Synod execute the activities. The budgets of each Deputy group and the TSP are drafted in consultation with them and managed according to the Deputies' decisions and the budget. The manner in which this is done can be seen in the draft Rules and Regulations. The Rules and Regulations are amended in compliance with applicable legislation. A tax consultant, legal experts and the TSP were consulted in drafting the proposals. The proposed amendments will provide even greater substance to the role and goal of the Administrative Bureau.
4.2.2 <u>Die Bestuur vir die nuwe termyn sal moet besluit</u> 4.2.2.1 Dat voortgegaan moet word met die huidige bestuurstruktuur van die Administratiewe Buro of 4.2.2.2 Dat 'n Hoof Uitvoerende Beampte aangestel moet word.	4.2.2 <u>The management of the next term will have to decide:</u> 4.2.2.1 whether to continue the current management structure of the Administrative Bureau; or 4.2.2.2 a chief executive officer needs to be appointed.

5. Algemene oorsig oor werksaamhede

Die werksaamhede van die Buro het gedurende die afgelope termyn oor 'n wye terrein gestrek. As algemene oorsig word die volgende enkele sake uitgelig.

5.1 *Personeel*

5.1.1 Een van die prioriteite was om die beleids- en prosedurehandleidings te finaliseer en die opstel van 'n beleidsdokument vir gesekondeerde personeel. Dr JA Kruger het 'n waardevolle bydrae in dié verband gelewer.

5.1.2 Personeel by die Administratiewe Buro

- Dr Wymie du Plessis – Administratiewe bestuurder
- Br Johan Coetzee – Finansiële bestuurder
- Sr Petro Kroeze – Administratiewe Buro beampte
- Sr Loïs Sauer – Finansiële assistent
- Sr Dalene Pretorius – Assistent rekenmeester
- Sr Annah Leeuw – Versendingsklerk
- Sr Angie Mokobi – Debiteureklerk
- Sr Joey Fourie – Kopieredakteur
- Br Abraham Mathyse – Bode/ tuinier/skoonmaker
- Br Hendrik Mathyse – Bode/ skoonmaker/tuinier

5.1.1 Toegewysde personeel

- Sr Ami du Toit – Registrateur TSP
- Sr Martie Lakay – Skoonmaker TSP
- Sr Thea Harmse – (Bedank) Assistent vir die rektoraat –Sr Ina van der Walt – Vanaf 1 November 2017
- Sr Carmie Huisman – Argivaris
- Sr Wilna Myburgh – Klerk Jeugsorg

5.2 *Finansies*

5.2.1 Beheer en administrasie van fondse

5.2.1.1 Die Administratiewe Buro beheer en administreer al die fondse volgens die bepalings van die Reglement. Alle Deputate se fondse vorm deel van die Administratiewe Buro se fondse wat bestuur word. Dit sluit nie 'n afsonderlike regspersoon soos die SDDS in nie.

Afsonderlike regspersone is nie onderhewig aan die voorskrifte en bepalings van die Reglement of die Administratiewe Buro se bestuur nie.

5.2.1.2 Die Bestuur het deurlopend aandag

5. General overview of work

The work of the Administrative Bureau over the past term included a wide scope of activities. The following items only constitute a general overview:

5.1 *Staff*

5.1.1 One of the priorities was to finalise the policy and procedure manuals as well as the drafting of a policy document for seconded staff. Dr JA Kruger offered a valuable contribution in this regard.

5.1.2 Staff of the Administrative Bureau

- Dr Wymie du Plessis – administrative manager
- Br Johan Coetzee – Financial manager
- Si Petro Kroeze – Administrative bureau official
- Si Loïs Sauer – Financial assistant
- Si Dalene Pretorius – Assistant acountant
- Si Annah Leeuw – Dispatch clerk
- Si Angie Mokobi – Debtors clerk
- Si Joey Fourie – Copy editor
- Br Abraham Mathyse – messenger/ gardener/cleaner
- Br Hendrik Mathyse – messenger/ cleaner/gardener

5.1.3 Assigned staff

- Si Ami du Toit – registrar TSP
- Si Martie Lakay – cleaner TSP
- Si Thea Harmse – (resigned) assistant to the rectorate – Si Ina van der Walt – as of 1 November 2017
- Si Carmie Huisman – archivist
- Si Wilna Myburgh – clerk youth care

5.2 *Finances*

5.2.1 Management and administration of funds

5.2.1.1 The Administrative Bureau manages and administrates all the funds in accordance to the stipulations of the Rules and Regulations. The budgets of all the Deputy groups are included in the funds the Administrative Bureau manages. It does not include a separate legal entity such as the SDDS.
Independent legal entities are not subject to the prescriptions and stipulations of the Rules and Regulations of the Administrative Bureau.

5.2.1.2 Management continuously addressed

gegee aan die volgende sake: Finansiële verslagdoening van fondse, ramings, agterstallige ramings, verpligte kollektes, boekerekeninge en begrotings.	the following business: Financial reporting of funds, estimates, outstanding "ramings", compulsory collections, accounts and budgets.
Die Bestuur is terdeë bewus van	Management is greatly aware of:
5.2.1.2.1 nood by kerke om finansieel te oorleef;	5.2.1.2.1 churches' struggle to survive financially;
5.2.1.2.2 die toenemende behoefte vir sustentasie;	5.2.1.2.2 the increased need for sustentation;
5.2.1.2.3 kerke se probleme met ramings en	5.2.1.2.3 churches' problems with estimates; and
5.2.1.2.4 die stand van agterstallige ramings	5.2.1.2.4 the status of outstanding estimates
5.2.2 <u>Agterstallige ramings</u>	5.2.2 <u>Outstanding "ramings"</u>
5.2.2.1 Kerke het gesamentlik met mekaar ooreengekom om by wyse van ramings te betaal vir al die gesamentlike sake soos deur die Sinode bepaal. Indien ramings agterstallig word het dit 'n direkte invloed op dit waartoe die kerke hulle onderling verbind het.	5.2.2.1 The churches have collectively agreed to finance their shared business, as determined by the Synod, by means of "ramings". Should "ramings" be outstanding, it has a direct impact on the commitments of the churches.
5.2.2.2 Die Administratiewe Buro het nie 'n mandaat om ramings af te skryf nie. Die Bestuur kan slegs met Kerkrade onderhandel oor terugbetalingsterme van ramingsrekeninge.	5.2.2.2 The Administrative Bureau does not have the mandate to write off "ramings". Management can only negotiate with Church Councils over the repayment terms of "ramings" accounts.
5.2.2.3 Die Bestuur kommunikeer met die kerke wie se ramings agterstallig is. Die Bestuur het nie enige mag om betaling af te dwing nie en probeer gevolglik die kerke beïnvloed om te betaal.	5.2.2.3 Management communicates with the churches with outstanding "ramings". Management does not have the authority to force payment and thus attempt to influence churches toward payment.
5.2.2.4 Agterstallige ramings is met skrywes / besoeke aan Kerkrade en betrokke Klassisse opgevolg.	5.2.2.4 Outstanding "ramings" are followed up with correspondences/visits to Church Councils and the relevant Classes.
5.2.2.5 Gemene akkoord vorm die grondslag van kerkverband. Dit word in praktyk uitgeleef deur gesamentlike voorregte en verpligtinge. Met die nakoming van verpligtinge sê kerke dat hulle nie met ander kerke kan leef nie. Daarom behoort die niebetaling van ramings op die betrokke kerke 'n duidelike uitwerking te hê met betrekking tot die gesamentlike voorregte (bv om saam te vergader, om boeke en tydskrifte te kan bekom, om te beroep en om hulp uit EVT te ontvang vir die versorging van emeriti).	5.2.2.5 Common agreement forms the foundation of the denomination, which is embodied in shared privileges and obligations. The failure to fulfil obligations is a way of saying churches cannot live with other church. The failure to pay "ramings" should, therefore, have a clear impact on such churches in terms of shared privileges (e.g. meeting together, obtaining books and magazines, calling and receiving aid from EVT to support retired ministers).
5.3 *Verslagdoening*	5.3 *Reporting*
5.3.1 'n Volledige finansiële verslag word jaarliks opgestel	5.3.1 A complete financial report is compiled every year.

5.3.2 ‘n Finansiële voorlegging is in 2015 (soos in vorige jare) in die Sinodesaal aangebied. Daar was spesifiek klem gelê op die begroting vir die jaar geëindig 30 Junie 2016 en die bepaling van ramings. Dit was duidelik dat al hoe minder afgevaardigdes hierdie vergadering bywoon.	5.3.2 A financial presentation was given in 2015 (as in previous years) in the Synod hall. Specific emphasis was placed on the budget for the year ending 30 June 2016 and the set of “ramings”. It was clear that less and less delegates attend this meeting.
5.3.3 ‘n Video-aanbieding is van 2016 se verslag gemaak en op GKSA se webwerf geplaas.	5.3.3 The 2016 report was made into a video presentation and placed on the GKSA’s website.
5.3.4 ‘n Video aanbieding vir 2017 word tans voorberei.	5.3.4 The presentation for 2017 is being prepared at present.
5.3.5 Ouditkomitees	5.3.5 Audit committees
5.3.5.1 Die Administratiewe Buro (insluitende Deputate en TSP) en Pensioenfondse se finansiële sake en –bestuur is elke jaar deur die Ouditkomitee bespreek. Die Ouditkomitee se verslag word apart gerapporteer. (SDDS rapporteer apart).	5.3.5.1 The financial aspects and management of the Administrative Bureau (including Deputies and TSP) and pension funds were reviewed every year by the Audit committee. The Report of the Audit committee is provided separately (SDDS reports separately).
5.3.5.2 Die finansiële stand asook finansiële resultate en interne beheermaatreëls is indringend met die ouditeure en onafhanklike Ouditkomiteelede gevoer.	5.3.5.2 The financial status as well as financial results and internal control measures were thoroughly reviewed with the auditors and independent Audit committee members.
5.3.6 King IV Die Bestuur het besluit om King IV te implementeer sover dit van toepassing is. Dit sal oor ‘n tydperk in werking gestel word.	5.3.6 King IV Management decided to implement King IV as far as applicable. It will be set into effect over time.
5.3.7 Die geldsake van die GKSA is in gereelde skrywes met die kerke gekommunikeer.	5.3.7 The finances of the GKSA was regularly communicated to the churches in writing.
5.3.8 Vergaderings is op versoek met Streeksinodes, Klassisse, lidmate en afgevaardigdes van Kerkrade gehou.	5.3.8 Meetings were held upon request from Regional Synods, Classes, members and delegates of Church Councils.
5.4 *Verpligtinge* Ten spyte van toenemende finansiële druk, kon verpligtinge in die afgelope termyn nagekom word. Daar is baie om voor dankbaar te wees. Die resultate van die Administratiewe Buro en Deputate kan gesien word in die Finansiële state. Dit sal nodig wees om aanhoudend goeie finansiële dissipline toe te pas en om kostes so laag moontlik te hou. Dit is daarom ook nodig dat die Sinode versigtig besin oor alle opdragte en sake wat finansiële implikasie het. Die inkomste vir alle aksies moet versigtig oorweeg word en toenames in ramings moet indien moontlik vermy word. Wysigings is aan die Reglement voorgestel wat goeie finansiële bestuur ten	5.4 *Obligations* Despite increasing financial pressure, obligations were met the past term and there is much for which to be grateful. The results of the Administrative Bureau and Deputies are reflected in the financial statements. It will be essential to maintain continuous financial discipline and keep expenditure as low as possible. It is, therefore, necessary that the Synod carefully consider all instructions and matters that have a financial implication. The income for all activities must be carefully considered and increases in “ramings” must be avoided if possible. Amendments to the Rules and Regulations were suggested in the pursuit of good

doel het. Dit dek ook die doel, beheer en administrasie van al die fondse wat aan die Bestuur toegewys word. Finansiële bestuur word in die voorgestelde Reglementswysigings as 'n hooffunksie van die Administratiewe Buro binne die volgende perspektief geplaas: *Hulp, ondersteuning en leiding van die Administratiewe Buro aan sy lede om kerk binne die koninkryk van God te wees.*	financial management. It also covers the goal, management and administration of all funds assigned to management. Financial management, as a main function of the Administrative Bureau, is placed in the following perspective within the proposed rules and regulations: *Aid, support and guidance of the Administrative Bureau to its members to be church within the Kingdom of God.*
5.5 *Kommunikasie* Kommunikasie is 'n belangrike saak waaraan die Bestuur deurlopend aandag gee. Vorige bevindings waartoe gekom is naamlik, dat die GKSA kan (en moet) verbeter in kommunikasie na binne en na buite, is weereens bevestig. Die ontwikkeling van 'n kommunikasie strategie vir die GKSA en aanverwante aspekte soos die GKSA-webtuiste, word in 'n afsonderlike Rapport van die Rapport van die Administratiewe Buro aan die orde gestel. As deel van kommunikasie word tersaaklike inligting na Bestuursvergaderings met die kerke gekommunikeer. So word kerke in kerkverband op hoogte gehou van bestuursaangeleenthede en verwikkelinge by die Administratiewe Buro.	5.5 *Communication* Communication is an important aspect of continuous action by management. It was once again confirmed that the GKSA can (and must) improve communication inwardly and outwardly. The development of a communication strategy for the GKSA and associated matters, like the GKSA website, is detailed in a separate Report of the Report of the Administrative Bureau. Part of communication is conveying relevant information of the Management meeting to the churches, thereby keeping the churches in the denomination abreast of management affairs and developments at the Administrative Bureau.
5.6 *Skakeldeputate* Die afgelope termyn het opnuut die belangrike rol bevestig wat die Skakeldeputate in die skakeling met en hulp aan die kerke inneem. Talle Kerkordelike navrae en advies is geantwoord en gegee. Werkswinkels is landswyd aangebied waar leiding in Administratiewe Buro- en finansiële aangeleenthede gegee word.	5.6 *Deputies: Liaison* The past term once again confirmed the important role of these Deputies in liaising and supporting the churches. A number of Church Order enquiries and advice was answered and provided. Workshops were presented across the country to offer guidance on Administrative Bureau and financial concerns.
5.6.1 <u>Inligtingsboekie</u> Die inligtingsboekie/ handleiding wat deur Kerkrade gebruik kan word oor Administratiewe Buro-, finansiële- en kerkordelike aangeleenthede is voltooi. Hierdie inligtingsboekie word gereeld hersien en aangepas. Terugvoer wat ontvang is bevestig dat hierdie inligting groot waarde het en bydra tot die effektiewe funksionering van kerke. Die inligtingsboekie is op GKSA-webwerf bekend as "GKSA Byderhand"	5.6.1 <u>Information booklet</u> The information booklet/manual for use by Church Councils on Administrative Bureau, financial and Church Order items was completed. This information booklet is regularly revised and adapted. Feedback has confirmed the value of this information and its contribution to the effective functioning of churches. The information booklet can be found on the GKSA website under "GKSA Byderhand".
5.6.2 <u>Het jy geweet</u> Die Bestuur onder leiding van dr W du	5.6.2 <u>Did you know</u> Management, headed by dr W du

Plessis verskaf van tyd tot sekere inligting oor relevante onderwerpe op die webwerf en per e-pos aan Kerkrade. Ook hierdie aksie toon groot belangstelling en dra by tot beter kommunikasie.	Plessis, provides certain information on relevant topic on the website and via e-mail to Church Councils from time to time. This initiative also shows great interest and contributes to improved communication.
6. Uitdagings Ons leef in uitdagende tye en die kerke is nie daarvan uitgesluit nie. Daarom is dit absoluut nodig dat die Administratiewe Buro voortdurend besin oor hoe ons kerke kan bystaan om individueel maar ook gesamentlik meer effektief kerk te kan wees. Waar ons in Sy Koninkryk werk tot die eer van Sy Naam moet die Administratiewe Buro in samewerking en in oorleg met kerke, meerdere vergaderings en Deputate alles binne ons vermoë doen. Die uitdagings in besonder is:	**6. Challenges** We live in challenging times and the churches have not escaped this and that is why it is essential for the Administrative Bureau to continuously reflect on how we can support churches to individually, but also collectively, be more effective. As we work in His Kingdom to the glory of His Name, the Administrative Bureau in collaboration and consultation with churches, major assemblies and Deputies must do all we can. The challenges are especially the:
6.1 Bepaling en invordering van noodsaaklike middele (bv dankoffers en ramings)	6.1 determining and collection of the necessary resources (e.g. thank offerings and “ramings”);
6.2 Besparing van koste en tyd – daar moet bv gekyk word na die wyse waarop Sinodesittings en Deputate-vergaderings gehou word.	6.2 saving of costs and time – e.g. the manner in which Synod sessions and Deputy meetings are held;
6.3 Effektiewe kommunikasie van inligting – moet inligting net aan predikante en/of kassiere gestuur word of moet dit ook direk aan Kerkraadslede en lidmate gegee word. Hoe beter ingelig, hoe meer is ons op “dieselfde bladsy” en hoe meer effektief sal ons wees in die uitvoering van ons verantwoordelikhede.	6.3 effective communication of information – should information only be given to ministers and/or cashiers or should it also be given directly to Church Council members – the better informed, the more we are on the “same page” and the more effective we will be in fulfilling our responsibilities; and
6.4 Samewerking op meerdere vlak, hetsy Klassisse en Streeksinodes. Die Administratiewe Buro het groot waardering, respek en agting vir GKSA se Skrifgefundeerde kerkregeringswyse. Ons ondersteun dit heelhartig. Daar behoort na effektiewe samewerking op meerdere vlak, wat absoluut noodsaaklik is, gekyk te word. Moet gesamentlike strategiese beplanning en implementering nie plaasvind nie?	6.4 cooperation on majority level, i.e. Classes and Regional Synods. The Administrative Bureau has great appreciation, respect and admiration for the GKSA’s Scripture-based church governing system. We support it wholeheartedly. Effective cooperation on majority level is absolutely essential and should be explored. Should collective strategic planning and implementation be occurring?
7. Dank Ons dink met groot waardering aan wyle br MC Erasmus wat tydens sy amp as	**7. Thanks** We remember with great appreciation the late br MC Erasmus, who passed away

Bestuurslid oorlede is. So ook wyle ds W Vogel en wyle br WD van der Walt wat voorheen op die Bestuur gedien het. Hulle onbaatsugtige diens en ywer was 'n inspirasie vir ons almal. Ons dank die Here dat ons met hulle kon saamwerk. Aan elke lid van die Bestuur en personeel verbonde aan die Administratiewe Buro van harte baie dankie vir jul onbaatsugtige diens. Dit is voorreg om jul volgehoue insette, bydraes en inisiatiewe te kon sien. Moet asseblief nie ophou met jul entoesiasme nie en wees steeds slypend om die doel van die Administratiewe Buro te kan bereik. Dankie ook aan al die Deputate, Kerkrade en Kassiere wat met ons saamwerk in hierdie belangrike werk wat ons in die Koninkryk van die Here doen. Mag Hy u werk ryklik seën.	during his term as management member, and also the late Rev W Vogel and br WD van der Walt who previously served as management. Their selfless service and drive were an inspiration to us all. We thank the Lord that we could work beside them. Thank you so very much to every member of management and staff connected to the Administrative Bureau for your selfless service. It is was a privilege to witness your continued input, contributions and initiatives. Please do not lose your enthusiasm and keep on striving to achieve the goal of the Administrative Bureau. Thank you to all the Deputies, Church Councils and Cashiers who work beside us in this task we perform in the Kingdom of the Lord. May He richly bless your work.
Rapporteur: Br LJ Kruger	*Reporter*: Br LJ Kruger