

## 13.2 REPORT 2: MANAGEMENT OF THE ADMINISTRATIVE BUREAU TO THE MEMBERS OF THE ADMINISTRATIVE BUREAU– ADMINISTRATION (Art 208)

- A. The Synod enters member's meeting of the Administrative Bureau.
- B. Rev W Vogel tables the Report.
- C. The Report will be concluded during the Synod session.

### D. REPORT

#### 1. Specific instructions

We report as follows on the execution of specific instructions given to management at the Members meeting (2012):

##### 1.1 *Acta 2012:57, 2.1*

*Financial management of all schemes under the SDDS is to continue to fall under the jurisdiction of the Management of the Administrative Bureau, in accordance with the decision of Synod 2003:149, 3.*

**Execution:** The financial management of all schemes under the SDDS remain the jurisdiction of the Management of the Administrative Bureau, in accordance with the decision of Synod 2003:149, 3 and this is why the Administrative Bureau did not comply with the request of the SDDS to compile their own management statements.

*The audited statements are to be presented annually to the Management of the Administrative Bureau as well as to the Audit committee of the Members meeting.*

**Execution:** The audited statements are presented annually to the Management of the Administrative Bureau as well as to the Audit committee of the Members meeting.

##### 1.2 *Acta 2012:72, 2.1: The Administrative Bureau is to forward outstanding ramings to every Church Council and Classis for urgent attention, by inter alia visitation. The Management of the Administrative Bureau is to provide a complete breakdown to the Classis on the outstanding ramings. Each Classis is to report annually on the actioning of outstanding ramings.*

**Execution:** Complete breakdowns of outstanding ramings are forwarded to each Church Council and Classis twice a year. Unfortunately, little feedback is received in this regard from the Classes.

**Recommendation:** The instruction should stand and a serious entreaty made to the Classes to address the matter and provide proper feedback.

##### 1.3 *Acta 2012:72, 2.4: The outstanding ramings, together with an age analysis, are to reflect in the notes of the Administrative Bureau's statements in future.*

**Execution:** The outstanding ramings, with the age analysis, are reflected in the notes of the Administrative Bureau's statements.

**Decision:** Take note that the instruction has been executed. The Members meeting will comment on its contents once the Administrative Bureau's statements comes under review.

##### 1.4 *Acta 2012:72, 2.5: The Administrative Bureau is to provide a working document to each Classis that clearly sets out the principles and amounts of ramings.*

**Execution:** A working document was provided to the Classes. Without generalising, it is quite worrisome that members' and even Church Council members' knowledge and understanding of this fall somewhat short. The same document was, therefore, also forwarded to Church Councils, with the request to pass it on to members. Follow-up and feedback, however, showed that many Church Councils did not heed this request.

**Decision:** Noted, with some concern.

- 1.5 *Acta 2012:73, 3.1: Trade debtors: Sales are to be done on a cash basis in future. Electronic transfers are recommended.*  
**Execution:** This method, for the sale of books, was instituted for these outstanding trade debtors.  
**Decision:** Noted.
- 1.6 *Acta 2012:73, 3.2: Congregations are to be reminded of outstanding accounts and requested to make payment. Members, who are in arrears, are also to be called on to do the same.*  
**Execution:** Queries were made and regularly followed-up to collect the outstanding monies.  
**Decision:** Noted.
- 1.7 *Acta 2012:73, 3.3: Interest is to be charged on accounts exceeding 90 days, at the prime lending rate +1% of the Administrative Bureau's bank.*  
**Execution:** The prescribed interest was levied, where applicable.  
**Decision:** Noted.
- 1.8 *Acta 2012:73, 8: The Synod is to once again appoint an Audit committee.*  
**Execution:** An Audit committee must be appointed by the Members meeting and not the Synod. The Members meeting was made aware of the proposed amendment of Article 5.3.2 of the procedural Regulations of the Administrative Bureau, in regard to the appointment of an Audit committee.  
**Decision:** Approved.
- 1.9 *Acta 2012:73, 9: The Synod is to refer the King 3 report to the Administrative Bureau and Audit committee for implementation.*  
**Execution:** The implementation of the Report is addressed on a continuous basis. As such an annual report meeting was held, in the second quarter, to which delegates of Church Councils, Classes, Regional Synods and Deputies were invited and followed with written reporting to churches. Meetings with the Audit committee were held on a regular basis, to ensure regular and transparent reporting.  
**Decision:** Noted.
- 1.10 *Acta 2012:74, 11: The request for including the chart in the report on ramings is to be referred to the Administrative Bureau.*  
**Execution:** The information was forwarded to the churches.
- 1.11 *Acta 2012:56, 1.1: Decision: In reference to 1.1, the Synod decided as follows:*
1. *The annual reporting meeting to which Church Councils, Classes and Regional Synods were invited is to fall away.*
  2. *The report is still to be compiled and sent via e-mail to every congregation. A hardcopy is to be sent to Church Councils that do not have e-mail facilities.*
  3. *Church Councils are to be kindly requested to respond as soon as possible.*
- Execution:**
1. Item 1 of the decision necessitated revising the Administrative Bureau's procedural regulations (art 10.1 and 10.2) and the relevant amendments were duly made. The revised article 10, together with further proposed amendments to the procedural Regulations, must now be approved.
  2. Management highly values direct communication and discussion, which is why matters proceeded as follows this past term: Every year a representative of every group of Deputies as well as of the Deputies for Liaison is invited to the May/June Management meeting, at which each group of Deputies submits a report for approval. This enables input over the statements (past), but also participation and joint ownership of the next year's (future) overall budget.
  3. Subsequent to each of these meetings and in accordance with the above instructions (2), reports were sent to churches for their response.

The Deputies: Programming are to be requested to place the procedural Regulations first on the Agenda, when the Reports from Management are tabled, given that any amendments to the procedural Regulations would determine the recommendations made in the different Reports.

- 1.12 *Acta 2012:58, 2.3 (1): Compulsory collections: The Administrative Bureau is to forward outstanding collections of Church Councils to Church Councils and Classes for attending to during visitation.*

**Execution:** Specific letters were sent to Classes and a monthly statement, including ramings accounts, is sent to every church indicating the compulsory collections received and those still outstanding.

- 1.13 *Acta 2012:64, 8: Congregations that experience any difficulties with ramings are to be supported by the relevant Classis and be reported to the Administrative Bureau.*

**Execution:** Churches that directly approached the Administrative Bureau, were referred to the relevant Classis. Two Classes reported back.

- 1.14 *Acta 2012:64, 9: The Administrative Bureau is requested to make the already existent guidelines on travel and accommodation available to the Deputies, every year, with a request to carefully adhere to it.*

**Execution:** The guidelines are regularly reviewed and sent to the Deputies.

- 1.15 *Acta 2012:64, 12: Awarding of honoraria – payments are to be motivated and minuted by the Deputies, upon which it is to be sent to the Administrative Bureau for payment. The process must be completely transparent.*

**Execution:** The instruction was executed.

- 1.16 *Acta 2012:63, 2: Suspense accounts, in which unallocated receipts are brought to book, are to be subject to a double-check measure.*

**Execution:** The instruction is unclear, but all possible action is taken to identify unallocated payments. The churches never lose any funds this way.

- 1.17 *Acta 2012:85, 13.10: Recommendations*

1. *Minutes, reports and associated documents, kept over a period of three years by the Deputies, are to be submitted to the Administrative Bureau at the end of the term.*

2. *Preferably, both in electronic and hardcopy form*

3. *The Administrative Bureau is to process it from there and eventually forward it to the archives for safe storage.*

*Decision: Recommendations approved.*

**Execution:** A letter was sent to the Deputies in this regard.

**Decision: Points 1.1 to 1.17 noted.**

## **2. Ongoing instructions**

- 2.1 *The Administrative Bureau in Potchefstroom is to register marriage officers.*

**Execution:** Registration is done on a regular basis.

- 2.2 *The Administrative Bureau is to appoint a correspondent for Radio and Television news gathering, by regularly sending news reports to CNW, Radio Pretoria and NBC.*

**Execution:** The appointment of a correspondent is the responsibility of the Deputies: Media, Radio and TV.

**Decision: Points 2.1 and 2.2 approved.**