



ANGLICAN CHURCH

PROPERTY TRUST

DIOCESE OF SYDNEY

Reminder for Parish Wardens and Treasurers about -

- **Client Fund Statements of Account, and, Distribution Statements for Client Funds held by the Anglican Church Property Trust Diocese of Sydney (“ACPT”); and**
 - **Insurance Value information (Schedule of Buildings and Contents)**
- for the preparation of annual Parish Prescribed Financial Statements**
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1. **ACPT Client Fund Statements of Account and Distribution Statements**

As mentioned in prior circulars of [30 July 2010](#) and [17 January 2011](#), ACPT Statements of Account for Client Funds held in trust for parishes are now accessible [online from the SDS Extranet](#) and, therefore, are no longer posted to parishes. At present, quarterly Client Fund Distribution Statements (and monthly distribution statements, as applicable) continue to be issued by post on or around the middle of the month following the end of each financial period.

The distributions for the financial period-ended 31 December 2011 have now been, “run” and Distribution Statements are being posted this week to parishes. Therefore, all parishes with ACPT client funds should have their Distribution Statements before 31 January 2012. *NB:* the amounts distributed for the 2011 December quarter can also be viewed now via the [SDS Extranet](#) (in the Client Fund Statement of Account).

To access ACPT Client Fund Statement of Account information for compiling annual Parish Prescribed Financial Statements, log into the [SDS Extranet](#) and select, “ACPT Client Fund Statements”.

2. **Insurance Value Information (Schedule of Buildings and Contents)**

To access Insurance Values (Schedule of Buildings and Contents) for compiling annual Parish Prescribed Financial Statements, log into the [SDS Extranet](#) and select, “Parish Insurance”, then, “Statement”.

To discuss church trust property insurance matters, the Manager, Insurance Services, Cindy Wong can be contacted on 02 9265 1679 or cpw@sydney.anglican.asn.au

Note: Information about the Sydney Diocesan Secretariat (“SDS”) Extranet (referred to above)

The SDS Extranet - <https://secure.anglican.asn.au/Extranet> - is the secure “online portal” for parishes that is used (amongst other things) for: ACPT Client Fund Statements; Parish Insurance information (including the Annual Insurance Questionnaires); and Parish Risk Management Returns

The User Name and Password for the [SDS Extranet](#) will be the same as that issued to parishes by the Manager Clergy and Support Services on 15 April 2010 unless the password has been changed by a parish representative since the password was first issued.

If you do not know the Parish User Name and Password for the [SDS Extranet](#), your parish office should have a record of those details. If, however, those details cannot be located at your parish office, please arrange for a Parish Warden to contact the Manager, ACPT for your region (contact details below). Please note that the Manager, ACPT for your region will need to verify your bona fides before re-issuing a User Name and Password for your Parish.

To contact the Manager, ACPT for your region to discuss ACPT Statements of Account or other church trust property matters, please use the contact details below.

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