



ANGLICAN CHURCH

PROPERTY TRUST

DIOCESE OF SYDNEY

Reminder for Parish Wardens and Treasurers about online Statements of Account

This reminder has been prepared to coincide with the issuing of annual Statements of Account for all funds that are held by the Anglican Church Property Trust Diocese of Sydney ("ACPT") in trust for Anglican Parishes.

As noted in the [circular](#) issued by the [Head of Parish Property](#) on 30 July 2010, ACPT Statements of Account are now accessible [online from the SDS Extranet](#) (see below for more about the SDS Extranet).

As foreshadowed in the 30 July 2010 circular, given that ACPT Statements of Account are no longer to be posted annually (or posted in response to ad hoc requests), *the Statements of Account for the year-ended 31 December 2010 will be the last Statements of Account that the ACPT issues by post.*

In future years, an email will be issued during January confirming that distributions have been 'run' for the prior month of December and also confirming that up to date Statements of Account are available [online from the SDS Extranet](#).

It should be carefully noted that ACPT Statements of Account for each year-ended 31 December are *not complete until December distributions are 'run' by the ACPT during the following month of January.* Therefore, Statements of Account should *not* be printed by parish representatives and used for finalising parish accounts and for audit purposes until the ACPT has issued an advice during January that the December distributions have been 'run' and that Statements of Account are available on the SDS Extranet.

Information about the Sydney Diocesan Secretariat ("SDS") Extranet

The SDS Extranet is the same "online portal" that is used for the Risk Management Returns and the Annual Insurance Questionnaires. Since July 2010, the SDS Extranet has also been an online portal for ACPT Statements of Account.

The User Name and Password for the SDS Extranet is 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 the parish since the password was first issued).

If you do not know your Parish User Name and Password for the SDS Extranet, please contact the Manager, ACPT for your region (contact details below). Your Manager, ACPT will verify your bona fides before re-issuing the User Name and Password for your Parish.

As well as access to Statements of Account, the SDS Extranet provides parish wardens and treasurers with a "plain English" glossary of terms as a handy reference guide and a "mapping tool" of key Statement of Account data for the Prescribed Financial Statements.

Please contact your Manager, ACPT to discuss ACPT Statements of Account or church trust property matters.

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