

CATAS

Church and Trust Accounting Services Limited

Accounting and Payroll Services
for Churches and Trusts

Making your charity's accounting easy

The day when the role of treasurer could be filled by an enthusiastic volunteer is gone. The challenge of complicated tax laws, GST payments, trust funds, reporting standards for charities and other compliance issues means a level of financial expertise is required.

That's where CATAS comes in. We make maintaining and preparing financial records and payroll records for your church or church-related trust easy, because we do all the hard work for you.

At CATAS we provide:

- Accounting services for churches and trusts,
- Payroll services for church and trust employees,
- Accurate financial records for monthly/quarterly meetings and annual Performance Reports,
- Up to date information on all the latest Inland Revenue and Charities Services requirements, and
- Training for your finance team.

And our experienced staff are only ever an e-mail or phone call away. That means with CATAS you know your finances are taken care of so you can focus on the work that really matters.

Who is CATAS?

CATAS is a charitable company, set up in 2005 with funding from the Baptist Union of New Zealand.



Our purpose is to serve the Christian community of New Zealand by providing affordable accounting and payroll assistance for churches and trusts anywhere throughout the country.

What CATAS offers your church or trust

Accounting services

Our accounting staff can help your organisation maintain accurate accounting records. Together we can:

- Provide regular reports for your leadership, members or trustees
- Prepare annual financial statements for audit or review and presentation to interested parties
- Meet external requirements from Inland Revenue and Charities Services

Performance Reports

All the CATAS accountants are trained in the preparation of annual financial statements (now called Performance Reports) that comply with the mandatory reporting standards for registered charities. If your charity needs help to comply with these standards we can turn the accounting records you've maintained during the year into the required format.

CATAS uses Xero accounting software. That means you can monitor your organisation's financial situation quickly and easily, and you can access your accounts at any time you have internet access.



Ask us about assistance with converting to Xero from your existing software, spreadsheet or manual record-keeping system.

Payroll services

Maintaining an accurate payroll is complex enough for all employers, but when employing pastors there are added complications, with issues like housing allowances, ministry enhancement allowances, superannuation and other benefits.



CATAS staff are experienced in meeting the payroll needs of churches and trusts. Let us oversee your payroll needs and we will:

- Calculate each employee's pay and relevant deductions (e.g. PAYE, KiwiSaver, Student Loan repayments, and superannuation contributions)
- Process fortnightly or monthly pays
- Provide Inland Revenue with the returns and payments they require
- Maintain leave records, and
- Provide you with regular reports.

Training

The CATAS staff have many years of experience and expertise working with the accounting and payroll requirements of churches and other charities. We'd welcome the opportunity to pass some of that knowledge onto you and your finance team.

CATAS – proven and trusted

More and more churches and trusts throughout New Zealand are ensuring the accuracy of their accounts and payroll and are enjoying the ease of financial reporting that CATAS provides.

CATAS has been operating for more than 10 years and has a client base of over 160 churches and trusts. References are available on request.

Contact Us

For more information or to discuss charges please contact:

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Or visit our website: www.catas.co.nz