7 November 2024

## Dear Secretaries / Co-ordinators

2024 NSW CONFERENCE @ NEWCASTLE	27YC
ARMIDALE SPRING BIBLE WEEK	HAT HEAD CAMP
FAMILY WEEK	NCC TREASURER / NCC WEBSITE
INTER-ECCLESIAL SPEAKING PLAN	NSW RISK SUPPORT TEAM
NORTHERN COMBINED WEEKEND	NEWSTART
PRAISING	CHILDREN'S CAMP
WOMEN @ THE WELL	ISOLATION LEAGUE
COMBINED MEMORIAL MEETING	WORSHIP BOOK (FINANCIAL REPORT ONLY)
SCYP	SUPPORT NETWORK
NCYC	CHRISTADELPHIAN REFUGEE ASSISTANCE COUNCIL INC

## 2024 REPORT TO THE NCC - BY 21st JANUARY 2025

Your report for the 2024 calendar year is due **no later than 21**<sup>st</sup> **January 2025** so that it can be circulated to ecclesial Secretary / Recorders early in February with the agenda for the February Annual General Meeting. **Please provide your report in an MS Word / MS Excel format, not as a PDF.** This is so it can be merged together with other Committee reports.

The report can include:

- If there was no activities in 2024, then you may wish to provide a comment on planning for 2025,
- any features you wish to highlight about your activities during the year,
- any issues with which the ecclesias should be familiar,
- a list of office bearers and any changes to the committee,
- you may care to offer more detail if you feel it is relevant.

A financial statement should also be presented if applicable. This can be as simple as:

- the opening balance at 1st January and the closing balance at 31st December,
- a statement of total income and total expenditure,
- Any significant items of income and expenditure.

The Annual Report is the official process of accountability to the New South Wales ecclesias, being incorporated and needing to demonstrate financial accountability. This is as outlined in the current NCC Handbook.

You can of course submit your Committee report before 21<sup>st</sup> January if your Committee has already finalised their work for the year.

If you have any questions please contact me.

Looking forward to your report(s).

With love in Christ