

# ACC-16 Lusaka

8-19 April 2016

Intentional Discipleship in a World of Differences



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## Finance and Administration Report

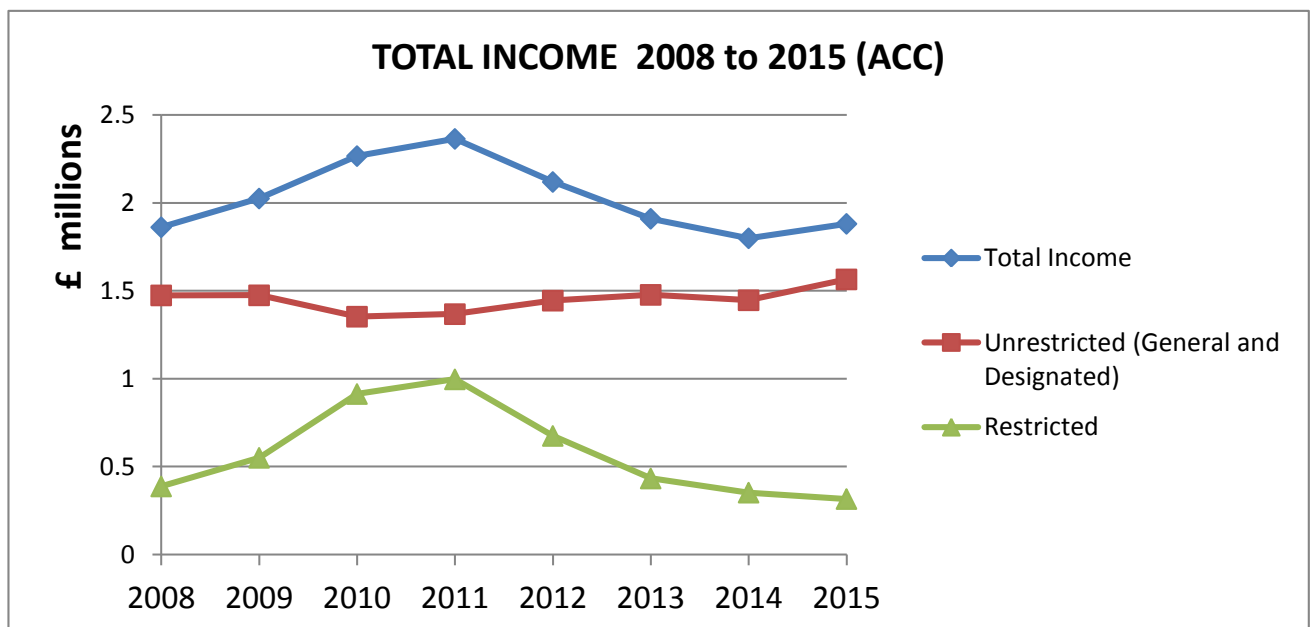
This report covers the period 2012 to 2015, proposes a budget for 2016 and presents projections for 2017 and 2018.

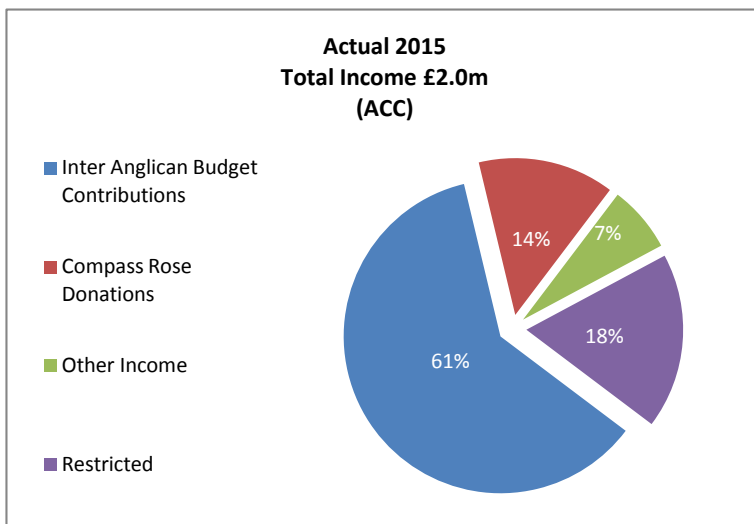
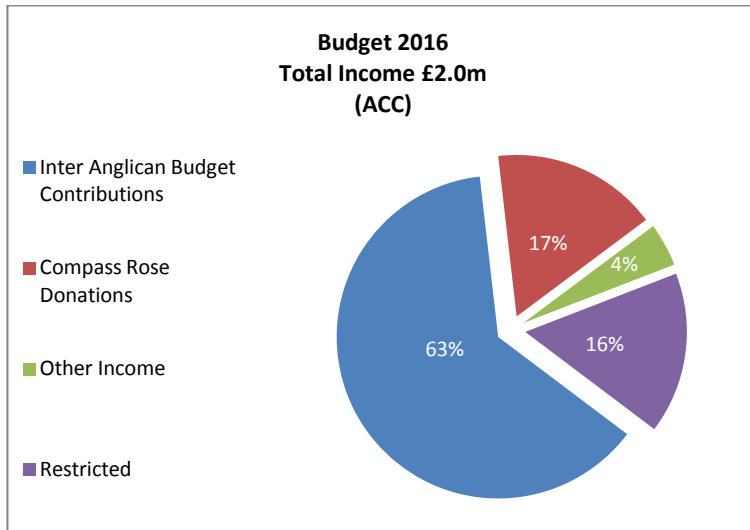
Delegates are requested to accept this report and to agree to commit to increase Provincial Contributions in 2016 by 1% and 1.5% in each of 2017 and 2018. Delegates are asked to encourage those Provinces who have not contributed in recent years to reconsider their financial support.

### Financial Summary 2013 to 2015

#### 1. INCOME

Over 60% of total income is received from Inter Anglican Budget Contributions, that is Provincial contributions.





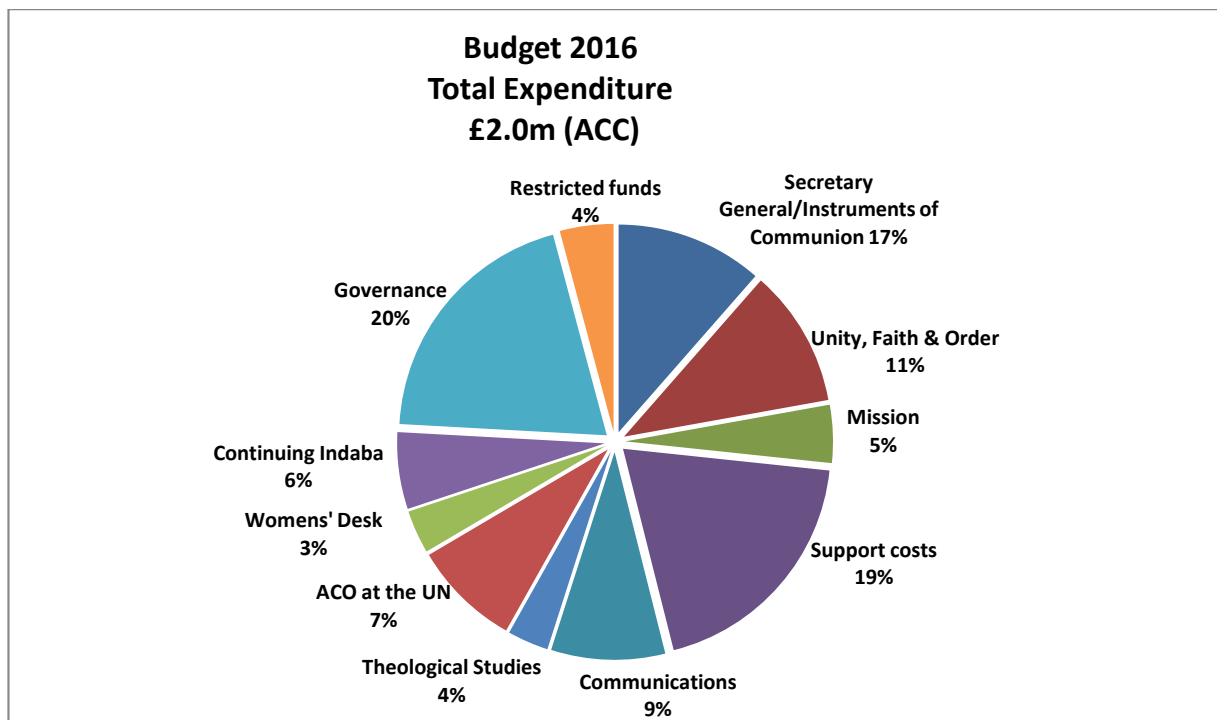
Compass Rose have pledged to increase their gifts significantly in 2016.

An annual increase of 3% in the Inter-Anglican Budget Contributions was called for at ACC-15. Although many Provinces increased their contributions, total receipts actually fell in 2014 recovering well in 2015, helped in some way by exchange rate changes in favour of Sterling. We request a 1% increase in 2016 and 1.5% increases in 2017 and 2018 to match UK inflation and ask Provinces who have not paid a contribution in recent years to reconsider their financial support.

Exchange gains were significant in 2015 and explain much of the increased Other income.

## 2. EXPENDITURE

In fulfilling its mandates the expenses of the office are below.



Governance costs include the cost of ACC-16 and the Primates meeting.

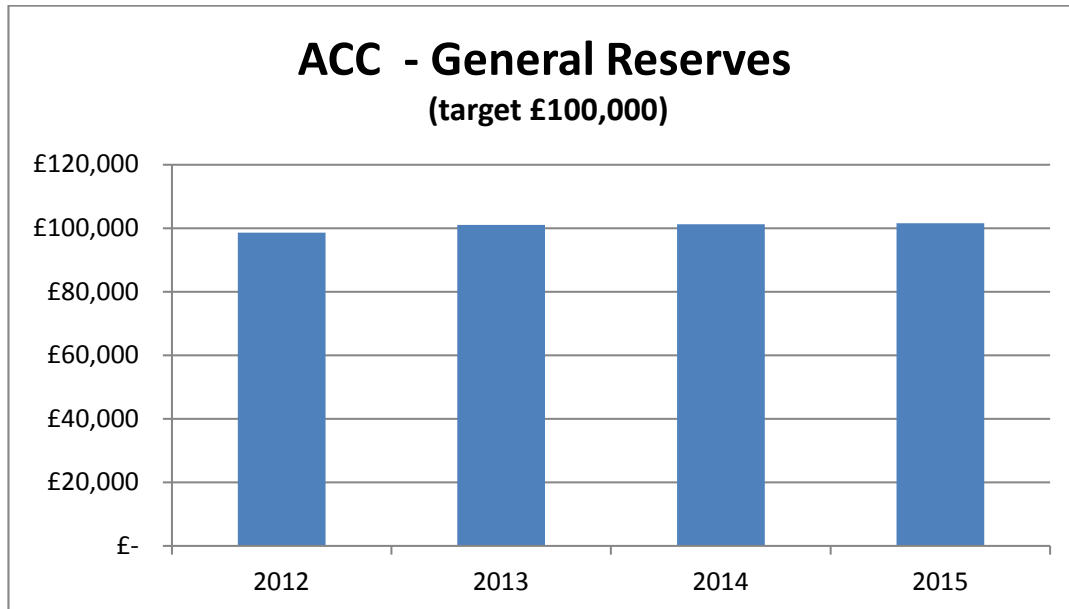
The work of Continuing Indaba and the work at the United Nations in Geneva had previously been funded externally. From 2016 this work is largely being funded by Inter Anglican Budget Contributions and Compass Rose gifts. The work of the Director for Women in Church and Society has been separated out from the Mission budget where it was previously. In each year, very careful attention is given to expenditure levels in order to match to available income.

## 3. STAFF

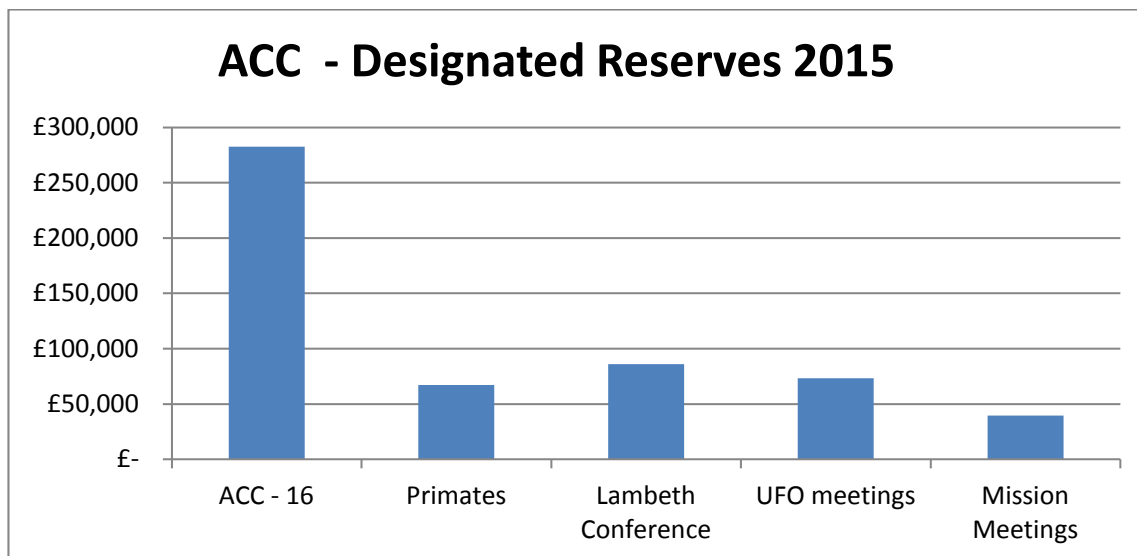
The 2016 Budget includes 20 staff (fulltime equivalent 18.2). 3 posts were added since the last ACC.

#### 4. RESERVES OF GENERAL FUNDS

Reserves of General Funds have remained around the target level of £100,000, ending 2015 at £101,581.



#### 5. OTHER RESERVES



Many meetings do not take place every year, for example the ACC last met in 2012. As certain meetings do not take place every year, funds are set aside or “designated” from general funds each year in order to spread the cost. Fund balances at the end of 2015 were held for ACC-16, Primates, Lambeth Conference, Unity Faith and Order meetings, Mission Meetings. In addition a Maintenance Fund is held for future repairs to St Andrew’s House.

## **6. RESTRICTED FUNDS**

Restricted funds are gifts received for specific projects. Restricted funds are held for a number of projects including Continuing Indaba, each of the Networks, Theological Education and Interfaith work. The Personal Emergencies Fund continues to provide financial assistance to clergy and members of their families facing personal medical emergencies; it paid out over £91,000 in 2015.

## **7. UNITED NATIONS OFFICE ENDOWMENT FUND**

The endowment fund stood at £718,000 at the end of 2015. The fund is invested in London with advice from investment managers. Income generated is used to support the work at the United Nations.

## **8. PENSION FUND**

In 2011, and in common with other pension schemes we learnt of an actuarial loss in the Defined Benefit Pension Scheme, we were required to pay an amount each year for the next ten years to compensate for this loss. In 2014 another valuation of the Pension Scheme was completed and the result was an increased deficit. We are now required to pay £51,880 each year for the 12 years starting April 2015.

## **9. ANGLICAN ALLIANCE**

During 2013 the Anglican Alliance, previously a department within the Anglican Consultative Council (ACC) was registered as a separate charity and as a limited company in the United Kingdom. It became a subsidiary charity of the ACC and retains its own board of Trustees who are appointed by the Standing Committee of the ACC. The 2013 accounts of the Anglican Alliance were the first annual accounts to be produced and audited under this new status.

Please note the full audited accounts for 2014 are available at [www.anglicancommunion.org](http://www.anglicancommunion.org) or from Tim Trimble. The 2015 audited accounts will be available shortly.

Timothy Trimble

Director for Finance and Administration

**ANGLICAN CONSULTATIVE COUNCIL**

<b>Inter Anglican Budget Contributions</b>	<b>2014 Received</b>	<b>2015 Received</b>	<b>2016 Anticipated receipts</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Aotearoa New Zealand	53,050	45,597	48,000
Australia	100,000	100,000	101,000
Brazil	4,761	5,030	5,080
Burundi	500	-	-
Canada	56,654	51,128	53,000
Central Africa	-	3,416	3,450
Central America	2,648	2,715	2,742
Congo	-	-	-
England	507,687	517,840	523,018
Hong Kong	36,260	37,350	37,724
Indian Ocean	-	2,570	2,596
Ireland	39,250	40,430	40,834
Japan	25,960	26,740	27,007
Jerusalem & Middle East	7,210	7,430	7,504
Kenya	2,100	2,100	2,121
Korea	-	-	-
Melanesia	2,660	2,740	2,767
Mexico	-	5,284	2,623
Myanmar	4,990	637	643
Nigeria	-	-	-
Papua New Guinea	-	4,750	2,430
Philipines	3,179	3,280	3,313
Rwanda	-	-	-
Scotland	28,620	29,480	22,331
South East Asia	7,225	-	-
South America	4,640	4,640	4,686
Southern Africa	-	18,762	18,949
South Sudan & Sudan	-	-	-
Tanzania	-	-	-
Uganda	-	-	-
Bangladesh	-	-	-
North India	2,300	-	-
Pakistan	-	-	-
South India	-	3,170	3,202
TEC	204,772	221,059	270,270
Wales	41,600	42,500	42,925
West Africa	-	-	-
West Indies	19,670	20,260	20,463
Bermuda	-	-	-
The Lusitanian Church	824	734	742
The Ref'md Sp Episc Church	-	-	-
Ceylon	-	2,350	2,374
<b>Total</b>	<b>1,156,561</b>	<b>1,201,992</b>	<b>1,251,795</b>

**Number of Provinces**
**23**
**27**
**27**



## **ANGLICAN COMMUNION: Code of Conduct concerning discriminatory behaviour, harassment and sexual harassment**

This code of conduct is designed for your guidance and protection and applies to all persons participating in meetings and events organised by the instruments, commissions, working groups or networks of the Anglican Communion, and to all persons participating in other meetings and events as representatives of Churches of the Anglican Communion.

### **Our Faith and Ethos**

The Bible affirms that women, men and children of all cultures, nations and religions are created equally in the image of God. Each human being has received his or her dignity as a gift of God. God calls us to show care and respect for every human being and to live in right relations with one another.

The Anglican Communion has a long-standing commitment to encourage a lifestyle and pattern of work that respects the dignity and worth of each individual irrespective of social status, ethnicity, colour, religion, gender, sexual orientation, age, marital status, or disability. Inappropriate behaviour and harassment are wholly inconsistent with this commitment.

The Anglican Communion Office (ACO) facilitates many meetings around the world and is committed to ensuring that they are held in an environment of hospitality and safety. Discriminatory behaviour, including harassment of any kind – sexual, ethnic, class-based, age-related or otherwise, is not to be tolerated. This applies to behaviour in any venue, or related to any meeting, including meeting/event premises, accommodation, meals, social times and excursions.

### **Code of Conduct**

You should:

- behave respectfully towards others and not misuse private, professional or personal relationships
- be clear with yourself and others about your personal boundaries
- be aware of the special responsibility that any person in authority has
- be aware that people are often more vulnerable than they may appear
- be sensitive to cultural and social differences and practices
- not cross boundaries set by others. If someone indicates “No”, even without words, respect it
- be alert to contexts which may encourage unacceptable behaviour, eg, for some, being in unfamiliar circumstances away from home or drinking too much alcohol
- be swift to apologise if you think your behaviour has caused offence or been misunderstood.

If you experience harassment:

- trust your intuition and feelings if someone’s behaviour makes you uncomfortable
- refuse any inappropriate suggestion, gesture or contact by saying “No” clearly, where that is appropriate; or show in some other way that such behaviour is not welcome

- be clear with yourself as to the aspects of any other person's behaviour which has offended you, and whether your own behaviour has in any way contributed to this. It may be helpful to write a note to record the issue and help you clarify your reactions
- do not allow yourself to be compromised by gifts of money, goods or services offered for any kinds of sexual favours
- share your concern with someone you trust
- draw public attention if harassment occurs in public places
- if you see or hear of someone being harassed, don't keep silent. You can offer help to the person being harassed, and/or report it yourself
- do not accuse people falsely of sexual harassment or exploitation for your own advantage. Make a note of what you have seen or heard, and of your suspicions about it
- contact the senior staff person or their designate if you experience sexual harassment or if you are accused of it without reason. They will then ensure that the situation is investigated and resolved.

### **Role of those responsible for addressing reported cases of harassment**

At each meeting, a senior member of ACO staff will be designated to respond to complaints about discrimination, harassment or sexual harassment. He or she may invite another person at the meeting (preferably staff) who is of the opposite sex to him/herself, to serve in his or her place or as a chaperone.

Those who are asked to investigate the behaviour will:

- be sure that confidentiality is respected at every stage of suspicion and complaints
- remain impartial and reach conclusions based upon the reported facts, and not upon the personalities involved
- provide a safe space to talk about the situation frankly
- listen to the complaint carefully, take it seriously and make a note which will be available to those concerned
- not assume that the complainant is being over-sensitive or has in some way contributed to the situation
- meet separately and privately with the offended party and the offender
- take immediate action to prevent any further harassment or bullying, either themselves, or by referring it to their alternate or the Secretary General. This may mean removing the offender from the meeting or from positions where the offence could be repeated
- arrange for the provisions of counselling, pastoral care and accompaniment for the offended party
- offer the possibility of pastoral care to the offender.

Beyond this commitment to encourage good conduct and investigate lapses, the ACO can accept no liability for the actions of those participating in meetings.

Persons making complaints and those about whom complaints are made should expect that the matter (if it discloses the commission of a crime in the relevant country) will be referred to the

relevant police or other authorities for investigation. They should be prepared to cooperate with any investigating authority, including by giving sworn testimony or other witness evidence as required.

They should similarly cooperate with any internal investigation undertaken by the ACO. Any decision by a senior officer of the ACO in relation to a complaint shall be subject to review by the Secretary General at the request of either or both of the persons involved, but there shall be no appeal from the Secretary General's decision, which shall be final and binding.

## Terms Used

**Harassment** means unwelcome conduct, whether intended or not, in relation to another person where the person feels with good reason in all the circumstances offended, belittled or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. It includes:

- making unwelcome physical contact with a person
- making gestures or using language that could reasonably give offence including continual and unwarranted shouting
- making unjustified or unnecessary comments about a person's capacities, attributes or appearance
- putting on open display pictures, posters, graffiti or written materials that could reasonably give offence
- making unwelcome communication with a person in any form (for example, phone calls, email, text messages)
- stalking a person.

**Sexual harassment** is internationally defined as any form of sexual advance that is uninvited, unwanted and unwelcome. These advances come, particularly but not exclusively, in the form of:

- obscene gestures
- inappropriate closeness and touching
- suggestive looks and pressure for dates or activities with sexual overtones
- verbal or written sexual remarks
- unwanted "jokes" of a sexual nature
- physical contact that degrades a person.

The aggressor for actions of harassment or sexual harassment may be male or female. The victim of actions of harassment or sexual harassment may be male or female.