



## TUGGERANONG BAPTIST CHURCH

### ROLES IN FINANCIAL MANAGEMENT

A church leader must be respected by people who are not Christians so nothing can be said against him. In that way, he will not be trapped by the devil (1 Tim 2:7)

1. **Elders** are accountable for how God's money is managed. They make decisions to spend based on whole-of-church priorities and requests for funding should provide all the information they need to ensure decisions are well-informed.
2. **Ministry Leaders** support the Elders by following church guidelines and encouraging others to do likewise.
3. **Treasurer** is responsible to ensure that our financial management is accountable and transparent. Together with the accounts officer, the treasurer ensures that the financial records tell the story of how decisions have been made and money handled.
4. **Accounts Office** ensure that payments are made and records are accurate and full.
5. **The Auditor** checks to see that we have complied with various Australian Accounting Standards, Australian Charities and Not-for-Profits Commission (ACNC), Taxation, Insurance and various other legal requirements. He also checks to see whether we have followed our own policies and procedures. He needs to be satisfied that we have procedures in place that demonstrate that we have taken every care to see that cash received is the cash that is banked and that spending has been appropriately approved

### PURPOSE OF THE GUIDELINES

These guidelines are in place to protect the reputations of the church, its elders, the ministry leaders and all who have a role in handling the church's money

### ALLOCATION OF FUNDS

#### Setting a budget for the ministry/team

Depending upon the complexity of the ministry/team or event, a budget may be set by the Elders and Treasurer in consultation with Ministry leaders. Budget allocation will be part of the approval process.

#### Annual Budget

Ongoing ministries are usually allocated funding as part of the Annual Budget.

#### New events/ministries

Setting up a new ministry requires a financial commitment. When approaching Elders, have a written document on the approximate costs and how it could be funded.

#### Not locked up

The amount budgeted for your ministry or event is not locked up for your exclusive use. It is the maximum amount we expect you will need. You still need to go through the financial authorisation steps when you wish to spend

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money. It may be that the church requires the funds for a higher priority or that the church has a different plan for meeting the need or that the funds are not available at the time you wish to spend.

### Limit for non-approved (discretionary) expenditure

Ministry leaders may spend \$100.00 without going through the approval process and then seek reimbursement by presenting their Tax receipts and bank account details to the Accounts Officer.

## SPENDING MONEY

### Approval—Before you spend

Approval is required before you spend money or commit to spend money in the name of the church.

Steps to follow:

#### 1. Authorisation by Treasurer/Elders

Conversation to:

- outline the need and explain why this purchase is the best solution
- provide details of cost and why this is best value for money
- determine the documentation required
- determine how it will be purchased
  - i. purchase yourself, give tax invoice and your bank details to accounts officer for reimbursement
  - ii. organize for items to be purchased with/by treasurer using church debit card. The treasurer will submit the tax invoice to the accounts officer
  - iii. organize for supplier to send invoice direct to [accounts@tbcchurch.com.au](mailto:accounts@tbcchurch.com.au) or PO Box 7042 Greenway ASCT 2900.

Do not have the invoice sent to yourself as this may cause delays in payment and is double handling—a waste church resources). Giving your name as the contact person also means that we are not able to follow up on accounts.

#### 2. Account officer action:

- Check and storage of appropriate documentation for audit purposes.
- Payment and reimbursements for (by Accounts Officer)

## HOSPITALITY AND JANITORIAL SUPPLIES

Hospitality and Janitorial Supplies will be purchased once a month. A monthly stocktake and shopping list will be created. The Finance team and Hospitality will operate this system.

Team Leader Ministry Leaders and their team members who use supplies from the Extra Stores cupboard should write it on the list.

## TRANSFERRING TITHES/OFFERINGS TO PURCHASE GOODS OR SERVICES

In the past, some leaders have purchased goods in lieu of their tithe/offerings. This option is not preferred for the following reasons:

- Offerings totals decrease—does not give a true record of our income
- Missions miss out on their tithe.
- Church misses out on any GST paid on goods— which can be claimed from the Tax Office
- Approval processes have not been applied
- Things (either purchased or donated) appear in the building that have to be disposed of, as prior arrangements for storage have not been considered.

## ITEMS FOR THE BUILDING

If you are proposing to spend on items or donate items that will be stored in any part of the building, then the Building Manager will be consulted before the purchase goes ahead

## TUGGERANONG BAPTIST CHURCH INCORPORATED FINANCIAL POLICY

These guidelines align with the church's Financial Policy and Procedures approved by the Elders in 2019

### CASH and DONATIONS HANDLING

Our Constitution states that *all cash received is to be banked without deduction into the church's bank account.*

If yours is a ministry where people sometimes make cash donations (COS, Craft, Hospitality), then the cash received should be placed in an envelope with the amount written on it and that it is from that ministry. The envelope can be included in the Sunday offering so that it can be counted by the Offering Counters or passed to the Accounts Officer so that it can be separately banked. (COVID measures – envelopes are taken to Westpac Bank where teller issues a receipt that is passed back to the donor)

Donations received in appreciation of your ministry should be directed to the church generally so that they may be used according to church priorities.

Designated funds are unable to be used elsewhere.

Cash should never be banked into your personal banking account and then transferred from your bank account to the church bank accounts. This practice is not transparent and puts your reputation and that of the church, at risk.

Contacts - Finance Team

Treasurer: [treasurer@tbcchurch.com.au](mailto:treasurer@tbcchurch.com.au)

Accounts Officer: [accounts@tbcchurch.com.au](mailto:accounts@tbcchurch.com.au)

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