

Appendix 1: Financial Authorities, Controls and Limits of Delegation

The authorisations and delegations listed below operate within all provisions of this Financial Delegations Policy

Position	Offertories	Accepting cash donations	Accepting cash payments	Banking cash	Cardholder of Parish Credit Card	Authorising bank account access ¹	Approving payments of invoices and reimbursements ²	Processing electronic funds transfer ^{1&2}	Approving Parish Investments	Approving access to trust funds
Rector	✓	✓	✓	✓	\$25k	✓	✓	✓		
Assistant Priest	✓	✓	✓	✓	\$10k	✓	✓	✓		
Churchwardens	✓					✓	✓	✓		
Parish Treasurer	✓			✓		✓	✓	✓		
Office Administrator		✓	✓	✓	\$10k					
Manger of Parish Ops		✓	✓	✓	\$10k					
Sidespersons	✓									
Office volunteers										
Parish Council									✓	✓ ³
Council delegate							✓	✓		

On behalf of the Schoolhouse Museum

President		✓	✓	✓			✓ ⁴	✓ ⁴		
SM Treasurer		✓	✓	✓			✓ ⁴	✓ ⁴		
SM Secretary		✓	✓	✓			✓ ⁴	✓ ⁴		
SM volunteers		✓	✓							
Board							✓ ⁴	✓ ⁴		

✓ signifies an authorised position in respect of that category

All cash is to be handled by two non-related persons (not husband & wife)

¹ Requires two bank signatories

² Any transactions above \$50k require PC to authorise a change to the daily transaction limit

³ Requires the approval of the Rector

⁴ Approved by the Board (or out-of-session by the Executive Committee on behalf of the Board) and executed by two signatories. The Executive Committee comprises the President, Secretary and Treasurer.