



ST JOHN'S ANGLICAN CHURCH CANBERRA

Policy on	Financial Delegations
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LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance.

PRINCIPLES

1. Financial transactions, including cash transactions, electronic funds transfers, investment transactions, purchases, receipts, financial obligations and financial commitments are essential components of the business life of the Parish.
2. Proper controls in the forms of delegations, standardised practices and policies on how financial matters are conducted are to ensure good governance and protect the assets of the Parish.
3. Only Parish Council and also those people who are authorised to have delegated financial responsibility can approve financial policies, authorisations and delegations (financial controls).
4. Financial controls are exercised by authorised and/or delegated individuals undertaking financial transactions on behalf of the Parish in accordance with relevant Parish policies.
5. All cash transactions must involve two authorised delegates.
6. The Parish does not operate a petty cash system.
7. All Electronic Funds Transfers including authorising bulk invoice payments must be authorised by two bank signatories.
8. Credit card transactions only require the cardholder to authorise. Receipts must be provided for monthly accounting.
9. Financial transactions undertaken by those with appropriate delegations must be within the provisions of either;
 - a. the Parish budget or as otherwise agreed by Parish Council
 - b. the budget of the Schoolhouse Museum or as otherwise agreed by the Schoolhouse Museum Board of Management.
10. The agencies of the Anglican Diocese of Canberra and Goulburn, such as the Anglican Investment and Development Fund, will be informed of sections of this policy that are relevant to their inter-relationship with the Parish.

PROCEDURES

1. Pursuant to this policy only Parish Council grants financial authority and limits of delegation.
2. Those Parish positions authorised to undertake financial transactions, the scopes of their authorities, and the controls and limits of delegation are given in Appendix 1.
3. Parish Council can designate one of its members, in addition to its office-bearers, to process electronic payments and thus being a bank signatory to Parish accounts.
4. Appendix 1 can only be varied by resolution of Parish Council. Such a variation will constitute a revision to this policy and will accordingly be recorded as such in the minutes of Parish Council.
5. Changes to the limits of delegation are approved by Parish Council; the person in the respective position must signify in writing or by email their acceptance of that change before it is given effect.
6. It is recognised that, notwithstanding authorisation and delegation being given to specified positions in the Parish, banks and other financial institutions recognise natural people when granting access by signatories to accounts.
7. Variation in the signatories to a Parish account, but not the limits of delegation:
 - a. Requires the approval of two bank signatories,
 - b. Requires the agreement of the newly proposed signatoryAt the next meeting of Parish Council, the change of signatories will be recorded in the minutes, on the advice of the Treasurer.
8. It is recognised that in the case of accepting cash donations it is not possible on every occasion to have two authorised persons in attendance. In such cases the person accepting the donation should make a brief note on the receipt copy for the transaction indicating that it was not possible for there to be two authorised persons in attendance.
9. In the case of the Schoolhouse Museum, volunteers on duty during opening hours are authorised to accept small cash payments or donations, even though they may be the only person on duty.
10. All cash donations and payments are to be receipted, even for anonymous donors. It is recognised that individual receipts may not be issued for small amounts of cash, but the aggregate of those amounts must be recorded at the earliest opportunity.
11. All payments must be made against tax invoices or in the case of reimbursements, tax receipts provided.
12. In the unlikely event that a transaction is to be approved by authorised persons with differing levels of delegation then the lesser of the two delegations applies to the transaction.
13. Credit cards are issued, as required, to the Rector, Assistant Priest, Office Administrator and Manager of Parish Operations by reason of employment. If credit cards are to be issued to any other delegated position then that requires a resolution of Parish Council.
14. St John's Care operates its own Financial Delegations Policy, which is consistent with this Policy. Authorisations and specifying limits of delegation to staff and committee members are granted by the St John's Care Management Committee.