



St John the Baptist Anglican Church Canberra

Policy on	Financial Delegations
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LEGISLATION AND STANDARDS

This policy is bound by The Master Policy of the Parish (www.stjohnscanberra.org) Parish Council Login) which recognises the Five Marks of Mission of the Anglican Communion and the Governance of the Diocese Ordinance as the foundations on which our actions are based.

Relevant legislation: Governance of the Diocese Ordinance 2012

PRINCIPLES

1. Financial transactions, both manual and electronic, including cash handling, are essential components of the business life of the Parish.
2. Proper controls on how financial matters are handled are important to protect the assets of the Parish and also those people who are authorised to have delegated financial responsibility.
3. Financial controls are exercised by authorising certain people to undertake financial transactions on behalf of the Parish and by delegating to those so-authorised prescribed limits on how they use their authority.
4. Only Parish Council can grant financial authorisations and delegations.
5. Authorisations and delegations are granted to positions and not persons.
6. Those persons authorised to approve electronic payments are called “signatories.”
7. With limited exceptions, as prescribed by Parish Council, all financial transactions must involve two authorised persons. See Procedures 8 and 9.
8. A financial delegation limit authorises persons to approve transactions in value up to that limit.
9. The financial transactions of the Parish include but are not limited to
 - a. Accepting cash through offertories
 - b. Accepting cash donations
 - c. Accepting cash payments
 - d. Banking cash
 - e. Responsibility for a petty cash float
 - f. Issuing petty cash re-imbursments
 - g. Approving invoices for payment
 - h. Approving electronic payments
 - i. Authorising the movement of funds between Parish accounts
 - j. Approving the asset mix of Parish investments
 - k. Accessing trust funds
10. Financial transactions undertaken by those with appropriate delegations must be within the provisions of
 - 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.
11. Appropriate agencies of the Diocese, 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 limits of delegation are given in Appendix 1.
3. Parish Council can designate one of its members, in addition to its office-bearers, to have delegation in respect of approving electronic payments and thus being a 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 churchwardens, or the Treasurer and one churchwarden
 - b. Requires the agreement of the newly proposed signatory

At 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 significant 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, with the exception of petty cash items, for which receipts must be produced.
12. The Schoolhouse Museum does not operate a petty cash payment and reimbursement system.
13. By resolution of Parish Council, the delegation limits of two named signatories can be varied for a specific period to allow payment of an invoice which exceeds the delegations of any Parish position. A copy of the resolution will be sent to the Anglican Investment and Development Fund to enable the transaction to occur.
14. 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.

15. Credit cards are issued to the Rector and Assistant Priest by reason of employment. If credit cards are to be issued to any other delegated position then that requires a resolution of Parish Council.
16. 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.