Introduction to Finance Committee and Treasurer Roles
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This will briefly describe the role of the Treasurer and associated regulations under the Uniting Church in Australia Constitution and Regulations as well as the Synod of New South Wales and the ACT By-Laws.

1. The Role of the Finance Committee
   a) Some Church Councils may elect to only have a Treasurer and others may elect to appoint a Finance Committee as well as a Treasurer based on the complexity of income and expenses and size of the funds held by the church entity.
   b) The Finance Committee would carry out responsibilities as directed by the Church Council, report back to the Church Council, liaise and work in conjunction with the Treasurer and employees holding roles of financially responsibility.

2. The Role of Treasurer
   a) The role of treasurer is a key role relating to the Finance Committee, the Church Council and the members of the Church entity.
   b) The Treasurer is responsible for:
      • Maintaining the Church financial accounts.
      • Providing the Church Council, Board or Committee with financial reports.
      • Liaising with other organisations within the Synod.
      • Managing the funds of the congregation in accordance with the policy set by the Synod of NSW & the ACT By-Laws and in accordance with Uniting Church in Australia Constitution and Regulations.
   c) Other responsibilities flowing from this include:
      • Arranging the depositing and investing of offerings and other receipts.
      • Managing the cash flow and budget to ensure funds are available for expenses when required.
      • Ensuring ALL the Church entities financial accounts are audited; and
      • Provide analysis of the financial accounts which ensures that the Church Council, Board or Committee is aware of the impact of financial decisions.

Need help?
The Uniting Resources’ Finance team are only a phone call away to assist you with guidance and advice on accounting, budgeting, reporting, general bookkeeping and GST.

3. Financial Reporting
   a) The Treasurer is required to give a financial report at Church Council, Board or Committee meetings.
   b) The report should include an Income and Expenditure Statement (Profit & Loss) and a Balance Sheet. The Income and Expenditure statement shows funds collected and received relating to the operations of the congregation and the costs of maintaining the property, programs and activities of the Church entity. The Balance Sheet shows the balances of any accounts, investments, money owed to the Church entity, depreciable equipment items and property held by the Church entity as well as any money owed to others.
   c) In giving the report the Treasurer should give an indication of any trends that are emerging and the possible impacts this may have on the future. Church Council, Board or Committee members will need to know of any expense incurred but not yet paid and any income which is yet to be received.
d) The Treasurer should be available to answer questions. If the question is difficult or you don’t know the answer, then ask for more time to research the answer from your financial records.

e) The information you provide will be relied upon the Church Council, Board or Committee in making decisions. It is important that the results are conveyed without bias.

Remember:
The Treasurer is not just a bookkeeper, but an integral part of the Church Council, Board or Committee.

4. By-Laws Relevant to Accounting and Audit – Part 8 Uniting Resources

Section 8.2.2 FINANCIAL MANAGEMENT
Uniting Resources is responsible for establishing and maintaining:

a) Accounting, Tax and Audit
   i. Accounting policies and key procedures, ensuring they are consistent with all external regulatory requirements and accounting standards.
   ii. Taxation policies and acting as the main liaison and interface with the Australian Taxation Office (ATO).
   iii. Policies and key procedures for the auditing of all accounts.

These policies and procedures are to be used by the Synod and all Congregations, Presbyteries and bodies within the bounds of the Synod.

5. UCA Regulations Relevant to Accounting and Audit (2012)

FUNDS OF CONGREGATIONS, COUNCILS OR OTHER BODIES

Section 3.8.6
Congregations, Church Council, Presbyteries, Synods, the Assembly or other bodies may establish funds to provide for the proper discharge of their purposes, responsibilities and objects, and they shall respectively be managed and administered by such persons or bodies and in such manner as the Church Council (or Church Council working collaboratively), Presbyter, Synod or Assembly may determine.

ACCOUNTING AND AUDIT

Section 3.8.7
Books of Account

a) All funds of the Church shall be accounted for using proper, approved methods of accounting. The body responsible for funds shall keep proper books of account. The books of account shall include all receipts and disbursements received or made, all credits and debts owing or due and all other relevant matters necessary including a full explanation of the accounts. The body responsible shall, upon the request of the chairperson of the Church Council or other appointing body or the Synod Property Officer or any person authorised by any one of them, produce the books of account together with all supporting or relevant accounts, receipts, and documents for inspection, and shall permit extracts to be taken and copies to be made by any such authorised officer.
Monies to be banked
b) All monies received from time to time shall be placed to the credit of an account in the name of the body responsible in any one or more financial institutions approved by the Synod. The body responsible shall appoint two or more persons to operate on such account.

Audit
c) The books of account shall be audited and certified by the auditors at least once in every year and at such other times as may be required by the chairperson of the Church Council or other body responsible as the case may be required.

Appointment of Auditors
d) The auditor or auditors shall be appointed annually. Subject to the variation in (e) below, the auditor(s) shall be a qualified accountant or, if more than one, shall include at least one qualified accountant. For the purpose of this Regulation a qualified accountant means:

i. A person who is a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants, or

ii. Any other person who has qualifications and experience requisite for registration as a company auditor under the Corporations Act 2000 as amended or replaced from time to time and who in the opinion of the appointing body is a fit and proper person to undertake the responsibility.

Variations to Qualifications
e) Where the gross receipts of a Congregation or body or fund in the year is below a figure that equates to 2.5 times the notional stipend the books of account may be audited and certified by two person who are not qualified in terms of (d) above, but who are, in the opinion of the body responsible, fit and proper persons to undertake the responsibility.

Notional stipend for the purpose of this Regulation means the amount determined for the year by the Board of Directors of Benefund Limited.

Eligibility as Auditor
f) The auditor appointed shall not be a member of the board, council or committee whose accounts are being audited unless a Presbytery with respect to the accounts of Congregations or Congregational organisations within its bounds, or the Synod Property Board with respect to accounts of other councils or organisations, determines, at the request of the appointing body, that special circumstances exist. In such case a member of the board, council or committee may be appointed to be auditor.

Presentation of Accounts
g) Audited financial statements bearing an audit or independent reviewer’s report in such form as the Synod may prescribe shall be submitted to the Church Council or other appointing body or the body responsible for their administration and control, as may be appropriate, at least once in every year, and to the Synod and the Presbytery Property Committee (in respect of Congregations and their organisation) whenever required.

Budgets
h) Comprehensive and detailed budgets should be prepared for every Congregation, Presbytery, Synod, the Assembly and other body with an established fund during the current year for the next succeeding year in the manner directed and approved by the relevant council responsible for the fund.
6. Reimbursements

Volunteers, staff and ministers are entitled to reimbursement for approved expenses they incur in performing their duties. All reimbursements should be made upon submission to the treasurer of a valid tax receipts. Reimbursement can be made via an electronic fund transfer to the person’s bank account, depending on the amount to be reimbursed and the particular financial processes of the congregation.

7. Synod Payments

If you are sending a cheque to the Synod office – please make sure it is accompanied by sufficient information to make identification easy.

Please do not send cash through the post.

**Contributions to special appeals:**

If you are unsure of the destination of a particular appeal, please contact our office on (02) 8267 4334.

8. Local Church Banking and Depositing Services

In 2000, the Synod approved a “Compulsory Deposits Policy”, which called for ‘all congregations, Presbyteries of the NSW Synod, as well as boards and agencies within the bounds of the NSW Synod, to deposit all their cash funds, including cash at bank and on deposit as well as other investments, into Uniting Financial Services (UFS)’.

Uniting Financial Services offer the following:

- Cheque facilities
- Fee free transactions
- Uniting Online (internet access to funds and information)
- Uniting by Phone (telephone access to funds and information)
- BPay Payer
- Loans
- Direct Credit & Debit facilities
- Over the counter depositing via the Synod office and all Westpac branches

Please refer to [www.unitingfinancial.com.au](http://www.unitingfinancial.com.au) for a comprehensive list of all product and services.

Security of Sunday offerings is very important:

- Always have at least two people to count the money
- If there is a secure safe in the Church office – USE IT
- DO NOT leave money unattended in a car
- If possible, use a night safe at your local branch; collect the money on Monday for counting and depositing
- In the event of a hold up, DO NOT resist – it is much better to lose the money than to lose a person
9. Staff Contact Details

For more information, contact Uniting Resources, Finance

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For information relating to the Compulsory Deposit Policy and investment facilities and services please call Uniting Financial Services on 1300 133 673 or contactus@unitingfinancial.com.au