



FINANCIAL POLICY

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1 PURPOSE OF POLICY

Diligent and transparent management of finances and assets is critical to the effective ministry and witness of the church in serving as the body of Christ. The collection and use of these resources is important in honouring the God whom entrusted them to His people, in providing a good witness to a watching world, and in respecting the government God has placed over us. Therefore, Eastside is committed to the collection and management of finances and assets in a way that is diligent, faithful, transparent, compliant and for the glory of God.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.
(1 Peter 4:10)

...Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness.
(Matthew 25:23)

...we administer [the offering] in order to honour the Lord himself and to show our eagerness to help. We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.
(2 Corinthians 8:19-21)

- 1.1 This policy sets out Eastside's commitment to the collection, management and use of finances and assets.

2 APPLICATION

- 2.1 This policy applies to Eastside's collection and management of finances, the development and implementation of budgets, the purchase and management of assets, and the reporting of financial records and other information to the congregation and government.

- 2.2 This policy sets out obligations for Eastside personnel with access to or control of finances or assets of Eastside or with responsibility to provide financial reporting.

- 2.3 This policy has been developed in reflection of Eastside Community Church's requirements for financial management and accounting practice set by the Australian Accounting Standards Board (AASB) and Australian Charities and Not-for-profits Commission (ACNC), and consistent with its status as holding a goods and services tax (GST) concession and income tax exemption. To the extent of any inconsistency between this policy and/or Eastside's practice and the legal requirements of these external standards, the latter will prevail.

3 GUIDING PRINCIPLES AND ACTIONS

- 3.1 At all times, the management of Eastside's finances and assets will be managed based on the following principles:
- 3.1.1 stewardship
 - 3.1.2 prudence
 - 3.1.3 integrity
 - 3.1.4 clarity and transparency
 - 3.1.5 compliance.
- 3.2 Funding of church ministries, wages and projects will be derived primarily from the voluntary giving of the members and attendees of Eastside but may be supplemented by special gifts or grants. The receiving of giving will be managed in accordance with the following requirements:
- 3.2.1 Eastside will not accept any giving from suspicious sources or organisations, from individuals engaged in terrorism, money laundering or other criminal activities, or where accepting the money would bring the name of God into disrepute.
 - 3.2.2 All giving to Eastside will be considered unrestricted except where made into a special designated fund established by Eastside, provided as a special offering invited by Eastside, or provided as a grant or similar gift required to be provided to a particular project or ministry.
 - 3.2.3 Where it is not possible or appropriate to use designated giving for the purpose for which was designated by the donor, giving should be rejected except where there is approval from the majority of voting members at a members' meeting.
 - 3.2.4 All cash offerings and payments will be managed in a way that minimises the risk of misappropriation or loss of funds. At a minimum, this will include the use of at least two people in the handling of funds and authorisation of expenditure.
- 3.3 The finances and assets of Eastside will be used for church ministries, wages and projects, including the day-to-day operation. The expenditure of finances will be managed in accordance with the following requirements:
- 3.3.1 At all times, Eastside will use finances only for the operation of the church, the witness of the gospel and the glory of God.
 - 3.3.2 Where finances have been collected based on designated giving grants or other special arrangements, they should be used for the purpose for which the giving was based, except to the extent of any inconsistency with the requirements in Clause 3.3.1.

- 3.3.3 Finances (including entering into loans) will be used in accordance with operational and capital budgets approved by the membership. Expenditure must be regularly monitored against approved budgets and actively managed to avoid overruns where possible. Any unbudgeted expenditure must be explicitly approved in accordance with the Constitution and delegations in Schedule 1.
 - 3.3.4 Assets will be purchased only as required for the effective ministry of Eastside and in accordance with an approved budget. Any assets with a value greater than that identified in Schedule 1 should be added to and maintained on an Asset Register.
 - 3.3.5 The use of finances, including credit cards, is subject to delegated authority, as set out in the schedules to this policy.
 - 3.3.6 All expenditure is to be reasonably and transparently incurred, regardless of whether or not it has been budgeted. Where there is an actual or perceived conflict of interest associated with expenditure, the expenditure can still proceed but must then be disclosed to the membership as soon as possible.
 - 3.3.7 Eastside will not be responsible for the expenditure or financial commitment made by others where this has not been subject to formal approval or delegation.
- 3.4 Eastside will maintain insurances appropriate to the financial and other risks associated with operations and assets. This must be reviewed at least every three years or where there is a material change of assets.
- 3.5 Financial performance must be reported regularly and transparently to the membership. At a minimum, this must be as frequent as the reporting periods identified in Schedule 4.
- 3.6 Financial auditing and government reporting must be undertaken in compliance with prevailing government requirements.
- 3.7 Financial records must be retained for a minimum of 7 years or longer as required by accounting practice or government regulation.
- 3.8 Where deemed necessary by the Eldership, Eastside will develop any other procedures or documents necessary to give further effect or clarity to this policy.
- 3.9 The guidelines provided in the schedules form part of this policy. However, changes to these schedules are not considered changes to the overall policy and therefore can occur without initiating a re-issue of the policy. These schedules must be reviewed annually to ensure they remain up-to-date and appropriate.

4 RELATIONSHIP TO CONSTITUTION AND OTHER POLICIES

- 4.1 To the extent of any inconsistency between this policy and the Constitution, the latter prevails, except as required by law.
- 4.2 Further controls related to the funding of overseas activities is provided In the Missions Policy.
- 4.3 Further controls related to expenditure associated with minor and major projects is provided in the Project Management and Governance Policy.
- 4.4 Further controls related to remuneration and salary of staff is provided in the Remuneration Policy.
- 4.5 Any breaches of this policy are to be handled in accordance with the issue / incident requirements of the Risk and Compliance Policy.

SCHEDULE 1 – APPROVAL LIMITS

Date of Revision	5 March 2022
Approved by	Eldership
Description of Change	Renamed schedule to include reference to assets Added table with asset definitions (Table 1.4) Renumbered tables to include schedule no. Changed Senior Pastor to Pastor/Elder

Table 1.1 – Budget Expenditure (Applies to Annual Operational and Capital Budgets)

Budgeted Expenditure		
No.	Amount	Approval Required
1.	Less than \$200	No approval required (must advise Responsible Leader)
2.	\$200 to \$1,000	Responsible Leader
3.	\$1,000 to \$5,000	Responsible Leader + Pastor/Elder approval
4.	Greater than \$5,000	Eldership

Table 1.2 – Utilising ‘unused’ Annual Operational Budget

Utilising ‘unused’ Annual Operational Budget		
No.	Amount	Approval Required
1.	Less than 1% of total Annual Operational Budget	Elder/Pastor + Treasurer
2.	Greater than 1% of total Annual Operational Budget	Eldership

Table 1.3 – Unbudgeted Capital Expenditure

Unbudgeted Capital Expenditure		
No.	Amount	Approval Required
1.	Less than \$10,000	Eldership + Treasurer
2.	Greater than \$10,000	Membership

Table 1.4 – Threshold for Assets

No.	Asset type	Value
1.	Value above which item should be added to asset register	Equivalent to insurable value
2.	Value above which item should be depreciated	As per prevailing accounting standards

SCHEDULE 2 - AUTHORISED PERSONS TO ACCESS FINANCIAL ACCOUNTS

Date of Revision	3 March 2023
Approved by	Eldership
Description of Change	<p>Changed following content in tables:</p> <ul style="list-style-type: none"> Table 2.1 – Removed Daniel Walker, Matthew Schmitt and Haylee Nichols. Added Emily McKinney, Caleb Loeken, Eleisha Hunt and John Schrodter Table 2.2 - Removed Daniel Walker and Matthew Schmidt. Added John Schrodter. Added note after Josh Lean and Andrew Robbins. Table 2.3 – Removed Daniel Walker and Haylee Nichols. Added Caleb Loeken, John Ventnor, and Kathryn Visser. Changed Emily McKinney’s access to Online Credit Card Portal Table 2.4 – Removed Daniel Walker, Haylee Nichols, and Darren Gibson. Added John Schrodter, Caleb Loeken. Changed Joshua Lean, Andrew Robbins and Emily McKinney’s access level to Adviser Table 2.5 – Removed Daniel Walker Table 2.8 – Removed Darren Gibson. Added John Schrodter and Eleisha Hunt.

Table 2.1 - Church members authorised as bank account signatories

Name	User ID	General Account (35S6.2)	Building Fund (35S6.4)	Care Fund (35S6.7)	Term Deposit (Debbie B.)
Joshua Lean	30457	YES	YES	YES	YES
Andrew Robbins	2472	YES	YES	YES	-
Emily McKinney	31765	YES	YES	YES	NO
Caleb Loeken	????	YES	YES	YES	NO
Eleisha Hunt	????	YES	YES	YES	YES
John Schrodter	???	YES	YES	YES	YES

Table 2.2 - Church members authorised to approve payments and reimbursements

Name	Role
Joshua Lean*	Pastor
Andrew Robbins*	Pastor
Eleisha Hunt	Treasurer
John Schrodter (Add)	Elder

*Authority to approve payments and reimbursements on behalf of a pastor can be delegated in writing to an office member in the event of a pastor taking leave

Table 2.3 - Church members authorised to have a credit card and/or access the credit card portal

Name	Role	Have a Credit Card	Credit Card Limit	Access Credit Card Portal
Joshua Lean	Pastor	YES	\$1,000	NO
Andrew Robbins	Pastor	YES	\$1,000	NO
Emily McKinney	Office Administrator	YES	\$1,000	YES
Eleisha Hunt	Treasurer	NO	NA	YES
Caleb Loeken	Ministry Support Worker	YES	\$1,000	YES
John Ventnor	Pastoral Care & Discipleship Support Worker for Men	YES	\$500	NO
Kathryn Visser	Interim Finance Administrator	NO	NA	YES

Table 2.4 - Church members authorised to access XERO

Name	Access Level
Joshua Lean	Adviser
Andrew Robbins	Adviser
Eleisha Hunt	Adviser
Emily McKinney	Adviser
John Schrodter	Adviser
Caleb Loeken	Adviser
Kathryn Visser	Adviser

Table 2.5 – Pastors authorised to have Minister’s Exempt Benefit Account

The following employees of the church are authorised to have a minister’s exempt benefit account into which up to 50% of their salary can be paid. The person must be a **minister of religion** – see [Section 57 of the Fringe Benefits Tax Assessment Act 1986](#) (FBTAA).

Name	Role
Joshua Lean	Pastor
Andrew Robbins	Pastor

Table 2.6 – Authorised External Auditor

Name	Role	Company
Diana Taylor	Senior Auditor	Bailiwick Group

Table 2.7 – Tax Accountant

Name	Role	Company
John Schrodter	Senior Accountant / Owner	Wise Choice Accounting

Table 2.8 – ACNC Representative

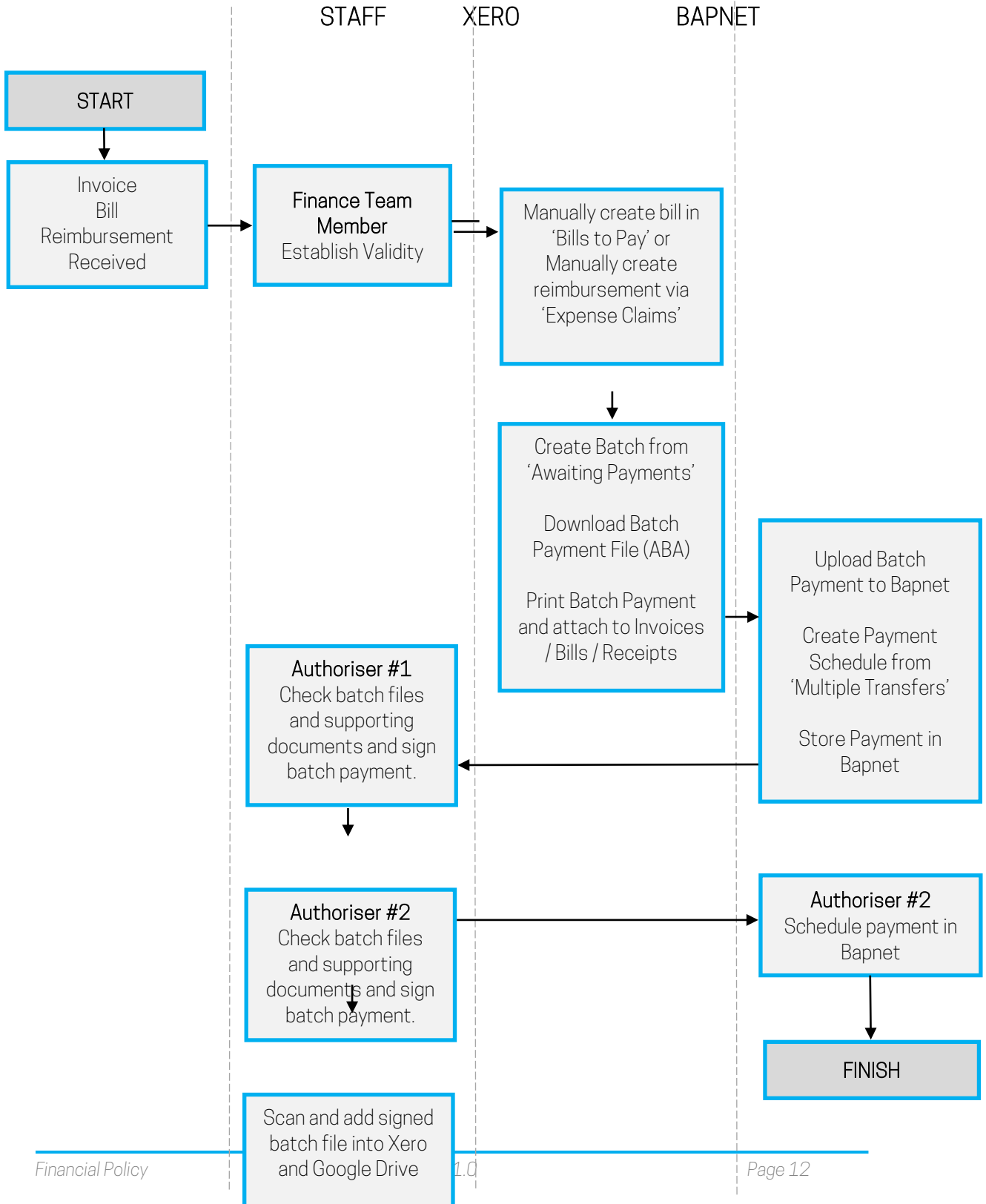
Name	Role
John Schrodter	Elder
Eleisha Hunt	Treasurer

Table 2.9 – Access to Online Transaction Platforms

Platform	Name	Role
Square	Emily McKinney	Office Administrator
Stripe	Emily McKinney	Office Administrator

SCHEDULE 3 – PAYMENT APPROVAL PROCESS

Date of Revision	5 March 2022
Approved by	Eldership
Description of Change	Added table of revisions



SCHEDULE 4 – FINANCIAL REPORTS

Date of Revision	17 September 2022
Approved by	Eldership
Description of Change	New schedule added

Table 4.1 – Financial Reporting Requirements

No.	Report	Frequency	Intended Audience	Who	Communication Channel
1.	Banking Summary	Weekly	Elders, Treasurer	Haylee Nichols	Email
2.	Weekly Giving Report Detailed	Weekly	Elders, Treasurer	Haylee Nichols	Email
3.	Weekly Giving Report Simple	Weekly	Congregation	Haylee Nichols, Emily McKinney	Reported in the Eastside Weekly Email Update
4.	Monthly Finance Report Detailed	Monthly	Eldership	Treasurer	Email
5.	Monthly Finance Report Congregation	Monthly	Congregation	Treasurer	Link to report in the Eastside Weekly Email Update
6.	YTD Financial Report	Quarterly	Membership	Treasurer	Members Meeting
7.	Audit	Annually	Membership	Treasurer / External Auditor	Members Meeting
8.	Annual Information Statement	Annually	ACNC	ACNC Representative	ACNC portal