**xxxxxxxxxxxxx INCORPORATED**

**FINANCIAL DELEGATIONS POLICY**

1. **POLICY STATEMENT**

The xxxxxxxxx Lutheran Church is committed to ensuring that proper expenditure controls are in place and that Church Councils and Committees act within the delegated authority granted to them and do not expend funds in excess of their maximum limit without prior authorisation.

1. **PURPOSE**
   1. To define authorities delegated from Church Council, nominated committees and congregation members.
   2. To ensure that prior to any financial commitments being made on behalf of the congregation, that those commitments are properly authorised within the framework of the financial delegations approved by Congregation and Church Council.
2. **DELEGATIONS**
   1. A delegation is applicable to a position, not to an individual person.
   2. A person who holds a delegation must comply with the limits and any conditions that are placed on the delegation.
   3. A delegate must not exercise any delegation that will result in any direct or indirect benefit to them personally.
   4. A person acting in a position has the delegated powers and functions of that position on the condition that the Church Council is satisfied that they have enough experience and/or expertise to exercise the relevant delegated powers.
   5. All authorities and delegations must be approved at a meeting of Church Council and recorded in the minutes of the meeting.
   6. Delegations shall be reviewed annually by Church Council to ensure they are up to date and appropriate.
3. **PROCEDURES**

The following procedures are to be implemented to ensure the Congregation meets its policy objective of managing and expending its funds:

* 1. All formal legal contracts must be approved by the Church Council by way of formal resolution.
  2. The Common Seal is to be affixed to formal legal contracts by the Church Council at its discretion or where required by the other party to the contract.
  3. Non budget expenditure of amounts up to $200 may be approved by the Church Council Chairperson or Treasurer or nominee of the controlling committee. Approval to be minuted at the subsequent meeting.
  4. Non budget expenditure of items costing $200 to $2,000 to be approved by the Church Council and minuted at the time of approval.
  5. Non budget expenditure in excess of $2,000 must be approved by the congregation.
  6. All amounts within the budget may be spent as required and reported to the council or committee.

1. **PURCHASING**

**Approved budget purchases**

Purchases of goods and services may be made by the Chairperson, Treasurer, Pastor and Office Manager within the limitations of the annual budget.

1. **INVOICE PAYMENTS**

All supplier invoices and expense claims must be approved for payment by the Treasurer or person authorised, up to their delegated authority.

1. **CREDIT CARDS**

The Corporate credit cardholder must:

1. Comply with the conditions applying to the use of the card, as set out by the issuing institution.
2. Not use the credit card unless this and any related XXXXXX policies have been read and understood.
3. Keep the card in a secure place and not allow the card to be used by any other person.
4. Not use the card to obtain cash advances.
5. The card is only to be used by the named cardholder and only for business purposes
6. Ensure that individual purchases or payments do not exceed budget or delegation limits.
7. Ensure that individual purchases or payments do not exceed the transaction limit of the card.
8. Ensure that adequate documentation is obtained to enable the congregation to claim input tax credits (for GST paid) from the Australian Taxation Office. The tax invoice must show a brief description of goods purchased, the GST amount and the supplier’s Australian business number (ABN).
9. In the case of orders placed over the telephone, a compliant tax invoice must be requested from the supplier at the time of placing the order.
10. Retain all documentation (tax invoices) associated with the purchase of goods and services to support payment of the monthly account.
11. Reconcile individual monthly statements within five (5) working days of receipt, and forward the statement and supporting documentation to the treasurer for authorisation and payment of the account.
12. Report lost or stolen cards immediately to the issuing institution and treasurer.
13. Return the card to the treasurer upon leaving the employment of the congregation or if instructed to surrender the card by the treasurer.

The congregation retains the right to remove the privilege of credit facilities if the card is inappropriately used or if the card holder regularly fails to meet accounting requirements within the above guidelines.

The credit limit is $xxx per transaction with a monthly limit on transactions of $xxx.