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# FISCAL RESPONSIBILITY & HANDLING OF MONEY

## Purpose

The purpose of this Fiscal Responsibility and Handling of Money Policy is to clearly articulate to all members and adherents of Church@TheGabba the Church Leadership's expectations of those people who profess the name of Jesus Christ as Lord and Saviour and who call Church@TheGabba their spiritual home, the broad principles that have been instigated within the Church regarding the handling of money and the Church's finances.

## Preamble

This Policy is primarily predicated on the Scripture passages of 1Co16: 1 and2, 2Co8: 1 – 7 (amongst others).

## Policy

### 1. Sources of Money.

The Church is funded by the voluntary contributions of its members and worshippers, either through regular tithes and offerings or through special appeals and donations. Additional sources of funds may come from the sale and/or management of church property and/or assets.

### 2. Anonymity of Donations and the Protection of Financial Information of Donors.

Tithes and offerings are typically given anonymously. Offering envelopes are to be made available for the convenience of members and worshippers and to allow their contributions to be confidential between the donor and the Lord. Those persons involved in receiving, collecting or counting such monies are not to take note of or record amounts given by any individual.

In certain circumstances, it may be necessary to note the donor of a gift or offering for a particular purpose; for example, the collection of a tax-deductible donation on behalf of a charitable institution may require the donor to give their name, for tax purposes. Such information must be kept in confidence and not be passed on or divulged to anyone other than the statutory relevant authorities requiring the information.

### 3. Counting and Handling of Money.

A minimum of two persons, preferably persons not in paid employment of the church, shall handle the counting of cash donations to the Church (such as the weekly offering). Bills and invoices presented to the church may be paid out from these donations, so long as documentation for such payments is presented. Such monies, with the records of the counting and any bills and invoices deducted from such money, are to be promptly delivered to the Treasurer or other church officer acting on their behalf and the money deposited in the church accounts at the earliest practicable time. Cheques drawn from church accounts must be signed by two approved signatories of the Church.

Occasionally, gifts may be given with conditions or provisions attached, that the money be used (or not used) for certain purposes. Such requests are to be acceded to wherever practical, though if the Church is not in a position to accede to the request, the money may be forwarded to another church, the Baptist Union or some other Christian organization more capable of carrying out those wishes.

#### 4. Gifts in Kind

Occasionally someone may give or will to the church valuable items (for example bullion, jewellery, rare collectables or real estate). Such items may be kept by the church as assets, or may be sold to provide funds for the Church. If and when such items are sold, church members or worshippers who are experts in valuing or selling the particular items in question can be consulted regarding the best manner of sale and disposal of such items. Depending on the nature of the gift and the asset in question, it may be considered most appropriate that the item be gifted by the Church to another church, to the Baptist Union or some other Christian organization.

#### 5. Financial Record-keeping and Reporting to Church Membership

The Church Treasurer is to keep the Church Books in an orderly manner not inconsistent with currently acceptable accounting and book-keeping practices. The Treasurer is to prepare financial reports for the Church Annual Meeting, Church Quarterly Meetings, monthly Deacons Meetings and for any Special Meetings for which an up-to-date report is essential for the conducting of business.

The annual accounts should be audited by a competent person outside the church leadership. If there is any legal requirement (such as from the ACNC) for a qualified accountant or auditor, this should be complied with. Otherwise any financially competent person approved by the church may conduct the audit and provide a suitable statement to the Annual Church Meeting.

#### Definitions

Church means **Church@TheGabba** and also includes the associated ministries and activities of the church.

Church Leadership means primary governing group of the church such as the board, elders or deacons.