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# Money Handling Policy

## Introduction

The use of money is an important part of the ministry of the church. We need to ensure that the resources that God gives us are used in the most effective way possible. Jesus gave many parables which indicate that we may be judged by our stewardship of money and other resources.

We must act with integrity and transparency in all of our dealings with money in order to ensure that we are above reproach and that any accusations may be answered.

At the same time, a certain level of trust is owed to those in leadership and those who contribute to the life of the church community.

This policy covers aspects of financial stewardship such as the handling of cash, accounting and reporting.

## Appointment of Treasurer

The Constitution of New life Christian Fellowship requires that the Leadership Team appoint a treasurer with the following responsibilities

- (a) ensure that all money due to the association, including collections and donations, is received
- (b) ensure that all payments authorised by the Fellowship are made
- (c) keep correct books and accounts showing the financial affairs of the Fellowship including full details of all receipts and expenditure connected with the activities of the Fellowship
- (d) present regular financial statements as requested by the Leadership Team

## Handling of Cash

All cash and cheques that come to the possession of the Fellowship, either at Sunday worship or at other events, will be counted and recorded immediately and banked as soon as is practical.

Offerings received at Sunday services will be counted by two people and recorded on a form similar to this:



## New Life Christian Fellowship Narrabri Inc. Offering Record Sheet

Date: \_\_\_\_\_ Names of Counters \_\_\_\_\_  
Number of people: \_\_\_\_\_

Tithe	
Storehouse	
Schools Ministry	
Special Appeals	
TOTAL	

\$100 x	
\$50 x	
\$20 x	
\$10 x	
\$5 x	
Coin	
Cheques	
TOTAL	

Signatures

After counting and agreeing that the amounts are correct, the counters are to sign the form and then pass the money and the form to the Pastor or Treasurer to be banked.

## Financial Accounting

The Treasurer is to keep accurate records of all financial transactions made on behalf of the Fellowship. These records are to be regularly reconciled with bank statements to ensure there are no errors.

## **Financial Reporting**

The Treasurer shall report to the Leadership Team all financial details requested by the Leadership Team. Each Leadership Team meeting will receive from the Treasurer, at a minimum, an Income and Expenses Report and a Balance of Accounts Report.

## **Auditing**

As a small organisation (a Tier 1 Association), New Life Christian Fellowship Narrabri Inc is not required to have a formal audit each year.

The Fellowship will have a person not connected to the Leadership review the financial records at the end of each financial year and prior to the AGM. It is not necessary for the person to be an accountant, unless specified by the Leadership Team or the meeting of members at the previous AGM.

After the conclusion of the review the reviewer will issue a statement to be included in the reports of the Fellowship to be presented at the AGM.

# Revisions and Changes

Adopted by Leadership Team: 24/3/23

Reviewed: 28/3/24