

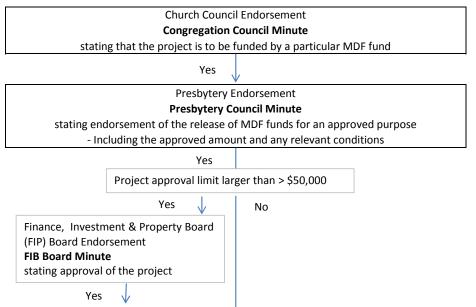
## APPLICATION FOR ACCESSING MISSION DEVELOPMENT FUNDS (MDF)

Per UCA Qld Synod MDF Guidelines, funds from an MDF Account can be accessed for the following purposes:

- 1. Approved capital purposes e.g property development, construction or refurbishment;
- 2. Promoting the mission of the church through approved Special Church growth or Outreach Program; and
- 3. Accrued interest can be accessed for use of normal operational expenses.

For each new capital project:

### **Approvals Process:**



## **Payment Process:**

# Claims - Tax Invoice Submission Send approved invoice to Synod for processing Including: ✓ Copy of Official Tax Invoice\* ✓ Payee bank account details provided on Tax Invoice or letterhead. ✓ Payment authorisation from Congregation Treasurer \*\*(e.g. email or sign off on Invoice) ✓ Specification as to which MDF Account the funds are to be drawn from



# **Finance Dept, Uniting Church Synod**

Given that the above approval process is in order, invoices will be processed by Synod within 7 working days.

Synod will claim the GST credits in its Business Activity Statement (BAS)

## Reimbursements

- \* In the case where the Congregation is seeking reimbursement (Net of GST) for an expense already paid, the following must be provided:
  - A copy of the Official Tax Invoice; and
  - An Official Receipt to evidence payment; or a cheque butt and corresponding Bank Statements demonstrating the expense was paid by the Congregation.
- \*\* Or a person appointed by the Church Council E.g. Capital Project Coordinator