

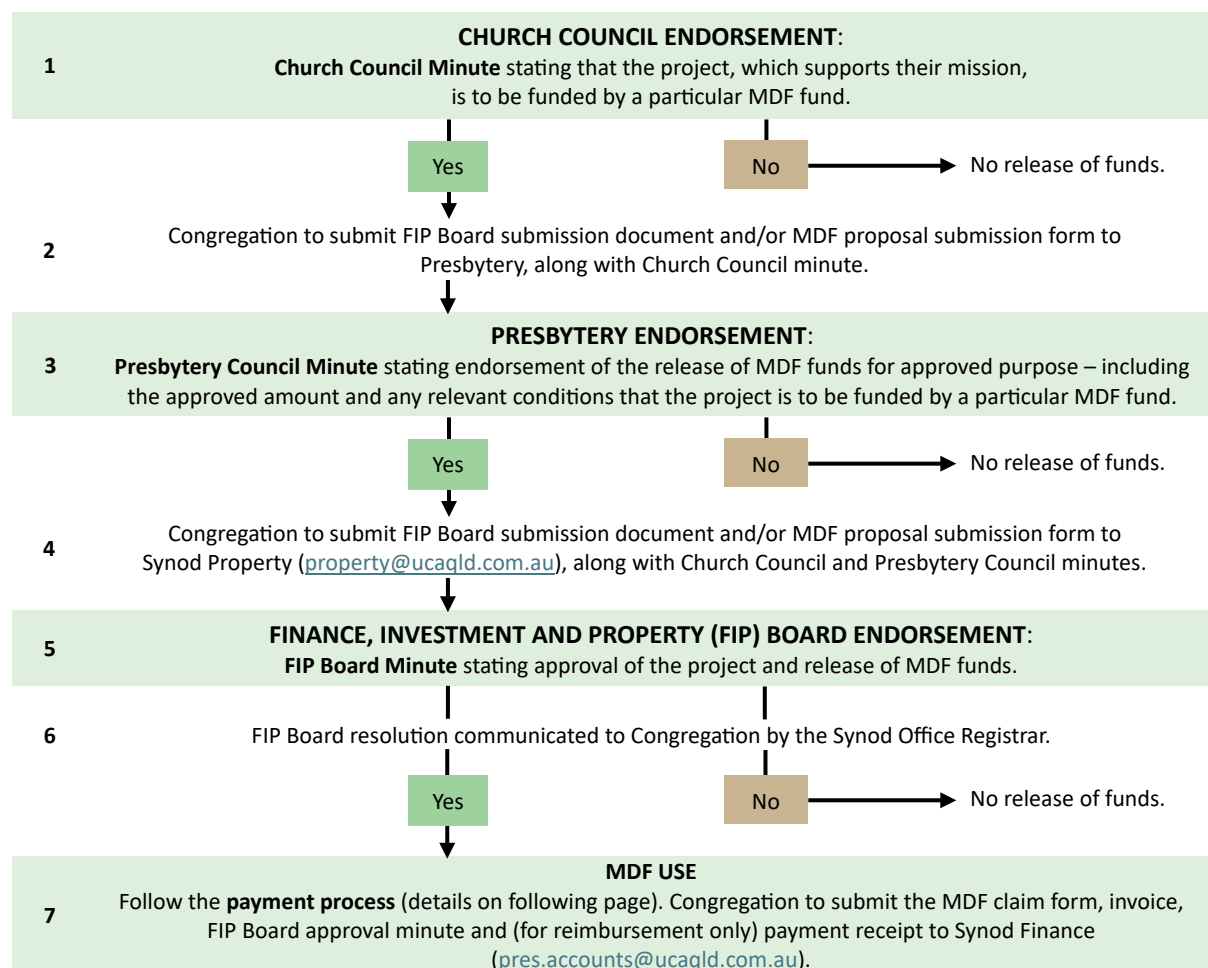


Approval Process for Accessing Mission Development Fund (MDF)

The UCA QLD Synod MDF Policy allows funds from an MDF account to be accessed for the following purposes:

- ✓ Approved Capital purposes e.g. property development, construction or refurbishment.
- ✓ Promoting the mission of the church through approved Special Church growth or Outreach Programs.
- ✓ Any use of MDF principal requires endorsement by Presbytery and approval by Finance, Investment and Property (FIP) Board.
- ✓ Accrued **interest** can be accessed for use of operational expenses up to the value of \$50,000 on endorsement by Presbytery and approval by Executive Director Finance, Property and Enterprise not exceeding \$50,000 annually.

Approval process for accessing MDF Principal for Capital and Missional use only





Approval process for accessing MDF Interest

1. Church Council minute endorsing the release of interest for mission or operations as supported by the mission plan.
2. Congregation complete MDF Proposal Submission form and submit to Presbytery.
3. Presbytery Council endorsement. (If not endorsed, process ceases).
4. Congregation submit MDF Proposal Submission form, Church Council and Presbytery Council minutes to Executive Director Finance, Property and Enterprise via pres.accounts@ucaqld.com.au for approval.
5. Executive Director Finance, Property & Enterprise (Property Officer) can approve use of accrued interest up to the value of \$50,000 capped at \$50,000 annually. (If not approved, process ceases).
6. Outcome communicated to congregation by Synod Office Pres Accounts.
7. Follow the approved payment process to access approved interest.

Payment Process for approved MDF expenditure

When a project has been approved by the FIP Board, a MDP (Mission Development Project) is created by Synod Finance. The propose of this is to track the expenditure against the FIPB approved budget for the capital work, especially when multiple withdrawals are expected.

Approved funds can be accessed via **Payment to Vendor** or **Reimbursement** by submitting the MDF Claim form to pres.accounts@ucaqld.com.au with appropriate documentation. This form acts as payment authorisation from the Congregation/Presbytery using approved funds.

Payment to Vendor (Synod Office pays an invoice on behalf of Congregation or Presbytery)

Email MDF Claim form Synod Office (pres.accounts@ucaqld.com.au) for processing including:

- ✓ Copy of Official Tax invoice*
- ✓ Payee Bank Account details provided on Tax Invoice or letterhead.
- ✓ Mission Development Fund (MDF) Claim Form
- ✓ Specification as to which MDF Account the funds are to be drawn from.
- ✓ Synod Office will pay the invoice in 7 days and draw the funds from the MDP account.
- ✓ Synod Office will claim the GST credits in its Business Activity Statement (BAS).

Reimbursements (Congregation/Presbytery paid invoice and reimbursement required from MDF/MDP funds)

In the case where the Congregation/Presbytery is seeking reimbursement (GST exclusive) for an expense already paid, the following must be provided:

- ✓ A copy of the Official Tax Invoice; and
- ✓ Proof of payment (e.g. official receipt, bank statement) demonstrating the expense was paid by Congregation/Presbytery.

Related documents

[Mission Development Fund \(MDF\) Policy](#) (G1.6)

FIP Board Submission Template

Mission Development Fund (MDF) Proposal Submission Form

Mission Development Fund (MDF) Claim Form



Revisions

Document number		2.0			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	09.10.2026	Thea Madigan Executive Director Finance, Property and Enterprise	09.10.2026	Executive Director Finance, Property and Enterprise	Executive Director Finance, Property and Enterprise
Next scheduled review		09.10.2027			