

## **Commitments of Congregational Bookkeeping Memorandum of Understanding**

### Synod Bookkeeping Commitment to Serviced Congregation / Presbytery:

1. To reconcile bank accounts each week / month (depending on timing of source documents being submitted)
2. To reconcile the UCIS and MDF accounts each month
3. Ensure monthly invoices are sent to clients on the 1<sup>st</sup> or 20<sup>th</sup> of the month (depending on agreement)
4. Ensure all Bills are entered into Xero and Batches for payment are made in a timely manner to ensure no late payments.
5. To prepare BAS figures for approval and if your Xero is linked to the ATO, your Bookkeeper will lodge on your behalf and if not, you may use these figures for your Paper version and submit to the ATO.
6. Suggest an Auditor for your Annual Reviews and assist the auditor with any queries.
7. To Prepare your Annual Returns each year for your approval and submission to Synod and Presbytery.
8. To assist you in preparing and loading your annual budget into Xero.
9. To provide you with the required end of month reports prior to your monthly Church Council / Standing Committee Meetings.
10. To be available to the Treasurer / Administration person for any Xero queries.

### Congregation / Presbytery Commitment to their Synod Bookkeeper:

1. All bank accounts must have an automatic bank feed to ensure accuracy. All transactions must have relevant backup source documentation supplied to the Bookkeeper in a timely manner so the accounts can be reconciled at end of month.
2. Ensure that your Bookkeeper is aware of the UCIS accounts that have been set up and also aware of any MDF projects you have approval for. All MDF expense documentation also needs to be sent to your Bookkeeper.
3. Each month if you have regular Hall hires and or activities, ensure your Bookkeeper has the relevant information to enable them to invoice clients in a timely manner.
4. To email your Bookkeeper the Bills for Payment in a timely manner to ensure they are paid on time.
5. If possible, go through the steps to link your Xero to the ATO for electronic BAS submission (your Bookkeeper can go through the steps with you). If this is not possible, please ensure that your Treasurer is on the ACNC so they can request the paper copy of the BAS from the ATO and submit manually (again, your Bookkeeper can assist you with a series of steps to get the Treasurer onto the ACNC).
6. Make sure your Congregation / Presbytery is up to date with your annual audits.
7. Ensure that your Annual Returns are approved and submitted on time to Synod and Presbytery.
8. Create a Budget in a timely manner to be uploaded to Xero (your Bookkeeper can assist you in Budget preparation and upload).
9. Inform your Bookkeeper on the required End of Month Reports your Church Council / Standing Committee would like to see.
10. To communicate with your Bookkeeper on any situation that may arise with reference to Xero and the accounts processes and or church council changes.