

Description

This policy outlines the conditions of use for a Ministers Expense Facility (MEF) linked credit card.

Applicability

Holders of a MEF linked credit card within the payroll system of Sydney Presbytery.

Policy

The use and nature of cards can be changed at any time, with notice being provided from the Synod Secretariat. The following items are current policy:

Allowable Expenses¹

Virtually all household and personal expenses can be paid from the MEF including, but not limited to items such as:

1. Groceries, including alcohol
2. Car expenses such as repayments, fuel, and servicing
3. Insurance premiums
4. Cleaners, gardeners, and tradespeople
5. School fees
6. Mortgages without a redraw capacity and rent
7. Clothing and footwear
8. Entertainment and gifts
9. Holidays

What the MEF cannot be used for

- ☒ Fines or penalties imposed by Federal, State or Local Government such as traffic infringement notices
- ☒ Taxation levies, (including payment for the preparation of annual returns)
- ☒ Child support or other Centrelink payments
- ☒ Offerings and donations to Deductible Gift Recipients
- ☒ Tax deductible costs (i.e., payments from these accounts cannot be used as tax deductions)
- ☒ Home deposit
- ☒ Mortgages with a redraw capacity
- ☒ Cash withdrawals

¹ Section 11.4 from the Ministry Handbook

Record Management

Card holders are responsible for their own recording keeping.

However, for all receipts with a tax deductible supply, the GST total is to be calculated and a copy of the receipts returned to the Presbytery office quarterly.

This is so Presbytery can claim the GST input credits in the BAS and obtain a small miscellaneous income source.

Breach of Policy

Should a breach of policy be reported or found, the Business Manager will seek to reconcile the breach through either verbal or written communication with the card holder.

In the event of overspending, the Presbytery will cover the overdraft via an emergency top up of the card's balance with the use of Presbytery funds.

The card holder will be required to reimburse the Presbytery within two (2) days of the incident unless other arrangements are approved.

Once the funds are cleared; a meeting with the Business Manager is to be held to discuss the issue and processes further; to help prevent further occurrences.

Document Control

Update Prepared by	Ian Goff
Date issued	24 May 2022
Approved by	Kent Crawford
Tabled	Standing Committee 28 April 2022
Version N#	.02
Edits from prior version	Minor Edits: 1. Update Synod name exact replica of the Ministry Handbook 2. Included Misc. Income comment
Policy N#	F03

Synod guidance valid at the time of writing:

Can I transfer an existing MEF bank account from our previous Minister to our new Minister for payroll disbursement purposes?

No. You will need to set up a new MEF account for your incoming Minister.
Please contact UFS for details on how to arrange this.

MINISTERS EXPENSE FACILITY (MEF)²

In line with ATO guidelines and Synod policy allows that ministers may elect to place up to 30% of the minimum stipend, plus 100% of their allowances into a “Ministers Expense Facility” (MEF).

The figure of 30% is a decision of the UCA National Assembly.

It is an account of the appointing body but used to pay authorised expenses incurred by the minister.

There are strict ATO rules around the operation of these accounts which require full compliance.

² <https://nswact.uca.org.au/about-us/secretariat/ministry-handbook/>