

**TEMPLATE: REPORTS TO THE DIOCESAN EXECUTIVE COMMITTEE**

‘For which of you, intending to build a tower, does not first sit down and estimate the cost, to see whether he has enough to complete it?’   
Luke 14.28

# What kinds of things need to come to the Executive Committee for decision?

The Diocesan Executive Committee (the Executive) have delegated authority from the Bishop in Council and the Board of the Bendigo Anglican Diocesan Corporation to carry out the work of the Trustees of the Trusts Corporation and to oversee the day to day operations of the Diocese.

The Bendigo Diocesan Trusts Corporation (BDTC) holds all property and money in trust for the benefit of parishes. BDTC looks after property and trust funds. The Trustees are legally responsible for complying with the law and ensuring that the Trust Corporation is run well.

The Bendigo Anglican Diocesan Corporation (The Corporation) is a company limited by guarantee with two members (the Bishop and BDTC) that handle the operational and contractual business of the Diocese. For example: it runs the payroll for clergy and staff; it enters into the insurance contract for our Diocese; it enters into the contract with our Employee Assistance Program provider. In short, The Corporation looks after people and contracts.

The Executive are responsible for making sure that the business of the BDTC and The Corporation are carried out in accordance with all laws and in a timely manner, to best serve the Diocese and each parish within it.

Examples of reports that should come to the Executive for decision include:

* All building or property (capital) projects undertaken in the Diocese of Bendigo which are (see [Property Projects Template](http://www.bendigoanglican.org.au/wp-content/uploads/2019/05/Property-projects-template.docx)):
  + In excess of $5,000 and/or
  + To be funded from monies held in Trust and/or
  + Including a building contract
* Signage on property
* Proposals for Leases of property either as a [Landlord](http://www.bendigoanglican.org.au/wp-content/uploads/2019/05/Leasing-your-Rectory-to-Others-Becoming-a-Landlord-May-2019.pdf) (see information sheet) or a Tenant
* Contracts of any kind
* Memorandums of Understanding
* Grant applications
* Trust fund withdrawal applications of more than $5,000 (these must be accompanied by a completed [Trust Fund Withdrawal Form](http://www.bendigoanglican.org.au/resources/trust-withdrawal-application-form/))
* A proposal to use trust funds in the short term, as part of a longer term “Parish Sustainability Plan”. (Parishes will have spoken to the Bishop, Archdeacon or General Manager/Registrar to arrive at this point).
* Proposals to employ a person at the Parish (Parishes cannot employ people directly as they are not incorporated entities, all people must be employed via the Bendigo Anglican Diocesan Corporation)

All of the above require the approval of the Executive before being enacted.

The Executive meet on the first Monday of the month (except January and June) and is responsible for making sound and informed decisions and undertake due diligence in the exercise of their duties, while remaining focused on facilitating Parishes. This means they first need to have a good understanding of the proposals put before them.

The following Report Template must be completed and submitted to the Registry before the last Monday of the month. The form is to be accompanied by all relevant documentation, including a Parish Council minute recommending the proposal (i.e. it must have Parish Council support).

The information required by the Executive may vary depending on the complexity, size, scale and amount of funds, risk management and mitigation involved in a proposal.

*For example, a trust fund withdrawal of say $8,000 to pay for insurance, could be justified by:*

* *a written report (template below);*
* *completed Trust Fund Withdrawal Form*

*In the example of a complex proposal, like the employment of a parish-based employee with placement funding from a government or employment agency:*

* *a written report (template below) including the rationale behind the desire to employ rather than contract the position;*
* *a projection of costs; (the Registry can assist)*
* *identification of funding to cover the anticipated costs;*
* *a Parish Council minute supporting the proposed project and funding;*
* *a Position Description (the Registry can assist);*
* *details of the supervisor and training plan that will be implemented;*
* *a risk management plan; (the Registry can assist)*
* *quotes showing the alternate costs in contracting the work out; and*
* *completed draft forms (eg funding agreement with employment agency) ready for sign off by the trustees.*

***Anywhere that the Parish may require the assistance of the Registry, extra preparation time will need to be factored in for preparation as almost all Registry staff work on a part time basis.***

To assist in its deliberation, the Executive may request further information and/or may choose to visit the parish/centre.

**Diocesan Executive Report Template  
(to be submitted before the last Monday in month for inclusion in next Executive meeting agenda)**

Also attach:

* Copy of Parish Council minute approving the proposed project and funding
* Completed trust fund withdrawal form/s if required
* Copies of any original quotes; drawings; draft Planning Permit (either local Council or Heritage Victoria if required); grant applications

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| --- | --- | --- |
| **Parish Name** |  | |
| **Church Name / Centre**  (include Street address where project to be carried out) |  | |
| **Brief description of the Proposal/ Project** |  | |
| **Reason for the Proposal/Project** |  | |
| **Proposal/ Project and Parish Mission**  Describe how the proposal/ project fits in with the mission of your parish |  | |
| **Plans/Drawings if required** | Project Plans have been prepared by:  The plans are attached to this application YES / NO | |
| **Estimated Cost**  (quotes should include registration details of tradespeople / contractor – required for insurance purposes) | Quotes for the works from the following tradespeople are attached: | |
| Tradespeople/Contractor’s Name | Amount of total quote |
|  |  |
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|  |  |
| **Proposal/ Project Funding**  Describe how the proposal/ project is to be funded eg budget, fundraising, grant/s |  | |
| **Parish Consultation**  Describe the nature of consultation with the parish |  | |
| **Parish Approval** | DD/MMM/YYYY Date of the Parish Council meeting where the proposed project was approved (attach minutes). | |
| **Signatures of Parish Leaders** | **Rector/Priest in Charge**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Churchwardens** | |
|  | Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Application** |  | |

For assistance in completing this form, please contact the Registrar.

Completed applications (including the associated documentation) are to be forwarded to

The Registrar, Anglican Diocese of Bendigo, [reception@bendigoanglican.org.au](mailto:reception@bendigoanglican.org.au)

P O Box 2, Bendigo 3550

**Checklist:**

Report (using above template) outlining the proposal / project

Parish Council minute approving the proposal and advising from which Trust, Grant or Gift that the proposed expenditure will be sourced

 Trust fund withdrawal form (completed and signed) if required

A summary and total of costs

Quotes (two to three for each item) and indication of preferred quote.

Site plan if applicable

Architect or Draft person’s drawings of the proposal if applicable

Evidence of engagement with Heritage Victoria if applicable

Completed draft Grant Application, Planning Permit Application from either the local Council or Heritage Victoria (with all required attachments) ready for sign off by the trustees.