

Coast Evangelical Church Scripture Fund

Governing Rules

PREAMBLE

The mission statement of Forster Evangelical Church Incorporated (*Coast Evangelical Church*) is to build Christ's church by prayerfully proclaiming the word of God.

As part of this mission, Coast Evangelical Church is committed to teaching scripture through special religious education (SRE) in the local public schools.

The Administration Committee of Coast Evangelical Church has established the Coast Evangelical Church Scripture Fund (*Scripture Fund*) for this purpose.

This Scripture Fund is to be administered subject to the rules below.

RULES

Establishment

1. The Scripture Fund is established by the Coast Evangelical Church Administration Committee pursuant to its powers under clause 20(2) of the Forster Evangelical Church Incorporated rules.
2. The Scripture Fund is to be administered according to the governing rules of the Scripture Fund. Where these governing rules fail to provide sufficient guidance as to an appropriate action or outcome, the Forster Evangelical Church Incorporated rules shall apply as guidance to the Administration Committee.

Purpose

3. The Scripture Fund is established solely for the purpose of providing religious instruction in government schools in Australia.

Administration

4. The Scripture Fund is to be administered by the Coast Evangelical Church Administration Committee
5. The Administration Committee, subject to any restrictions imposed on them by the Forster Evangelical Church Incorporated Rules is:
 - a. To promote the above-stated purpose of the Scripture Fund
 - b. Authorised and has responsibility to determine and administer the financial affairs of the scripture fund, including the settling of an annual budget
 - c. Authorised and has responsibility to manage the property of the scripture fund
 - d. Authorised and has the responsibility to perform all such acts and do such things necessary or desirable for the proper management of the scripture fund, provided that in doing so, the rules of the Scripture Fund or the Forster Evangelical Church Incorporated rules are not broken.
6. The Administration Committee is to appoint a member of the association to the office of treasurer of the Scripture Fund. This person is not required to be a member of the Administration Committee but must possess the appropriate skills to hold this position. The Administration Committee may delegate to the Treasurer the following responsibilities:
 - a. To collect and receive all money due to the association and make payments Authorised by the association; and
 - b. To keep regular and correct accounts and books showing the financial affairs of the scripture fund with full details of all receipts and expenditure connected with the activities of the scripture fund
 - c. To provide the books of account to the Administration Committee for review on a regular basis
 - d. To prepare, for approval by the Administration Committee, the annual budget of the Scripture Fund
 - e. To present the budget as approved by the administration committee to the members at a general meeting for the purpose of enabling the budget to be received by them
7. The Administration Committee shall appoint a qualified auditor of the Scripture Fund. The auditor is to be appointed by majority vote of the Administration Committee and may not be a member of the Administration Committee or related to a member of the Administration Committee.
8. The Administration Committee must furnish the books of account for an independent review by the auditor within two months of the end of Coast Evangelical Church's financial year.

Gifts and Receipts

9. The Coast Evangelical Scripture Fund is a public fund. It is the intention of the Administration Committee that the public will contribute to the fund and the Administration Committee invites such contributions

10. The Administration Committee is to open a bank account for the Scripture Fund into which all gifts and donations to the fund must be banked.
11. Where a cash donation to the Scripture Fund, in excess of two dollars (\$2), has been given and the donor's details have been provided to either the Administration Committee or the Scripture Fund Treasurer, a receipt must be issued from the Fund within fourteen (14) days of receipt of this information.
12. All amounts received as a result of donations made to the Scripture Fund (e.g. interest earned on the Fund's bank account, proceeds from sale of assets donated or previously owned by the Scripture Fund) must be deposited into the Scripture Fund
13. No other amounts may be receipted by the Scripture Fund and/or deposited into the Scripture Fund's bank account

Expenses and Payments

14. The Scripture Fund monies must be used only in furtherance of the sole purpose of the Scripture Fund. These include but are not limited to the following:
 - a. Reasonable costs of managing the Scripture Fund including bank charges, stationery, accounting and audit costs relating to the Scripture Fund
 - b. Investment of scripture fund monies, only where consistent with carrying out the principal purpose of the fund
 - c. Reimbursement to Coast Evangelical Church for the time spent by its employees in furtherance of the Scripture Fund's purpose. Any reimbursement made to Coast Evangelical Church must be supported by timesheets and records kept by Coast Evangelical Church. Any reimbursement request must be made in writing with the required supporting documents attached.
15. All payments from the Scripture Fund must be Authorised by a minimum of two unrelated members of the Administration Committee; with the exception of all reimbursements to Coast Evangelical Church, which must be Authorised by a minimum of three unrelated members of the Administration Committee

Deductible Gift Recipient Status

16. Upon establishment of the Scripture Fund, an application is to be made to the Australian Taxation Office for registration as a Deductible Gift Recipient (*DGR*) (as a Public Fund for religious instruction in government schools)
17. The Coast Evangelical Church Administration Committee must do all things in their power to keep the DGR status current unless doing so would violate the Forster Evangelical Church Incorporated rules in either form or spirit.

Alteration of Rules

18. The rules of the Scripture Fund may be altered or added to only by a resolution in writing agreed to by 70% of the Administration Committee
19. Notwithstanding the above, the Administration Committee may not alter or add to the rules of the Scripture Fund in any manner that would contradict the Scripture Fund's sole purpose or cause the Scripture Fund to lose its DGR status.

Dissolution

20. If the Scripture Fund is wound up or if the endorsement of the Scripture Fund as a deductible gift recipient is revoked, any surplus assets of the Scripture Fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution which has similar objects and to which income tax deductible gifts can be made.
21. The Administration Committee should select two eligible alternatives, from this the recipient shall be decided upon by majority vote of the Coast Evangelical Church members at a general meeting (called in accordance with the Forster Evangelical Church Incorporated rules)