

ANGLICAN DIOCESE OF CANBERRA AND GOULBURN



**APPLICATION TO BISHOP-IN-COUNCIL
FOR PERMISSION TO INCUR DEBT**

(under Section 12 of the Parochial Property Ordinance 1975)

Applicant

APPLICATION TO INCUR DEBT

The purpose of this form is to enable parishes to comply with Section 12 of the Parochial Property Ordinance 1975 which reads as follows:

“DEBTS

12. (1) Parish or special district shall not incur a debt in connection with the erection or alteration of a building or the acquisition of any property, or for any other purpose, unless the parish or district council has authorised, and the Diocesan Council has approved, the incurring of the debt.
- (2) The Diocesan Council may, by resolution, except from the operation of subsection (1) debts included in a class of debts specified in the resolution.”

Note: The underlying reason for this provision in the ordinance is that the Diocese is required to provide a guarantee to lending institutions for borrowings by any Diocesan entity. Permission to incur debt is not a loan approval and a separate application needs to be made to a lending institution for the necessary funds.

Instructions for completion.

1. This form should be used for applications for the purchase of motor vehicles or for any purpose where the loan being sought is \$100,000 or less. See point 6 for applications in excess of \$100,000.
2. If loan funding is to be sought from the Anglican Development Fund, a copy of this application and related documents should be forwarded to that body with a covering letter requesting the funding.
3. The application is to be accompanied by the following documentation:
 - i) Audited copies of financial statements for the last two completed years
 - ii) A copy of the budget for the current year
 - iii) A copy of financial statements for the current year to the month prior to application
 - iv) Budget projections for the years covering the loan term.
 - v)
4. Financial data is to be provided in Section 8. Clergy expenses should include salary, leave loading, superannuation, long service leave, vehicle & housing costs.
5. The application must be signed by at least two persons authorised to sign on behalf of the applicant body who certify that the data is correct and that the application has been adopted at a properly constituted meeting of the applicant body.
6. For applications in excess of \$100,000 application should be made in letter form signed by at least two authorised signatories and be accompanied by:
 - i) The financial data requested in 3
 - ii) A business case analysis for the project to be financed
 - iii) A cash flow projection covering the draw down phase of the funding

APPLICANT		
1. PURPOSE OR PROJECT FOR WHICH THE BORROWING IS REQUIRED		
.....		
.....		
2. TOTAL COST \$.....		
3. FUNDING PROPOSAL		
3.1 Funds expected to be in hand	\$.....	
3.2 Funds to be borrowed	\$.....	
TOTAL (as per 2 above)		\$.....
4. PROPOSED BORROWINGS		
Funds to be borrowed (as per 3.2 above)		\$.....
Proposed Lender	
Term of Loan years	
Interest Rate %	
Annual Repayments	\$.....	
5. CURRENT PARISH BORROWINGS		
	Amount	Interest Rate
Interest Free Loans from parishioners	\$.....	Not applicable
Bank Loan(s)	\$.....
ADF Loan(s)	\$.....
Other Borrowings	\$.....
TOTAL	\$.....	
Are any of these borrowings to be included in the proposed borrowings at paragraph 4? Give details.		
.....		
.....		
.....		

6. PARISH STEWARDSHIP PROGRAM

When was the last parish stewardship program held (year)

By whom was the program conducted (parish or agency)

.....
 Number of current pledges

Annual amount expected from pledges:

Current Year \$..... Next Year \$

7. PARISH CONTRIBUTION TO THE DIOCESE

Current Year \$..... Next Year \$.....

8. FINANCIAL SUMMARY

Income	2 Years Previous	Last Year	Current Year Budget	Position as at / /	Projection to	Projection to	Projection to	Projection to
Pledges Received								
Open Plate & Direct Credit								
Special Efforts								
All other								
Total								
Expenditure								
Clergy Expenses								
Administrative Costs								
Diocesan Contribution								
Current Loan Repayments								
Other								
Total								
Surplus								
Less New Loan Repayment								
Balance for other purposes								

9. Certification

We certify that the above information is correct and that the proposal was adopted by a resolution of the Parish/Special District Council passed at a meeting held on / / , that a documented Risk Management Plan is in place and that the relevant Area Dean has been consulted on any development plan that is supported by this borrowing.

Rector/Priest-in-Charge: Area Dean
(for risk management)

Presiding Member/Secretary/Treasurer Date / /

BISHOP-IN-COUNCIL MOTIONS RE DELEGATIONS UNDER SECTION 12 OF THE PAROCHIAL PROPERTY ORDINANCE

(Bishop-in-Council meeting of 6 December 1996)

5381/96 Resolved that where a parish has sought approval to borrow funds and:

- (a) has contributed at least the full parish contribution to the Diocese in the previous financial year;
- (b) is not more than 60 days in arrears with its diocesan account (general and superannuation) in the current year; and
- (c) the proposal is judged to be financial viable,

the Registrar may approve:

- * all car loans
- * other borrowings to \$20,000

subject to the Bishop having first exercised his powers under Section 9 of the Parochial Property Ordinance 1975 where applicable.

Where the pre-conditions outlined in (a), (b) and (c) above are not met, the Registrar shall refer the application to the Finance Committee.

5382/96 Resolved that where a parish has sought approval to borrow funds and:

- (a) has contributed at least the full parish contribution to the Diocese in the previous financial year;
- (b) is not more than 60 days in arrears with their diocesan account (general and superannuation) in the current year; and
- (c) the proposal is judged to be financial viable,

the Finance Committee may approve all borrowings to \$100,000, subject to the Bishop having first exercised his powers under Section 9 of the Parochial Property Ordinance 1975 where applicable.