



Uniting Church in Australia
Synod of NSW and the ACT

ANNEXURE 5— SALES PROCEEDS

APPLICATION FOR USE OF SALE
PROCEEDS

DRAWDOWN OF SALES
PROCEEDS



Attachment 1 – Application for Use of Sale Proceeds (Projects < \$50,000)

Applicant:	
Project:	
Client Rep:	
Commencement Date:	
Target Completion Date:	

Funds Requested

The governing body of the applicant has approved the works proposed.

The use of funds is in accordance with the sales proceeds policy.

We have approached firms to do the works that are licensed and aware of Synod policies in terms of OH&S and safety.

The funds requested are based on a fee proposal(s) (ex GST) that we have reviewed and are satisfied will complete the scope of works (copy attached).

We have added a 5% contingency to the cost of the works.

We request the release of \$..... to be transferred

- From:119

- To: Internal - Uniting Financial Services Account
- Your External Account:
 BSB:
- Account Number:
- Account Name:

.....
 Chairperson / Office Bearer in
 Church Council

.....
 Chairperson / Office Bearer in
 Church Council

Date:

Date:

OFFICE USE ONLY

Date Project Was Approved:			
Signed:		Signed:	
Name:		Name:	
Date		Date	

Attachment 2 – Reconciliation on Sale Proceeds (Projects Under \$50,000)

Applicant:	
Project:	
Client Rep:	
Commencement Date:	
Date of Reconciliation Report:	

Item	Details	Dr	Cr	Balance
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total				

* All figures are excluding GST

I herewith confirm that on behalf of the applicant:

- all works have been completed by qualified tradespeople who have followed the Synod OH&S policies
- all invoices paid are in relation to the approved project only
- all invoices paid are in accordance with the Synod sale proceeds policy
- this reconciliation has been presented to and approved by the Board / Church Council
- the works completed are of acceptable quality to the applicant

.....
Client Representative

Attachment 3 – Drawdown on Sale Proceeds (Projects over \$50,000)

Applicant:	
Project:	
Client Rep:	
Commencement Date:	
Date of Request:	
Claim Number:	

Summary of Project Approval	Ex GST
Total Project Cost:	
Approved funds from Sales Proceeds:	
Funds from Other Sources:	

Cashflow Management	Ex GST
Funds paid to Applicant to fund GST (repayable on completion of project)	

Sales Proceeds Summary	Ex GST
Balance of Sales Proceeds at start of project If unsure, call Uniting Financial Services on 1300 133 673	
Funds approved for drawdown on this project (ex bonds) (A)	
Funds drawn to date (B)	
Funds claimed on this drawdown (C)	
Total funds claimed to date (D) (B) + (C)	
Balance of Approved Sales Proceeds Remaining (A-D)	

Request to Uniting Financial Services

- Please debit our - Sales proceeds account number 119
- Sales proceeds account name.....
- The amount of \$
- And make payment to:
 - Internal Account - Uniting Financial Services Account
 - Your External Account:
BSB:
Account Number:
Account Name:

We herewith confirm that:

- all works have been completed by qualified parties who have followed Synod OH&S policies
- the enclosed invoices are in relation to this approved project only
- the enclosed invoices are in accordance with the Synod Sales Proceeds policy
- the total of the invoices (ex GST) equals the amount claimed
- the works completed are of acceptable quality to the applicant.

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Chairperson / Office Bearer in
Church Council

.....
Chairperson / Office Bearer in
Church Council

OFFICE USE ONLY

- Funds are available
- Claim is consistent with approval
- Claim is consistent with Sales Proceeds Policy
- If last payment, letter sent requesting return of GST funds(if applicable)
- Payment Approved

Name: _____

Name: _____

Date: _____

Date: _____