

## 4 CHAPTER FOUR: FINANCE & ADMINISTRATION

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### 4.1 Introduction

This policy is designed to cover all aspects of finance relating to the receipt and expenditure of monies and associated accounting through Everyman's, at Headquarters (HQ) and in locations, where a staff member is posted. It does not include Personal Support Funds, which are referred to in Chapter Five.

EWS is a company limited by guarantee. It is also a registered Charitable Institution and has valuable Tax Deductible Gift Recipient status and other appropriate ASIC, ACNC and ATO exemptions and concessions. Consequently, we must abide by very stringent ACNC, ATO & ASIC guidelines and legislation to maintain our eligibility. The EWS Admin Support Officer (ASO) and Financial Support Officer (FSO) are responsible to the CCOMM and EWS Board Treasurer for the governance of all EWS financial dealings. These exemptions and concessions provide many benefits to EWS, staff & donors and are worthy of respect & protection.

### 4.2 The Ethos of EWS behind the Collection and Distribution of Donations

Since our inception Everyman's Welfare Service has sought to distribute donations in accordance with Scriptural principles irrespective of the amount of donations gathered by any given REP at any location.

Acts 4: 34-35

*34 There were no needy ones among them, because those who owned lands or houses would sell their property, bring the proceeds from the sales,*

*35 and lay them at the apostles' feet for distribution to anyone as he had need.*

With this Scriptural principle in mind, Everyman's REPs at each unit need to be familiar with the practice of banking donations with the understanding that EWS HQ will exercise overall discretion, in consultation with the Board and CCOMM of EWS, as to the fair and prayerfully considered distribution of these monies for the overall betterment of our mission and purpose within Defence. This includes all donations.

However, in the interests of our need to distribute funds widely on a need's basis to the overall mission, REPs must **not** presumptively promise that donations raised locally will go exclusively to the sponsor unit, unless local donors raise this question unilaterally with the REP in question. In the event local donors raise this question, the REP will advise them with thanks that their request is duly noted and that it will be submitted in writing by the REP concerned to EWS HQ for the CCOMM's consideration. In the event there are no pressing needs in the wider mission the CCOMM may approve local distribution of locally raised funds going exclusively to that local area, but this kind of approval must be understood to operate only on an individual case by case basis.

Reviewed January 2023

EWS HQ recognises some REPs will raise more donations in particular areas than others. But the Scriptural principles by which we operate oblige us to see that these monies will in turn be used to assist other REPs who may be struggling with bringing in donations for reasons beyond their control.

It is clear from our history that some sponsor units may take time to understand the need to donate to EWS to keep up an optimum level of our service in their unit. For a time, that unit will need the support of donations from other bases donations that are traditionally well resourced in the interests of a true Kingdom vision to build the ministry of Everyman's on a more secure foundation nationwide.

### **Individual REPs Obligation in Seeking Donations**

EWS HQ has always required due diligence in each individual REP, irrespective of time and experience in the ministry, to be continually mindful of doing all they can to gather donations from ADF members posted to their sponsored units, as well as from any corporate or Christian areas of support that could hold potential for donations.

REPs may not always be immediately granted money for "out of the ordinary" needs on sponsored units, where EWS HQ considers the REP could potentially glean local donations for the need in hand. In this case the CCOMM can be approached by the REP with a plan to direct these specific donations for a specific project back into that sponsor unit exclusively if the case brought has the merit of furthering the overall mission on that particular base (ie the raising of money locally as a project for the placement of a table tennis table in the Rec Centre that cannot be procured from the sponsor unit).

### **4.3 Headquarters Administration Responsibilities**

The EWS ASO and FSO are directly responsible to the CCOMM and the Treasurer of EWS Board for the maintenance of all finances and the preparation and completion of:

- Daily receipting of donations, issuing and distribution of receipts
- Banking of all income received at HQ
- Oversight of banking of all income received at Centres.
- Monthly reconciliation of all bank accounts and preparation of reports for presentation to the Board
- Preparation & payment of salaries, taxes, superannuation and suppliers accounts
- Annual preparation of reports and provision of documentation for the Company Auditor as required by law

- Annual review of insurances and risk management.
- Assist the Treasurer with the preparation of the annual budget and monitor income and expenditure accordingly.
- Maintenance of accounts and other records associated with the company's finances in an up-to-date manner
- Co-ordination of acquisition and expenditure associated with all equipment, including motor vehicles.
- Verify that transactions comply with financial policies and procedures
- Other duties as may be required relating to the accounting, receipting and expenditure of EWS finances
- All financial records are to be maintained in an up-to-date order.
- A receipt is to be issued for all monies and donations received.
- Records are to be maintained and are to be accessible at all times by authorised persons having a need to access the records.

#### **4.4 Capital Expenditure**

The CCOMM is responsible to approve all purchases of capital items up to and including \$2,000. The Board is responsible to approve all purchases of capital items over and above \$2,000.

Purchase Order Requests (POR) over \$5,000 must be accompanied by three quotes, for the Chief Commissioner & Board to consider, prior to purchase.

#### **4.5 Receipting**

All official receipts are to be issued only by EWS HQ and are to be signed by either, the EWS ASO, or the Administrative Support Officer Assistant (ASOA). They are to be issued on the approved Everyman's receipt with all areas of the receipt being completed. Receipts are to be sequentially numbered. Once completed, the originals of receipts are to be issued to the donor either personally or by surface mail or other authorised means to their recorded address.

If a donation is made from an ex-service organisation (ESO) the receipt should be forwarded to the National Relations Manager (NRM) for a letter of thanks to be sent with the receipt. The CCOMM will write a letter of thanks for donations of \$1000 or more.

If a donation is made in person to a Representative and the donor requires a receipt immediately, the Rep must explain to the donor that they will be issued with an official receipt sent from EWS HQ. The Rep must ensure they get the donor's correct name and address, telephone number and email address for this purpose. A Bank Deposit Summary must be sent to EWS HQ (see 4.16 "Banking Centre Funds and Donations").

If the donor has not received their receipt within one month, please direct enquiries to EWS HQ.

#### **4.6 Anonymous Donations & Unknown Donors**

Whenever a donation is received from an unknown donor, a receipt is to be issued by EWS HQ showing the details as 'Unknown' in the sponsors' section of the receipt. The originals of these receipts are filed with the bank deposit for the date banked. Similarly, when a donation is received from a donor who wishes to remain anonymous, a receipt can be issued by EWS HQ to the donor, or can be filed with the bank deposit for the date banked, showing the details as 'Anonymous' in the sponsors' section of the receipt. (Some donors wish to remain anonymous to the REP or the organisation, but still require a receipt of their donation for ATO, and other purposes.

#### **4.7 Budget**

The Everyman's financial year is January to December. The Treasurer is responsible for the budget being finalised and approved by the Board prior to the commencement of the financial year. The budget is prepared under the direction of the CCOMM and submitted to the Treasurer for consideration by the Board in sufficient time to finalise this process. All aspects of the work of Everyman's are to be detailed, including funding for each location that Everyman's operates.

The annual budget will include:

- Local budget: Each location is to operate on a specific budget. This is to be prepared by the CCOMM or his delegate in liaison with the Representative responsible for that location. It is to include all costs associated with the operation of a location. In lieu of this arrangement, the Treasurer will prepare a budget for each location, based on previous years income and expenses and projected income and expenses based on known activities for the coming year.
- Operating budget, consisting of all operational income and expenditure for the recurrent operations of the company.
- Capital procurement and replacement budget including sources

## 4.8 Bank Accounts

Bank accounts can only be opened or signatories changed by authorisation of the Board. The Company shall operate the following Bank Accounts:

- General Fund used primarily for income directed through HQ and payment of creditors.
- One Account for all Centres to use primarily for the receipt of funds at points of representation
- Rent Account to receive REP's rental payments on behalf of DHA
- Savings accounts to receive donations through Square & website (Stripe & PayPal) for the payment of visa cards as they fall due.
- Visa Account for each card issued for use at Centres and HQ
- EFTPOS account primarily for receipt of funds via electronic lodgement and the payment of visa cards as they fall due.
- Bonus interest or investment accounts for funds not immediately required for general operations
- All funds raised at each Centre, are to be deposited into the EWS Centre Banking Account. (see "4.1.6 Banking Centre Funds and Donations"). No other accounts are to be established or used for EWS Centres.

Each Centre should aim to be self-sustaining, but can be assisted by the General Fund if a legitimate need to do so can be established.

All EWS bank accounts are to be reconciled as at the last day of every month. All outstanding items are to be cleared by the next reconciling date. Where this is not practicable the reconciliation report must detail action being taken to resolve outstanding issues.

## 4.9 Centre Visa Accounts

Each location will operate a Visa Card Account with a limit appropriate to the operation of their Centre's Expenses. The Visa card will be issued in the name of the person responsible for the centre operations. The Visa account will be paid out in full each month from the account receiving donations via the Square.

The Centre Visa card is to be used to cover the Centre's general expenses. The card is part of the overall finance structure and the staff member responsible for the card is also responsible for the expenditure on the card.. Tax invoices must be obtained for all items purchased. It should be noted the record of the visa transaction from the terminal where payment is made, is **NOT** a Tax Invoice. The REP must ask for a Tax Invoice with each purchase made. Tax Invoices are to be matched to the Visa Card Statement, scanned and emailed to EWS HQ as soon as practically possible after the 1st of each

month with a brief description of the item purchased and the Centre or Vehicle it was purchased for. Please refer to Annexure 4.9 for the description of a valid Tax Invoice from the ATO website.

**Failure to supply a tax invoice may result in the Rep being liable for payment.**

**The Visa card is NOT for personal use.**

The Visa card should not be used for purchases of items over \$250.00 other than tea, coffee, drinks etc for the Centres. Where other transactions are necessary, a Purchase Order Request (Form 4.9) is to be completed and forwarded to the CCOMM for approval **prior** to committing to the expenditure.

The ASOA at EWS HQ will reconcile all Centre Visa Accounts against the Tax Invoices provided by cardholders and ensure each visa account has funds to continue operations. If a REP does not comply with this procedure, the ASOA, in consultation with the CCOMM, may cease funding of the account until the tax invoices are received at HQ, or may withdraw the privilege of the Visa card altogether. The ASOA is to prepare a report of any missing tax invoices and follow up with REP responsible.

Everyman's is subject to accountability under the Companies Act by the Australian Securities & Investments Commission (ASIC), the Australian Taxation Office (ATO) and the Australian Charities and Not for Profit Commission (ACNC). It is therefore necessary to be able to justify all income and expenditure and failure to do so can incur heavy penalties.

#### **4.10 Purchasing Procedures**

Prior approval by the CCOMM on a Purchase Order Request (Form 4.10) is required for all purchases by Centres and HQ over \$250.00 other than for items of tea, coffee, drinks etc or outside of normal centre requirements. Following CCOMM approval, a Purchase Order will be raised by the ASO at EWS HQ and emailed or faxed to the supplier and to the Rep undertaking the purchase. When goods are received, the supplier will email their invoice to HQ and the Rep will advise HQ by email that "all goods, or services, have been received". EWS HQ will process payment to the supplier with regular creditor payments, as soon as possible after receipt of the invoice.

Prior approval by the CCOMM on a Purchase Order Request (Form 4.10) is required for all purchases by Centres of tea, coffee, drinks etc where the order will be over \$1,000. Approval for an order over \$1000 will only be given in extraordinary circumstances.

In the event that the CCOMM is unavailable, the organisation's Administrative Support Officer (ASO) may give the approval subsequent to the REP following the aforementioned procedures as outlined for the CCOMM, to the ASO's email address.

Finally, if all the aforementioned options have been exhausted, the Board Treasurer of Everyman's can be contacted for approval but, but only if all the assigned officeholders for this purpose have been approached first and are unavailable.

Only in an emergency, where the funds are needed urgently, or where electronic communication is impossible, the CCOMM, or the other officeholders mentioned, can be contacted by phone in the succession described.

Permission, when given, will be notified in writing. In some cases, modification of the order may be appropriate. The original tax invoice is to be noted "all goods received" and emailed to EWS HQ as soon as possible for payment.

When CCOMM has approved a purchase, the details are to be entered into MYOB immediately. Ensure the invoice date, number and date for payment are correctly entered. The tax invoice and copy of purchase order is filed in "Creditors" file. The invoice is to be stamped and signed as "entered" in preparation for payment.

If the purchase is to be made using the REP's visa card, the REP is to request appropriate funds are transferred to the card prior to the transaction. EWS HQ should file a copy of the POR in the Visa folder to match with the tax invoice when received at the end of the month.

Reference should be made to the list of Approved Office Equipment (Annexure 4.10) when purchasing electronic equipment and items procured from this list whenever possible, to ensure best use of funds and interchangeability within the organisation.

#### **4.11 Receiving Procedures**

Persons receiving goods or services at a Centre or HQ are to check the goods against the original order and/or the Tax Invoice or Delivery Docket, sign and date the invoice/docket as having received the goods or service. Invoices may not be paid unless there is evidence of goods/service having been received.

#### **4.12 Payment of Invoices by HQ**

On receipt of an original invoice, enter details into MYOB, if not already recorded. Ensure the invoice date, number and date for payment are correctly entered into MYOB. The invoice is to be stamped and signed as "entered" in preparation for payment. The invoice is filed in "Creditors" file until payment is made.

The ASO is to review the accounts to be paid weekly and seek the approval of the CCOMM to ensure all accounts are paid by due date. Reports to be prepared for the CCOMM each week are Ageing Summary (Creditors & Debtors Reports), Standard Balance Sheet and Profit & Loss (including Last Year). Permission in writing is sought from the CCOMM for all accounts to be paid.

All invoices, with the exception of DHA Rent, are to be paid from the iSaver General Account. DHA Rent should be paid from the Rent account. Where possible, payments should be made electronically by uploading the payment instruction to the bank from MYOB. Each invoice approved for payment by

the CCOMM should be filed, with the record of transaction from the bank, in date order in the bank account folder ie iSaver General account.

#### **4.13 Petty Cash**

EWS does not operate a petty cash float in HQ or any Centres. Items are not to be paid for with cash from Centre takings or using personal funds.

#### **4.14 Emergency Funds**

Additional funds are able to be provided to each centre's Visa account to enable payment for certain emergency situations (eg Staff member is 'in the field' and requires additional funds for payment for emergency repairs, such a windscreen or tyres, or where a Credit Account cannot be arranged with a supplier (see 4.1.4 "Credit Accounts with Supplier").

Where an emergency payment is made without prior EWS HQ approval, staff are requested to notify HQ of the purchase/payment as soon as possible to ensure funds are available on the Visa to continue normal operations.

#### **4.15 Credit Accounts with Suppliers**

Credit Accounts with suppliers can only be opened only with the approval of the EWS ASO or CCOMM. (except in emergency situations as above in 4.1.4). They are to be opened in the name of Everyman's Welfare Service with the ASO as the signing authority and contact person. HQ is to be the only postal address for the account.

Normally accounts opened with suppliers of goods and services are to be on a 30-day account basis unless otherwise required by supplier. All invoices and statements to be sent directly to EWS HQ for payment.

It is a requirement of the ATO and ASIC that payments should only be made against original Tax Invoices or other suitable documentation. The external auditors are required to review this and in the event of a Tax Audit any deficiencies in these matters may attract significant financial penalties.

#### **4.16 Banking Centre Funds and Donations**

EWS receives monies at Rec Centres or from "brew runs". Monies received are donations towards running the centre, or for drinks, chocolate bars etc, or for use of internet. As the funds received are voluntary donations and the amount received is usually cost price or less than cost price of any goods or services provided, the ATO considers such income to be non-commercial and GST is not included in the amount received.



All monies are to be counted promptly, wherever possible in the presence of two people, and funds banked and recorded showing the date, the amount deposited and noting the breakdown of all deposits (ie General Support, Personal Support, Money Mugs etc) on the Centre Banking Deposit Summary (Form 4.16). Both parties are to sign the form prior to banking. Form 4.16 is to be filed at the centre, with the original stamped deposit slip with copies forwarded to HQ

All funds are to be deposited. Cash is not to be used for the payment of purchases. Any variation from this is a serious breach of our fiduciary duty. If this presents an issue, contact HQ to establish an alternative acceptable process.

All funds & donations received must be deposited into the Centre Bankings Account at Defence Bank. All banking is to be done as frequently as necessary to keep cash on hand below \$250 but should be undertaken at least once before the end of the month.

#### **4.17 Donation Stations**

Wherever there is an EWS Centre, a Donation Station where electronic donations can be processed, is to be established and maintained locally by the assigned REPs. A mobile Donation Station can be established on Brew Trucks via EWS HQ, if it is deemed to be necessary for the work that particular vehicle is undertaking.

HQ will maintain accounting records to establish the level of donations and expenditure relating to each centre and bear this in mind when allocating resources. For operational convenience, the Centre Banking account is used for the receipt of funds and the balance is transferred to the i-Saver General Account periodically.

#### **4.18 Deployment Cash Funds**

##### **General**

When deployed, Representatives encounter unique issues in managing and accounting for expenditure. This policy provided guidelines to maintain and demonstrate good stewardship while recognising the difficulties operation in cash only environments in various currencies and where documentation may present difficulties.

##### **Sourcing Funds**

Prior to deployment EWS HQ will provide deploying member with cash in one or more overseas currencies suitable for anticipated deployment. Member is responsible for security of cash held by them.

In the event of cash donations being received while on deployment ensure compliance with any "In Theatre" policy and consult EWS HQ for guidance.

## **Documenting expenditure**

A journal (Form 4.18) is to be maintained with a numerical entry for each transaction with date, description of purpose and amount in the currency.

Documentation in the form of receipt or invoice should be retained wherever possible. The documentation should be noted with the numerical number shown in the Expenditure Journal. Instances where an expenditure of amounts equivalent of \$A20 or more should be exceptional.

Journal and supporting documentation is to be provided to EWS HQ together with reconciled surplus cash on return from deployment.

### **Approved Purposes.**

Most equipment or consumable resources can be sourced through ADF structures including equipment issues or local purchase through welfare funds. Where factors preclude meeting a requirement in this way Deployment Cash Funds may be utilised.

Hospitality is an important means of connecting with ADF and Allied personnel. A level of expenditure on base for drinks and or snacks for the benefit of member and one or more personnel is considered appropriate. For functions such as off base farewells of close associates reasonable expenses are also acceptable. As a guide, expenditure of \$A20 per week on hospitality is usual while \$A40 on any one occasion acceptable. These amounts may vary with time and location.

Expenditure is to be contained within the amount of the available funds.

### **Integrity Maintenance**

In any issue of uncertainty regarding ethical use of these funds, guidance should be sought by the member from the Chief Commissioner or delegate.

## **4.19 Defence Housing Rent**

HQ to raise an invoice for a bond, equivalent to one month's rent or Live-in Accommodation (LIA), which is to be paid prior to rental application being submitted to DHA by CCOMM.

Defence Housing will forward a spreadsheet to EWS at the beginning of each month, listing EWS tenants and rent/LIA owed for the previous month. Around the 10<sup>th</sup> of the month, Dept of Defence will forward and invoice for the rent of the previous month (ie in August we receive an invoice for July's rent).

HQ to raise invoices for Reps in DHA Married Quarters and LIA on the 15<sup>th</sup> of each month for the rent of the following month (ie on 15<sup>th</sup> July, the invoice for August rent is raised).

Reps are to pay their rent by the 1<sup>st</sup> of the month in advance (ie August rent is paid by 1<sup>st</sup> August). Reps can pay rent, or part rent, from Personal Support Donations received, if there are funds available and the Rep is eligible for Exempt Benefits.

In the event rent is not paid by the due date, HQ is to notify the CCOM. Only one month's grace is allowable (the one month's Bond money). During this time the Rep is to submit a new financial plan, in writing, to HQ for approval.

The Rep will be asked to vacate the Married Quarter, or LIA, if they are unable to meet these conditions.

#### **4.20 Fixed Assets**

All property owned by Everyman's is to be clearly marked. A Register of Fixed Assets (Form 4.20A) is to be maintained at HQ. A copy will be provided to each location annually. All plant and equipment, irrespective of its value is to be recorded. This includes any EWS property used at a REP's home. Any movement of assets from one location to another is to have prior approval of the CCOMM and is to be included on the REPs Monthly Report (Form 2.2.4A) and forwarded to EWS HQ. Personally owned property or property belonging to the Department of Defence is to be clearly identified as such and is to be included on the Register of Fixed Assets, noting the owner of the item. Defence assets are to be cared for in the same way as Everyman's assets and should be returned to Defence when they are no longer required.

The CCOMM has the sole authority to authorise capital purchases, sell or dispose by 'write-off' Fixed Assets. Any property needing to be written off is to be noted on the Assets Movement Report (Form 4.20B). It may be written off the Register of Fixed Assets (Form 4.20A) and disposed of, after the CCOMM has given authorisation. HQ will need full details to update Asset and Depreciation Registers maintained at HQ.

Each location is to conduct a 100% Fixed Assets Stocktake during the first week of December and the results are to be forwarded to EWS HQ by 15th December, or before stand down, whichever is earlier.

Such property or equipment must then be removed from the sending location's Register of Fixed Assets (Form 4.20A) and added to the receiving location's Register. Details are to include the date, staff members' names and location of the receiving Register. HQ will need full details to update Asset and Depreciation Registers maintained at HQ.

#### **4.21 Spot Checks**

The CCOMM or his delegate can make a spot check of Everyman's property at any time.

#### **4.22 Reports**

The Visa card statement is available on line and will be forwarded from HQ at the beginning of each month. The statement is to be noted of each item/s purchased, as listed on the statement. Original tax invoices are to be scanned and emailed to EWS HQ no later than the 7<sup>th</sup> day of the month.

The Centre Banking Deposit Summary (Form 4.16) to be completed and sent at time of deposit.

## **Retention of Documents**

All financial records must be retained as per the Rules for Record Keeping on the Australian Taxation Office (ATO) website. As these can be updated from time to time, it is recommended the reader refer directly to the ATO website for this information, when needed.

Information of a personal, or sensitive nature is to be stored onto the External Hard Drive at HQ, and copied to the second External Hard Drive as a back up.

## ANNEXURE 4.B

Tax invoices for taxable sales of less than \$1,000 must include enough information to clearly determine the following 7 details:

1. document is intended to be a tax invoice
2. seller's identity
3. seller's Australian business number (ABN)
4. date the invoice was issued
5. brief description of the items sold, including the quantity (if applicable) and the price
6. GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement which says 'Total price includes GST'
7. extent to which each sale on the invoice is a taxable sale

Example 1: Tax invoice for a sale under \$1,000

<b>1</b>	<b>Tax invoice</b>															
<b>2</b>	Windows to Fit Pty Ltd ABN: 32 123 456 789 <b>3</b>	15 Burshag Road Festler NSW 2755														
<b>4</b>	<b>Date:</b> 1 August 2018															
	<b>To:</b> Building Company 254 Burshag Road Festler NSW 2755															
	<table border="1"><thead><tr><th>Description of supply</th><th>Total</th></tr></thead><tbody><tr><td>Window frames <b>5</b></td><td>\$825</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td><b>TOTAL PRICE INCLUDING GST</b></td><td><b>\$825 <b>6</b> + <b>7</b></b></td></tr></tbody></table>	Description of supply	Total	Window frames <b>5</b>	\$825									<b>TOTAL PRICE INCLUDING GST</b>	<b>\$825 <b>6</b> + <b>7</b></b>	
Description of supply	Total															
Window frames <b>5</b>	\$825															
<b>TOTAL PRICE INCLUDING GST</b>	<b>\$825 <b>6</b> + <b>7</b></b>															

Tax invoices for sales of \$1,000 or more also need to show the buyer's identity or ABN.

If your tax invoices meet the requirements for sales of \$1,000 or more, you can also use them for sales of lesser amounts.

Example 2 shows:

- GST included in each line item
- the sale is clearly identified as being fully taxable by the words 'Total price includes GST'
- the buyer's identity for sales of \$1,000 or more.

<b>1</b>	<b>Tax invoice</b>				
<b>2</b>	Windows to Fit Pty Ltd ABN: 32 123 456 789 <b>3</b>	15 Burshag Road Festler NSW 2755			
<b>4</b>	<b>Date:</b> 1 August 2013				
	<b>To:</b> Building Company <b>8</b> 254 Burshag Road Festler NSW 2755				
<b>5</b>	<b>Qty</b>	<b>Description of supply</b>	<b>Unit price</b>	<b>GST</b>	<b>Total</b>
	50	Window frames	\$150	\$15	\$8,250
	10	Deadlocks	\$40	\$4	\$440
				<b>6</b>	
	<b>TOTAL AMOUNT PAYABLE</b>				<b>\$8,690</b>
	<b>The total price includes GST</b>				<b>7</b>



# PURCHASE ORDER REQUEST

**Email with quotes to:**

Everyman's Welfare Service  
[admin@everymans.org.au](mailto:admin@everymans.org.au)

Requesting Centre: \_\_\_\_\_

Date: \_\_\_\_\_

I am applying for permission to purchase these items from my own personal funds, to be reimbursed by EWS HQ. (Please tick) Why were personal funds used, instead of Everyman's? (Outline below)

\_\_\_\_\_  
\_\_\_\_\_

Supplier _____	ABN: _____	
Address _____	Phone: _____	
Address _____	Email: _____	
PRODUCT	Quantity	Cost
<b>SUBTOTAL</b>		
<b>GST</b>		
<b>TOTAL</b>		

What benefit will this item provide for Everyman's? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_

Date / /

Approved By: \_\_\_\_\_

Date / /

Everyman's Welfare Service ABN: 31 000 348 550  
National Headquarters, PO Box 8, BANDIANA MILPO VIC 3694  
Phone: 02 6055 2988 Email: [admin@everymans.org.au](mailto:admin@everymans.org.au)

## **Approved Office Equipment Register**

### **Printers**

Epson Eco-Tank ET-4800 \$499

Ink x 4 colours \$70 (Officeworks) Each ink bottle will print up to 4,500 pages (the equivalent of 230 cartridges using a cheap printer). In 2021 NRM spent \$2,545 on cartridge ink

### **Mobile Phones**

Oppo \$269-\$299 (Officeworks)

ALDI Phone plan arranged by HQ



# CENTRE BANKING DEPOSIT SUMMARY

Form 4.16

(All deposits to Defence Bank Account 20786699)

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

### General Support Deposits

Source	Description	Amount
General Donations		
Money Mugs		
Platoon / Department / Exercise		
Platoon / Department / Exercise		
	Sub Total	\$

### Personal Support Deposits

Source	Support for	Amount
	Sub Total	\$

(Attach all receipts/dockets and send to HQ immediately)

	Total Deposit Banked	\$
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APPROVED .....  
(Assoc or Rep to Sign)

Date ...../...../.....

Updated 01MAY23





## EVERYMAN'S WELFARE SERVICE

### MONTHLY MINISTRY ACTIVITY REPORT

Name:		Location:	
Month and Year:		<b>To be completed and forwarded to EWS HQ by the 7<sup>th</sup> day of the next month</b>	

#### **HOURS WORKED IN THE MINISTRY** *(Retain monthly timesheet and submit all 12 with December Monthly Report)*

Days this month:		Cumulative days this year:	
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#### **YOUR ASSIGNED EWS VEHICLE** *(for Team leaders and Base Ministry Managers)*

Registration:		Vehicle type:	
Travel this month (Km):		Odometer at month end (Km):	
Last Service Date:		Service Due (Km):	
Details of anticipated maintenance:	<i>For example, service, tyres, batteries etc.</i>		

#### **REDEPLOYMENT OF CENTRE & VEHICLE ASSETS** *(for Team leaders and Base Ministry Managers)*

Asset No	Asset Description	Redeployed to	Comments

Please arrange your opportunities and activities for this month under the **EWS Core Values** below, in the category that you believe best describes the nature of the activity concerned.

Do not feel you have to fill out items under each title every month, as we know there will be times you will not necessarily have had opportunity to witness, so leave those blank. Fill in what you can for the activities you have undertaken. Add as many dot points as you like to best describe your activities.

#### **PROCLAIM** *(Spiritual and evangelistic conversations, counseling that refers to the Bible and our Christian walk, distribution of tracts and Bibles)*

<ul style="list-style-type: none"><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>▪</li><li>▪</li></ul>
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Everyman's Welfare Service National Headquarters, Gaza Ridge Barracks  
PO Box 8, BANDIANA MILPO, VIC, 3694  
Phone: (02) 6055 2988 Email: [admin@everymans.org.au](mailto:admin@everymans.org.au)

**CARE** (*Brew run activities and time spent in Centres as well as informal counseling not directly Christian in nature*)

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**PERSEVERE** (*Ways in which the Lord has helped you to re-focus on the ministry in trying times*)

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**PRAYER POINTS**

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**NEEDS AND CONCERNS**

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**CHURCH ATTENDANCE**

My primary Church is:

I have attended church **X (insert number)** times this month.

If you are having struggles or issues that you feel are precluding you to continue attending your home church, please let the CCOMM or COMM know. We will endeavor to do all we can to assist you in finding a regular fellowship in a good spiritual home.

**CONCLUDING COMMENTS OR SUGGESTIONS**

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**SIGNATURE & DATE**

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