

# Bendigo Diocesan Trusts Corporation

## Trust Fund Withdrawal Request



Parish

Trust Number

Trust Name

Funds to be used for:

Withdrawal Amount \$

Income   
Capital

Payment to be made to: Name

BSB

Account

Withdrawal authorised at parish Council Meeting on :

Signed

Name

Position  Date

Signed

Name

Position  Date

Send the completed request and supporting documents to:

Post Anglican Diocese of Bendigo, PO Box 2 Bendigo, Vic, 3552

Email [reception@bendigoanglican.org.au](mailto:reception@bendigoanglican.org.au)

For any queries please contact the Office on (03) 5443 4711

Registry Use Only	
Received	Capital/Income
Approved by Registrar	Purpose consistent with trust?
Approved by Executive	Funds available?
Paid	

# Bendigo Diocesan Trusts Corporation

## Trust Fund Withdrawal Request

### Instructions



Fully completed forms can be mailed, emailed or faxed. Please ensure that the request has been signed (typed names are not acceptable) by two appropriate Parish Office Bearers who were present at the Parish Council Meeting where the withdrawal was resolved (warden/treasurer/parish council member).

If the withdrawal is to a third party, please attach a copy of the suppliers invoice.

Payments are normally processed on the second and fourth Thursday of each month. Please ensure your request reaches the registry office by the Monday of the payment week to allow time for verification of the request.

Many trusts have specific conditions that limit the amount that can be withdrawn from the trust and/or the purpose to which the trust funds can be applied. As Trustee, the Diocese is obliged by law to ensure that these conditions are complied with. As a consequence, please do not assume that the full value of the Trust is automatically available for any purpose. If you have any question about which Trust funds are available the Registry Staff will be happy to assist you.

Withdrawal requests of a higher value (over \$5,000) or requesting a withdrawal of the corpus of the trust must be approved by the Executive. The Executive normally only meets monthly, so additional time for this approval may be required.

#### **Funds for Building Maintenance or Projects**

The Diocesan Executive Committee is responsible to make 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.

A project towards the lower end, say \$5,000 could be explained by a short report describing the work to be done, where the work is to be done and accompanied by two to three quotes for the work (wherever possible). The Parish should indicate which of the quotes they would like to proceed with and why. (There may be good reason not to accept the lowest quote).

In the example of a major maintenance, alteration, new building or extension (say over \$20,000) a site plan, architectural drawings, three quotes and a written report should be provided.

#### **Checklist:**

- \* Report outlining works to be done and which of the quotes is preferred
- \* Parish Council minute approving the proposal and advising from which Trust, Grant or Gift that the proposed expenditure will be sourced
- \* A summary and total of costs
- \* Quotes (two to three for each item)
- \* Site plan
- \* Drawings of the proposal (Draftsmen's or architect's preferred)
- \* Planning permit (where applicable)