



CHECKLIST

- 1. Ensure the purpose of this request matches the purpose set down in the Ordinance/Will
- 2. Ensure all details are entered on form
- 3. Attach copies of quotations or evidence of expenditure
- 4. Attach relevant Parish Council Resolutions
- 5. Ensure name of Trust/s is specified

**ANGLICAN DIOCESE OF CANBERRA AND GOULBURN
ALLOCATION OF FUNDS FROM THE TRUSTS**

The Anglican Church Property Trust (ACPT) has asked that all requests for allocation of funds from trusts be approved before funds are released. It is therefore advisable to allow a minimum of 10 working days for the processing of requests by the ACPT Sub-Committee for amounts under \$100,000. For requests for amounts over \$100,000, please allow a minimum of 20 working days for processing as these requests have to be considered by the Property Trust.

DATE OF APPLICATION	
PARISH/DIOCESAN AGENCY	

Please list the details of the Trust Account/s from which you are requesting an allocation. (If you are requesting an allocation from multiple Trusts please list them individually including the requested amount from each Trust.) Please contact a member of the Finance Staff if you require any assistance.

	Trust Account Number	Trust Account Name	Amount Requested
1			\$
2			\$
3			\$
4			\$
		TOTAL ALLOCATION BEING REQUESTED	\$

PAYMENT METHOD is by Electronic Funds Transfer (EFT) to your nominated parish account. Please provide the following details:

Name of Bank or Financial Institution	
Bank Account Name	
BSB	
Account Number	

PURPOSE OR USE OF FUNDS

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I certify that the purpose for which the allocated funds are to be used is in keeping with the purpose of the Trust and I attach a copy of the relevant part of the Trust Deed/Ordinance. I also certify that I am authorized to make the above allocation on behalf of the beneficiary.

Signed: (Note: Where signed on behalf of a Parish, the Rector and two (2) Wardens must sign. (The Parish Treasurer can substitute for a Warden.) Where signed of behalf of an Agency, two (2) Board members must sign.)

..... Name (please print).....Position/Title.....

..... Name (please print).....Position/Title.....

..... Name (please print).....Position/Title.....

Office Use Only:
APPROVED BY PROPERTY TRUST SUBCOMMITTEE