

# BOOKKEEPING SERVICE



## A MINISTRY-FOCUSED BOOKKEEPING SERVICE

Church leaders and volunteers carry many responsibilities, and financial administration is often one of the most time-consuming.

Many churches also face ongoing challenges such as maintaining accurate and up-to-date records, ensuring continuity when volunteers change, and meeting financial reporting requirements. While volunteers play a vital and valued role, they may not always have formal accounting experience or a full understanding of church financial management obligations.

This ministry is designed to gently reduce that burden, particularly in smaller churches, so leaders can focus more fully on ministry while knowing their financial operations are managed with care, consistency, and integrity.

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## OUR APPROACH

COCWA offers structured bookkeeping services designed to strengthen financial capability within churches. This service is available exclusively to churches within the association

This is a shared stewardship model:

- COCWA provides experienced financial administration support
- The Church retains full responsibility for governance, oversight, and compliance

Together, this approach strengthens clarity, accuracy, confidence, and long-term financial stewardship for ministry.

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## COCWA RESPONSIBILITIES

*(Bookkeeping & Financial Administration Support)*

- Processing supplier and customer invoices
  - Processing staff and volunteer reimbursements
  - Preparing payments for Church approval
  - Reconciling bank, loan, investment, and credit card accounts
  - Reconciling PAYG and GST data to support BAS
  - Preparing Payroll and reconciling year-end STP finalisation
  - Maintaining financial records in Xero
  - Preparing journals based on Church or advisor instructions
  - Providing audit support and financial data access
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## CHURCH RESPONSIBILITIES

*(Governance, Oversight & Compliance)*

- Approving all invoices, reimbursements, and payments
  - Ensuring expenditure aligns with approved budgets
  - Reviewing financial reports and Trial Balance
  - Providing complete and timely financial information
  - Managing supplier and customer relationships, including related queries
  - Overseeing staff, HR, leave, and payroll approvals
  - Lodging STP, BAS/IAS, and all regulatory reports
  - Maintaining current registrations (ABN, GST, PAYG, ACNC, and others as applicable)
  - Appointing authorised representatives (e.g., Public Officer or delegated authority)
  - Engaging external auditors and professional advisors as required
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## IMPORTANT LIMITATIONS

COCWA provides bookkeeping support only and does not offer:

- Financial or strategic advice
  - Taxation or GST advice
  - BAS or tax agent services
  - HR, payroll compliance, or legal advice
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## FINANCIAL ACCESS & VISIBILITY

Participating churches operate using Xero Accounting Software, a secure cloud-based system that enables:

- Real-time financial reporting
- Secure access to financial data from anywhere
- Improved transparency and accountability
- Optional access for authorised leaders, board members, and pastors

Setup, configuration, and onboarding are fully managed by the COCWA team at commencement.

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**TO APPLY OR ENQUIRE PLEASE CONTACT SIENNY WAHONO,  
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