

A tool for parish mission

01 What is Xero?

Xero is an online accounting system used to record and manage financial transactions, manage accounts payable and receivable, monitor income and expenses, reconcile bank transactions and prepare financial reports.

02 Why are we using Xero?

Xero supports consistent financial record-keeping, improves visibility of parish finances and assists with financial reporting. It can help parish personnel manage their responsibilities and make informed decisions about parish resources.

03 Who will benefit from Xero?

Parish priests, parish secretaries, bookkeepers, finance officers and authorised diocesan personnel may use Xero as part of their financial administration responsibilities, depending on their assigned roles and access permissions.

04 What can we do in Xero?

Depending on the parish setup, Xero can help manage income and expenditure, record bills and payments, reconcile bank transactions, track account balances and generate financial reports.

Supporting our parish mission

By maintaining accurate records, following approved procedures and reviewing financial information regularly, we support accountability, transparency and the ongoing mission of our parishes.

Xero is cloud-based accounting software that helps parishes manage their finances, record transactions and maintain financial information. It supports the day-to-day financial administration that h



Catholic Diocese
of Sandhurst

Xero

Parish accounting and financial
management

**Clear accounts.
Better oversight.
Responsible stewardship.**

Contact Us

174 McCrae Street Bendigo
Ph: 03 5445 3600
info@sandhurst.catholic.org.au





06 How does Xero connect with other services?

Xero can integrate with other services, including PACEM, bank feeds and the ATO, to streamline financial processes. These connections help automate transactions, simplify bank reconciliations, manage payments and support tax reporting and lodgements.

07 Can Xero manage planned giving and donations?

Xero can record and report on donations and other parish income. The appropriate method for recording planned giving, fundraising proceeds, fees and receipts should follow diocesan financial procedures.

08 Does Xero replace PACEM?

No. Xero and PACEM have different purposes. Xero supports accounting and financial management, while PACEM supports parish administration and pastoral engagement. The systems may work together, subject to the approved diocesan arrangements.

09 Who is responsible for keeping financial records accurate?

Parish personnel must follow their assigned responsibilities for entering, checking and reconciling financial information. Clear processes and regular reviews help maintain accurate and reliable records.

10 Who can access our parish accounts?

Access should be restricted to authorised users according to their responsibilities. Follow diocesan requirements for account access, user permissions, approvals and changes to personnel.

Help and cost

11 What training is available?

Parish personnel should receive guidance appropriate to their responsibilities, including transaction entry, bank reconciliation, financial reporting and the relevant diocesan procedures. Confirm the available training and support arrangements.

12 Where do we get help?

Contact the designated diocesan finance or Xero support contact for assistance with account access, financial processes, reporting and technical issues.

13 What will Xero cost the parish?

Confirm Sandhurst licensing, implementation and payment-processing arrangements, including who meets each cost. Public product prices may differ from diocesan arrangements. [REVIEW]

