

ST JOHN THE BAPTIST, WESTBOURNE AND WOODMANCOTE CHURCH

FINANCE PROCEDURE

1 INTRODUCTION

- 1.1 All Parochial Church Council (PCC) members are trustees of the charity and, as such, share equal responsibility for the 'general control and management of the administration of the charity' (Charities Act 2011). This procedure sets out how the PCC delegates financial authority to sub-committees and officers of the PCC.
- 1.2 The PCC has delegated responsibility for keeping proper accounting records and all associated functions to the Treasurer. The Treasurer is authorised to delegate those parts of his/her duties as he/she considers appropriate, whilst retaining full responsibility for their proper performance. The PCC is to approve all members of the Treasury Team and their duties.
- 1.3 The details of what the Treasurer does are set out in the role description, available on the *Box* document system.

2 BANKING OF PCC FUNDS

- 2.1 PCC funds are held in cash accounts with CAF Bank and CCLA and investment accounts with CCLA. The Treasurer may move funds between CAF accounts and CCLA deposit accounts without further reference in order to maximise interest returns.
- 2.2 Movement of funds into, or out of, investment accounts requires the approval of the PCC by minute of a PCC meeting.
- 2.3 Signatories on bank mandates for all bank accounts are normally the Treasurer and two churchwardens.
- 2.4 Signatories for access to the CAF on-line banking system are as above, plus the Lead Cashier.

3 ACCOUNTING PROCEDURES - GENERAL

- 3.1 PCC accounts are maintained on a cloud-based system from Data Developments: *My Fund Accounting*. This is hosted on secure, backed up servers. Treasurer and Lead Cashier have online access to this system.
- 3.2 The Treasurer is responsible for administration of the accounting system. Should the Treasurer be indisposed this function could be delegated to either the Lead Cashier or to the hosting organisation, Data Developments, who could maintain day-to-day book-keeping (although there is a significant cost associated with this).
- 3.3 The accounting system is reconciled to the bank accounts by the Treasurer on a weekly basis.
- 3.4 An annual budget is prepared and approved by the PCC each November.
- 3.5 The Treasurer produces a monthly report of performance against budget and the general picture in the form of SOFA to date and balance sheet. These are sent to the Standing Committee at the beginning of each month and to the PCC on a quarterly basis. Any PCC member may request a finance report at any time.

4 RECEIPT OF DONATIONS AND OTHER PAYMENTS TO THE PCC

- 4.1 Processing of weekly cash and cheque receipts is the responsibility of the Lead Cashier. Exceptionally, the Treasurer may do this.
- 4.2 Weekly cash receipts must be counted by two people and the details recorded on a receipts control sheet. Cash is to be stored in the church safe until it can be banked. The Lead Cashier banks the cash and any cheques as soon as possible and records the details on the accounting system.
- 4.3 Any other cash receipts must be counted by two people, a receipt issued and a copy of this sent to the Treasurer. The cash is passed to the Lead Cashier for banking.
- 4.4 The payment of any sums (other than cash collections) to the PCC via cash is to be strongly discouraged as it is susceptible to potential fraud or money laundering. Payment by cheque or bank transfer is preferred.
- 4.5 The majority of receipts now come via bank transfer, CAF Donate credits or various contactless methods. The Treasurer is responsible for monitoring the contactless agencies' reports and the bank current account on a regular basis and entering these receipts to the accounting system.
- 4.6 The majority of regular giving is by means of the Parish Giving Scheme and the use of this is strongly encouraged. The Lead Cashier receives and monitors the monthly PGS statements.

5 AUTHORITY TO COMMIT PCC FUNDS

- 5.1 General fund:
 - (a) Rector, Churchwardens, Deputy Churchwardens and Treasurer - £500.
 - (b) Standing Committee - £2,000
 - (c) Sums over £2,000 to be authorised via PCC minute.
- 5.2 Restricted funds: all expenditure to be approved in advance by the PCC.
- 5.3 Where urgent expenditure in excess of the above limits is proposed an Extraordinary Meeting of the Standing Committee or PCC is to be convened.

6 PAYMENTS

- 6.1 Payments are made against suppliers' invoices, usually within 7 days.
- 6.2 It is usually possible to set up a credit account with suppliers and this is our preferred way to do business. Where this is not possible, most suppliers will be happy to issue a pro-forma invoice, against which payment can be rapidly made prior to shipping.
- 6.3 Payments may also be made using the CAF debit card – see 8.1.

7 EXPENSES

- 7.1 Expenses incurred may be claimed by completion of an expense form signed by a churchwarden (Appx A) or, if this is not practicable, by an email trail including a churchwarden's approval. In either case receipts (scanned or paper) must be included. Expense claims not supported by receipts will not be re-imbursed without a minuted Standing Committee resolution.

7.2 Expense claims should not normally be used as a means to pay suppliers unless no alternative is available. A receipt is required. (If an invoice is used it must be endorsed as paid).

8 PCC DEBIT CARD

8.1 The PCC holds a debit card under the control of one of the churchwardens. This is for use for the withdrawing of cash and the payment for items purchased on-line. The Treasurer must be informed by email every time that the card is used so that the transaction can be matched up with the bank account entry. All withdrawals must be supported by receipts.

9 GIFT AID

9.1 Gift Aid records are maintained using the cloud-based *MyGivingOnline* system. Access to this is restricted to the Treasurer and the Lead Cashier as the information is confidential.

9.2 Gift Aid claims (including GASDS) are submitted to HMRC at the end of each quarter. Q4 is claimed at the beginning of the following year.

9.3 Gift Aid declarations are kept on paper in a file held by the Treasurer and also as a composite .pdf file in a restricted area on the *Box* document system.

10 DOCUMENT REVIEW

Annually.

REVISION HISTORY

REVISION	DATE	DETAILS	BY
Draft	26.01.21	Circulated to SC for comment	Stewart Taylor
Draft 2		Not circulated.	
Draft 3	09/02/21	Some duplication removed and comments incorporated..	MJK, AD, JS
Iss 1	19/02/21	For review by PCC. Approved 24/02/21	PCC
	23/0/23	Reviewed – no change	PCC

APPENDIX A – EXPENSE CLAIM FORM

ST JOHN THE BAPTIST WESTBOURNE

EXPENSE CLAIM

Details *(Please attach receipts)*

CLAIM TOTAL _____

SIGNED Date _____ Name _____	Remit to Bank sort code: _____ Account no: _____ <i>(Omit if we already have this)</i>	AUTHORISED <i>Churchwarden or Rector</i>
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