

# ST JOHN THE BAPTIST, WESTBOURNE AND WOODMANCOTE CHURCH

## FINANCIAL PROCEDURES AT FAIRS

### 1 INTRODUCTION

Fairs of one sort or another are an important part of fundraising initiatives in the parish and usually involve a relatively large number of people handing the receipt of funds, both in cash and via the contactless machine. This procedure is provided in order to ensure a consistency of approach and compliance with the financial requirements of the Charity Commission.

### 2 CASH PROCEDURE

- 2.1 A cashier will be nominated for the day and will arrange provision of cash in various denominations.
- 2.2 Cash for stall floats can be provided if required and should be signed for.
- 2.3 Stall receipts at close of business to be handed to two responsible people for verification. (Some stall holders may prefer not to count their cash first, in which case this should be noted.)
- 2.4 All cash to be counted by two people **together**, and coins bagged ready for banking.
- 2.5 Cash to be placed after counting in the church safe or handed to Marjorie Kipling for banking with a list of the amounts.
- 2.6 It should be noted that banking cash on a Saturday is no longer possible.

### 3 EXPENSES

- 3.1 Under no circumstances should be expenses be deducted from stall takings, which should be recorded gross.
- 3.2 Expenses to be claimed on our standard expense form (see PR02) and approved by a churchwarden, either in advance or at the event.

### 4 CONTACTLESS PAYMENTS

- 4.1 The SumUp contactless machine will be useful but it is suggested that one person holds this during the event, and stall holders are notified who will hold the machine.
- 4.2 Takings on the SumUp machine will not be known until the Tuesday or Wednesday following the event, so take care when announcing any result.

### 5 OTHER DONATIONS

- 5.1 If anyone wishes to make a donation other than cash or contactless there is a range of options described on the church website. The most convenient for most people will be the 'donate' button on the home page.

## REVISION HISTORY

REVISION	DATE	DETAILS	BY
Draft	14/11/21	Circulated to wardens & MK for comment	Stewart Taylor
Draft 2	3/12/21	Comments incorporated.	Stewart Taylor
Draft 3	18/03/23	Updated	MK/ST
Draft 4	20/03/23	Updated	MK/ST
1	20/03/23	Authorised	PCC 23/3/23