



Christ Church SELLY PARK
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Finance Procedures

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1 Bank Accounts

- 1.1 The parish has bank accounts with The Co-Operative Bank (current and deposit), Lloyds Bank (current) and CCLA. The PCC expects that normally all transactions will be undertaken through the Co-Op account with the Lloyds account being used to collect a small number of standing orders and periodically for a transfer to be made to the Co-Op account. The CCLA account is a CBF deposit account.
- 1.2 Card payment facilities – through Stripe (2 accounts) and SumUp/Give-a-Little – exist to enable the parish to take payments from debit or credit cards. Amounts collected net of fees are paid to the parish account with Co-Op. PCC notes and gives approval that on occasions the church may allow a third party (e.g. Friends of Amani or Birmingham University Christian Union) to use the card machine to collect monies which will not be church income. It is noted that there is a separate (non- Christ Church) bank account and card reader in use by Toddler Group (see paragraph 9d below).
- 1.3 All bank mandates will require two signatories to authorise payments or notify amendments to the mandate.
- 1.4 Bank mandates may be changed from time to time and new accounts opened by resolution of the PCC . Where it is urgent to act between PCC meetings, the PCC delegates making changes to the Standing Committee.
- 1.5 Internet banking is in use for the Co-Op and Lloyds bank accounts. The Co-Op account is set up to require a second individual as approver for payments. That type of facility is not in use for the Lloyds Bank account and the Treasurer should adopt alternative ways to seek approval from a second authorised person before withdrawals are made from the account.
- 1.6 To maintain the confidential nature of giving, the bank statements will be sent to the home address of the Treasurer and stored there.
- 1.7 PCC has authorised that debit cards be issued to the vicar, the administrator and the CFM. A debit card policy has been approved. It is intended to open a second current account with the Co-Op which will contain a small amount of cash. This account will be the account that the debit cards are used with. This is to limit the risk of loss in the event of loss or mis-use of the debit cards.¹

2 Scheme of Delegation

2.1 Summary

- 2.1.1 Expenditure where specific decisions are to be made by PCC (or when so delegated, the Standing Committee) is set out below in sections 2.2 to 2.5. The arrangements for delegation of spend for other costs is set out in sections 2.6 to 2.9. Spend by Lunch Club, Toddler Group, Coffee Mates and Afternoon Fellowship is covered in section 2.10.

2.2 Church of England Birmingham Common Fund

- 2.2.1 Normally decision of how much we contribute to the Common Fund will be made at the November PCC meeting or a specific delegation given to the Standing Committee.

¹ There is a separate Debit Card Policy governing the use of these cards.

2.3 Salaries and related pensions

- 2.3.1 Normally the annual salary review will be considered and approved at the November PCC meeting. This sets the budget for salary and related costs for the coming year.
- 2.3.2 Any changes during the year regarding rates of pay, hours worked or pension costs must be brought to the PCC for approval.
- 2.3.3 If urgent salary-related issues arise the Vicar is delegated to manage the situation but any proposed increases in salary costs that cannot wait until the next PCC meeting should be subject to a vote of the Standing Committee which may be by email.

2.4 Giving from PCC funds

- 2.4.1 A separate Giving Policy covers giving by the parish for the purpose of supporting Overseas Mission Partners, UK-based mission initiatives (including Christians Against Poverty 'CAP') and emergency appeals.

2.5 CAP Debt Centre

- 2.5.1 Christ Church sponsors a CAP Debt Centre, with financial and prayer support from several other local churches. Cost and expenses are paid directly by Christ Church, including a quarterly payment to Christians Against Poverty.
- 2.5.2 The PCC notes that the CAP centre is not a legal entity in its own right, nor is it part of the legal entity and charity 'Christians Against Poverty'.

2.6 Utilities and similar charges

- 2.6.1 Specifically:
 - a. Gas and Electricity at the church
 - b. Water at the church and the vicarage
 - c. Insurance
 - d. Church and vicar's phone and broadband costs
 - e. Mobile phones for staff
 - f. Photocopier rental
 - g. Software licenses
 - h. The cost of Independent Examination.
- 2.6.2 All of these costs will be set out in detail to the PCC when a budget is being approved.
- 2.6.3 Once approved, the responsibility to manage the actual costs is delegated to the Vicar, Treasurer and Administrator. Many are paid monthly by direct debit.
- 2.6.4 Any significant variations to budget will be reported to PCC via the Finance Committee.

2.7 Other building-related costs

- 2.7.1 Details to support the total budgeted spend on matters relating to the building will be provided to the PCC as part of setting the annual budget.
- 2.7.2 Once approved, decisions regarding those budgets will be delegated to the Site Committee. Where decisions cannot be made at committee meetings, an email vote will be acceptable.

- 2.7.3 The Administrator is expected to present a schedule of forthcoming expenditure (items in excess of £500) to PCC and building costs should be included.
- 2.7.4 The Treasurer and/or Administrator will monitor spend against budget and in conjunction with the Chair of the Site Committee revert to PCC if it appears that the total building-related expenditure is likely to exceed budget for the year.
- 2.7.5 Within the total building-related spend budget there is no restriction on the quantum that can be approved by the committee for any individual item, provided that the overall budgeted level of spend is not exceeded.

2.8 One-off costs

- 2.8.1 The annual budget should include an amount for one-off costs which may be costs within the income and expenditure account or capital costs.
- 2.8.2 The budget should be itemised where possible and, once set, approval of actual spend will be delegated to the vicar. The vicar should consult with the churchwardens if there are significant variations to the budgeted spend before committing the parish to the relevant spend.

2.9 Other costs

- 2.9.1 The remaining budgeted other costs in total are expected to be less than £15,000 per annum.
- 2.9.2 The vicar and churchwardens are delegated the ultimate responsibility for these items of expenditure but it is expected that they will delegate further the actual spend up to and including the budgeted amount e.g. control of the amount spent on refreshments may be delegated to the administrator who places most of the orders for such items.

2.10 Groups

- 2.10.1 All are accounted for as designated funds within the PCC annual accounts but, to different levels, operate independently during the year. PCC notes the delegation as described below.
- 2.10.2 **Afternoon Fellowship**
This group operates on a cash basis. Income (annually approx. £200) is from members' cash donations. Expenditure includes gifts to church staff/clergy and charitable donations. Cash is in a separate tin and kept locked away at church.
- 2.10.3 **Coffee Mates**
This group operates on a cash basis. Income is from donations for food and drinks; annual income approx. £1,500. Expenditure is on raw materials and related matters (e.g. crockery) plus small charitable donations, and specific transfers into the parish fund. Cash is normally banked into the Church account termly; it is now proposed that this happens more frequently.
- 2.10.4 **Lunch Club**
This group takes card payments (credited directly to the church bank account) and cash. Income can exceed £3k per annum. The administrator keeps cash book records. Expenditure is in cash or from the Church bank account.
- 2.10.5 **Toddler Group**
This group has its own bank account with Lloyds Bank; signatories are Cath Wheeler, Rachel Fasham and Bobbie Frere. The toddler group leader keeps a detailed income and expenditure cash book. Income has been over £3,200 per annum, costs £1,300 and approx. £1,300

contribution made to church towards salary costs by payments to the PCC bank account during the year. Card payments are taken but these are not using the parish card payment facilities.

2.11 Philippians Fund

- 2.11.1 This fund is a designated fund into which gifts and allocations from the general fund may be applied. The purpose of the fund is to enable the vicar to make gifts at his discretion (no restrictions other than payments must meet the parish's charitable objectives) without requiring reference to the PCC or any other person. However, if an individual payment or series of payments is planned to exceed £1,000, the vicar must consult in advance with one of the Churchwardens.
- 2.11.2 Normally payment will be made by cheque or by bank transfer so the vicar will inform the treasurer of the payee and amount to be paid. Cash gifts should be restricted to amounts below £100 and cash for such gifts should be specifically drawn from the church account using the vicar's debit card.
- 2.11.3 The vicar should
 - a. keep a confidential record of amounts spent from the Philippians Fund and any consultations undertaken;
 - b. provide an update to the Churchwardens on a quarterly basis.

3 Other Procedures

- 3.1 The PCC notes that the basic accounting records are maintained on charity specific software and delegates to the Finance Committee any decisions regarding changes to such arrangements.
- 3.2 The PCC authorises the Vicar and the Treasurer to file returns and make claims on behalf of the PCC (e.g. to HMRC for Gift Aid and to the diocese).
- 3.3 The PCC delegates responsibility to the Parish Administrator to manage hirers, raise rental invoices and ensure that rental invoices are paid in accordance with our agreed terms. The Site Committee should be informed of any rental arrears so that action can be taken to collect debts.
- 3.4 The PCC expects the Treasurer to report to Finance Committee on the financial results of the parish and at least three times a year to ensure that the vicar or a member of the finance committee verifies that the reported balances for the bank accounts agree with bank statements.
- 3.5 The PCC has an approved list of designated and restricted funds and may amend these on recommendation from the Finance Committee or Treasurer.
- 3.6 Any monies received which are given with restriction or as a result of a specific appeal will be accounted for as restricted funds except if the receipt is for a third party in which case the monies will not be treated as income of the church and will be paid promptly to that third party.