The Parish of All Saints Church Rayne



FINANCIAL REGULATIONS

ADOPTED ON 29th NOVEMBER 2022

REVIEW DATE 28TH NOVEMBER 2023

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The Treasurer to manage the All Saints Church Accounts with the recommended computer programme Finance Co-Ordinator.

The Treasurer to ensure all cheque books and related items are stored safely.

The Treasurer to back up all computerised accounts and documents at least weekly on an external drive and stored safely.

Loose cash from collections should always be counted by two people.

A Collection Record Sheet should be completed and signed by those

counting the cash.

Cash should be banked and in-tact without any deductions for expense payments.

Gift Aid envelopes should be recorded on a control sheet, which can then be reconciled with a register of donors committed to supporting All Saints Church Rayne.

1. **BANKING ARRANGEMENTS**

A minimum of THREE signatories should normally be available to sign cheques or other payment instructions.

Each cheque or payment instruction should be signed or authorised by two people.

On-line banking payments should only be made using software which

provides the facility for at least dual authorisation by PCC approval

A supplementary list of payments made should be subsequently countersigned by the PCC Chairman or Vice Chairman.

Investments in deposits or other financial products should always be approved by the PCC or in their absence the standing committee.

Similarly, any transfers of investments should also be authorized by the PCC or the standing committee.

1. **AUTHORISATION OF PAYMENTS/EXPENSES- AUTHORITY TO SPEND**

Payments by Churchwardens above £500.00 should be authorised by the Standing Committee

Up to agreed limit of £500.00 the Churchwardens have authority to spend.

Over and above the Churchwardens to strive to obtain three quotations to approve expenditure from the General Fund.

Any Capital expenditure project identifiable by a draw on Restricted Funds may only be approved by the PCC.

Payments by the Old School Room Warden above £200.00 should be authorised by the Standing Committee or PCC

Ensure that there is a supporting document for all transactions.

ALL Expense-reimbursement claims should be paid either by cheque or bank transfer.

All purchase invoices to be paid either by cheque or bank transfer.

1. **INCOME**

To collect all loose plate donations, gift aid envelopes, wedding and funeral fees, Old School Room hiring fees, and fundraising donations and to record accordingly.

1. **BUDGETS - to be presented at the October /November PCC Meeting**

Annual budgets are essential for effective financial management and a critical element in ensuring that the mission and ministry objectives of a church are achieved.

Budgets have several important functions, summarized as follows:

• Budgets provide a focus on the key mission objectives and their achievement, encouraging churches to plan in a structured manner.

• Budgets are a mechanism for allocating limited funds.

• Budgets are a means of evaluating financial progress throughout the year when compared to actual income and expenditure as reported in the periodically prepared statements. In this context they are an important means of financial communication.

• Budgets are the collective responsibility of the church governing body and whilst the preparation process may be in the hands of the treasurer, nevertheless approval is the function of the wider executive and is and acknowledgement of a shared responsibility for financial management.

• Budgets should also aim to reduce the possibility of nasty surprises brought about by unforeseen larger than anticipated expenditure items.

The process of preparing and agreeing budgets or financial plans should never be complicated but kept clear and simple.

However, there are some basic principles, which underpin effective budget

preparation:

• Their format must be simple and easy to understand even for those who are not necessarily financially literate.

• They must be realistic and achievable.

• Based on consultations with those in the church responsible for areas of activity and expenditure.

• They should be challenging as the ministry objectives are challenging.

• The underlying assumptions and any risks associated with projected expenditure should be clearly stated.

In the last analysis budgets are a simple balancing act; income on the one side expenditure on the other with hopefully a surplus of the former over the latter. Whilst responsibility for preparing a budget almost always rests with the treasurer, it must be approved by the trustees, simply because they have ultimate responsibility for the management of a churches’ finances. Having successfully prepared and agreed the budget what next?

A budget is an essential tool for controlling on-going expenditure and as such should always form part of any finance report as a comparison with actual costs.

1. **ANNUAL AUDIT**

Church Measures require all Anglican PCC’s to have an independent examination of Accounts.

The Accounting year is from 1st January – 31st December

The Accounts to be examined as soon as possible after the completion of the Financial Year.

1. **INSURANCE AND ASSETS**

Insurance cover to be reviewed annually, even if a 3-year cover is available by the Insurers.

A compiled list of Assets to be attached to the Insurance Documents.