

# TREASURER'S GUIDE

Second edition

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## 1. Introduction

- 1.1. Tim Huband wrote the first edition of this guide in September 1995. It has been such a source of knowledge, that we felt it necessary to update and rewrite it. As Tim said in the first edition 'it would be useful to give my successors a brief summary of the job'.

## 2. The Treasurer's Role

- 2.1. The administration and safekeeping of all funds at the PCC's disposal. The bookkeeping is supported by Computer Software called Finance Coordinator marketed by Data Developments.
- 2.2. The administration of Assigned Fees received for the Incumbent.
- 2.3. The collection and banking of cash, maintenance of proper books and bank accounts. \*\*\* The collection and banking of cash can be undertaken by anyone but they must provide the Treasurer with a relevant input sheet of the banking made.
- 2.4. Ensuring that the PCC receives monies that are due to it.
- 2.5. Paying bills, expenses etc on behalf of the PCC. It is the Examiner's recommendation that no cash entries are transacted and that all payments are made through the banking system by online banking, cheque, standing order or direct debit so that a complete audit trail exists. N.B ALL INVOICES must be addressed to 'The treasurer' at the Parish Office address – no invoices should be addressed personally nor sent to a home address.
- 2.6. Attending PCC meetings and giving a financial report as requested.
- 2.7. Preparation of the annual budget in cooperation with the PCC Finance team.
- 2.8. Advising the PCC as to whether sufficient funds are available (or are likely to be available) for any projects that it has in mind, or indeed for any expenditure that it plans to make.
- 2.9. Advising the PCC, whether, in the opinion of the treasurer, the PCC is doing or planning to do anything that would be against the Law, church rules or indeed contrary to Church of England guidelines. The vicar or the churchwardens must not influence the treasurer if he clearly believes that a course of action proposed is wrong, the treasurer should speak out or at least advise the PCC of his vote on the issue in question, so that his views are properly minuted.
- 2.10. Making some simple investment decisions e.g. how much money should be placed in CCLA Deposit Account after discussion and approval of the PCC or Executive Committee. The treasurer cannot make this type of decision without that authority.
- 2.11. Attending, from time to time, meetings with other treasurers of the Deanery.
- 2.12. Arranging for the church accounts to be examined on an annual basis. The Examiner is selected by vote at the Annual Parish Meeting.

*N.B The treasurer does not administer the Planned Giving system. The Planned Giving Secretary manages this. Whilst these positions have a separate identity, it is possible that the same person can do both jobs. It is not mandatory or advisable to have the same person due to the workloads of each position.*

## 3. The Safe and Cloth Bags

- 3.1. The safe is in church; the treasurer is one of the key holders. The key holders are determined by the PCC and the Churchwardens administer the control of the key holders.
- 3.2. All monies received by personnel other than the treasurer are kept in the safe until required for banking.
- 3.3. The preferred receptacle is a cloth bag. The Vestry Record sheet, signed by the originator, must be included with the contents. Blank Vestry Sheets are usually left on the Cromwell Table and the treasurer will retain the completed sheets for the annual examination, HMRC audits for Gift Aid claims as requested.
- 3.4. The treasurer ensures that there is always a supply of Vestry Record Sheets available on the Cromwell Table.
- 3.5. The various cloth bags are often used as a "postal system". They will contain monies to be paid in and bills to be paid.
- 3.6. It is important that once a week the safe is emptied. The filled cloth bags are taken away by the banking officer/treasurer/stand-in for banking; empty bags are stored **on a shelf with the collection bags and plates in the Vicar's Vestry**. In the interests of security, it is recommended that the safe be emptied when other members of the church are about.

#### 4. Funds and their uses

A Fund is an account for which monies given to the church are stored to be received and spent for purposes which the Fund was set up. (See explanations below) Before we explain where all monies received (incoming resources – income) and spent (resources used – payments) are accounted for in the relevant Bank Accounts (Barclays and CCLA), we need to explain what the Funds are used for. Monies for these Funds can be retained in either the Barclays or CCLA Bank Accounts, but at all times the Treasurer must know what money is held in what Fund and in which Bank Account. The transaction entry process in the computer software controls this for you.

##### 4.1 Funds can be

- a. Restricted - A Restricted fund holds resources that have been restricted by the donor. This means that they must be used for the purpose for which they were given. For example, donations for the Flower Fund could not be used to purchase books, and flowers could not be bought from gifts to the Fabric Fund. If you have a collection and state that it will be used for repairs to the organ the proceeds are Restricted. The important point is that the DONOR has restricted the use.
- b. Designated – Designated refers to resources that are not restricted in that the donor has not restricted their use but have been designated (assigned / marked) to a purpose within the church / charity but may at the discretion of the PCC be withdrawn and transferred to other funds at any time
- c. Endowment - An Endowment fund is a fund that holds resources that have been given by a donor to be invested. This capital cannot be used but must remain as an investment. When you receive such a donation, such as a legacy, you should set up a new Fund. The Donor will normally specify the purpose for which the income from the investment should be used, if so then income should be recorded as Restricted.
- d. General fund - holds only unrestricted resources. These are resources that have been donated or have come from other sources that have not been restricted by the donor to be used for a particular purpose. The resources can be expended on anything that the relevant officers of the Church see fit. The General Fund by definition is an unrestricted fund; it can be used in any way that is in keeping with the policies of the Church.

##### 4.2 Funds and their purposes

**General –Unrestricted** - any purpose not described below

**Bowman – Endowment** – Money was left to the parish specifically for the interest to be spent on the maintenance of the Bowman Grave. \*\* An annual Balance Sheet will be sent to the Treasurer by Chelmsford Diocesan Board of Finance – Account No T EASLW 02

**Build Africa – Restricted** – collection box for donations. Monthly the church sends £20 by standing order to this charity which funds schooling for a child in Africa

**Chancel – Endowment** – in 1936 by act of Parliament, money was placed in Trust for the parish to replace the Tithes which local farmers had to pay to the church. Only the interest can be spent and only on requirements in the Chancel area of the church. \*\* An annual Balance Sheet will be sent to the Treasurer by Chelmsford Diocesan Board of Finance Account No T EASLW 01

**Charities – Restricted** – throughout the year monies are collected for various other charities, but rather than set up a fund per charity, as the charity supported frequently changes, all monies collected are placed in this fund and a cheque is sent when requested

**Church Hall – Designated** – all rentals and donations are designated for expenditure on the hall unless a surplus exists in which case the PCC can decide to transfer the surplus to another fund

**Churchyard – Restricted** – all donations given specifically to the Churchyard Fund, charges taken for Funerals and Burial of Ashes in the Churchyard, interest received from Trust Funds and War Graves Commission plus payment of Churchyard expenses

**Disaster – Restricted** – all donations are sent to a specified charity as determined by the Disaster Fund Committee

**Eastwood Project – Restricted** – fundraising monies earned at the Millennium to use towards the cost of a publication of the history of Eastwood. **In 2012, this project was completed with the publication of a book called ‘Lost Eastwood’ and the Fund was closed.**

**Fabric – Restricted** – monies given are only spent on items of Church Fabric only and this does not allow expenditure on the Church Hall

**Fabric – Designated** – monies given to the Church which the PCC or Treasurer decide to put into the Fabric Fund. Usually this is a legacy or donations received by the church that has not been given for a restricted purpose and so is placed into this fund to avoid its use for the general day to day expenses of church running.

**Leprosy – Restricted** – the organiser for the collection and distribution of monies for this charity has requested a separate line in the annual accounts and it was determined that setting up a fund was the simplest and most efficient way to deal with the request.

**Refurbishment (previously named Choir Vestry Refurbishment) – Restricted** – monies given for the refurbishment of the Church and the monies are only spent on agreed items in connection with a particular project

**Technology Fund – Restricted** – to financially support **Technology initiatives.**

**Travel Trust Fund – Restricted** – a sum of money was given to the church by London Southend Airport. The PCC decided that this money should be placed into a Trust Fund and administered by a small committee of up to five people, two from the PCC, two from the Congregation and one from the Airport to manage the fund monies that were given for assisting current parishioners, affected by the road closure, to come to Church.

**Youth Ministry – Restricted** – monies are only spent on agreed items in connection with the Youth Ministry e.g. Honey Bees, Messy Church & Junior Church. (This fund includes monies from the defunct Western Approaches fund which supported a Sunday School in the local community centre in Western Approaches. When it was considered that this function could not continue, the funds from WA were merged into the Youth Ministry).

## 5. Bank Accounts

### 5.1. Current Account

- 5.1.1. The church maintains 2 current accounts with Barclays Bank, Southend on Sea branch, Sort Code No 207973, Account No 00595136 in the name of St Laurence Church Eastwood Parochial Church Council. This is the Main Bank Account through which all monies should be channelled except those transactions, which affect the Church Hall. There is a second bank account at the same branch, which is for church hall transactions numbered 40485306 and named as above No 2 ac.
- 5.1.2. The diocese has an agreement with Barclays Bank for free banking for PCCs and the accounts are controlled as Community Accounts and do not incur charges for an individual turnover of less than £K100 per annum.
- 5.1.3. The mandate instructions are determined by the PCC and must be minuted. A copy of the mandate is with the Treasurer's records. The mandate covers both cheque signatories and safe custody. To change the mandate requires the approval of the PCC. Mandate forms are available from the bank. The bank allows a maximum of 3 signatories at any one time and the PCC has instructed that any 2 of the 3 signatories can sign cheques
- 5.1.4. Each bank account has its own Paying in Book and Cheque Book
- 5.1.5. Bank statements are retained online and can be printed off at any time. It is usual to take a printed copy at each month end
- 5.1.6. Bank account reconciliation is a function within Financial Coordinator and reports can be taken after each successful reconciliation

### 5.2. Deposit Account

- 5.2.1. The Deposit Accounts **are managed by** The CCLA Investment Management Ltd Church of England Funds and provides a facility whereby parishes can deposit money with it just as if it were a bank. It pays interest quarterly on balances deposited with it (end of Feb, May, Aug, & Nov.). The interest is retained within the relevant Deposit Account. No tax is deducted and the interest rate is currently better than could be obtained for such relatively small sums from a high street clearing bank.
- 5.2.2. The current deposit accounts are
  - 608191001D Church General
  - 608191002D Technology Fund
  - 608191003D Bell Fund (administered and controlled by Peter Knight, Bell Tower captain)
  - 608191004D Church Hall
  - 608191005D Disaster Fund
  - 608191006D Churchyard
  - 608191007D Friends of St Laurence (administered and controlled by that charity)
  - 608191008D Youth Ministry
  - 608191009D Choir Vestry Refurbishment
  - 608191010D Fabric Fund
  - 608191011D Travel Trust Fund
- 5.2.3. The CCLA provides the church with a paying in book and a withdrawal book for each account.
- 5.2.4. When paying in funds, fill in a paying in slip from the book and send it with a cheque made payable to "The Central Board of Finance of the Church of England" to the address on the slip. Write our account number (found on the slip) on the back of the cheque. CCLA will acknowledge it by return.
- 5.2.5. When withdrawing funds complete a withdrawal slip, scan the withdrawal form duly completed in line with the mandate and attach to an email and send to the CCLA. We have mandated with the CCLA that they will then transfer the amount requested directly to our No 1 account with Barclays Bank Southend on Sea except the Hall, which is paid into the No 2 account. In the interests of the prevention of fraud and good accounting practice it is strongly recommended that this system is not changed and that authority for all actions are agreed and minuted by the PCC. The withdrawal instruction can now be effected by email. Appropriate authority has been authorised by the PCC and is with CCLA.
- 5.2.6. The PCC has authorised that the CCLA mandate signatories shall be the same as those for the Barclays Bank accounts
- 5.2.7. Account statements are sent out quarterly at the end of February, May, August and November.
- 5.2.8. Account summary statements are sent out 6 monthly at the end of June and December.
- 5.2.9. Account reconciliation is a function within Financial Coordinator and reports can be taken after each successful reconciliation

## 6. Income (Receipts)

It is sensible practice to record income using those categories determined by the Return of Parish Finance. This return is received annually from the Diocese Office and is issued to them by The Archbishops' Council and is therefore a national standard for the Church of England. As the church is using Computer Software, these categories, including annual amendments, are updated as necessary by the Software company.

Before an income transaction is recorded, the treasurer must determine to which Fund the money is to be placed

- 6.1. Methods of collection (All monies will be accompanied by a Vestry Record Sheet or other record sheet.) – No income should be counted by the Banking Official or Treasurer – This is the Examiner's instruction
  - 6.1.1. Either in the safe or personal handover
    - 6.1.1.1. Cloth bags marked "9am", "10.30am" and "6pm": Into these bags, the sidespersons place collections, unopened white Gift Aid envelopes, coloured weekly envelopes and Gift Day envelopes taken during the various church services.
    - 6.1.1.2. From the incumbent, Wedding and Funeral Fees. These fees will include
      - 6.1.1.2.1. Assigned Fees which are those fees payable to the Diocese for Weddings, Funerals and Burial of Ashes (These Fees, as well PCC Fees, are set by the Archbishops' Council in November and can be printed off from the relevant Internet Website page). On the last day monthly, the Assigned Fees must be paid to the diocese, currently online and the form 'Assigned Fee Return' is sent by email to the diocese detailing those fees taken. The fees go through the accounts as Agency Fees as they are not PCC income and the PCC is only acting as a 'Post box'
      - 6.1.1.2.2. PCC fees for Wedding, Funeral, and Ashes.
      - 6.1.1.2.3. PCC charges for Heating, lighting and cleaning, which are determined at the December PCC meeting.
      - 6.1.1.2.4. PCC charge for the Hymnal Technology equipment
      - 6.1.1.2.5. Charges for the Verger, Bell Ringers and Organist, which are private arrangements between the Wedding Couple and Funeral Undertakers. These charges show in the Church Accounts as Agency Payments. On the last day monthly, the Treasurer will send payments received to the appropriate personnel.
    - 6.1.1.3. Some planned giving is paid by cheque. These are placed in the Collection plate usually in an envelope
    - 6.1.1.4. Loose marked envelopes usually advising the contents e.g. Hall fees, churchyard, Gift day.
  - 6.1.2. Charity Collections.
    - 6.1.2.1. From time to time charity collection boxes (e.g. Leprosy, Build Africa) are placed in the safe. It is the Examiner's instruction that the treasurer does not count these, but that the person responsible for that charity counts them, who then hands the proceeds to the treasurer for banking. The treasurer then issues a cheque made payable to the charity concerned and either gives the cheque to the person responsible for collecting the money or sends it off himself. Acknowledgments / income should always be passed back to that person responsible who will decide how to circulate the document
    - 6.1.2.2. All Charity Collections must be handed to the Treasurer for banking and inclusion in the Annual Accounts.
  - 6.1.3. Monthly bank statement
    - 6.1.3.1. Standing orders from planned givers monthly, quarterly or annually
    - 6.1.3.2. CCLA Interest payments quarterly.
    - 6.1.3.3. CDBoFF Interest payments 6 monthly. This is in respect of some monies invested many years ago for the upkeep of named graves in the Churchyard.
    - 6.1.3.4. HMRC will send the tax refunds for Gift Aid direct to the Bank Account as requested. Usually this is done quarterly by the Planned Giving Secretary.
    - 6.1.3.5. **Occasionally a payment is received from the War Graves Commission and the monies are placed in the Churchyard Fund.**
  - 6.1.4. Others
    - 6.1.4.1. Flower Festival/ Summer Fete/ Christmas Fayre.
    - 6.1.4.2. Gift day – The envelopes will be put unopened in the cloth bags
    - 6.1.4.3. The Wall Safe. The treasurer empties the wall safe as necessary.
    - 6.1.4.4. Fundraising activities – The organisers will leave the takings in a container in the safe or hand it directly to you

## **7. Expenditure (Payments)**

- 7.1. It is sensible practice to record Expenditure using those categories determined by the Return of Parish Finance. This return is received annually from the Diocese Office and is issued to them by The Archbishops' Council and is therefore a national standard for the Church of England. As the church is using Computer Software, these categories, including annual amendments, are updated as necessary.
- 7.2. Before an expenditure transaction is recorded, the treasurer must determine to which Fund the money is to be taken from
- 7.3. All expenditure has to be agreed by the authorised signatories. These authorised signatories are the named individuals on bank account mandates as agreed by the PCC. It has been our controlled practice that the signatures required to authorise the expense should not be an 'interested' party, i.e. if a signatory has incurred expense they should not then be a party to its authorisation. Except in cases of long term absence – holiday, sickness – it is not difficult to meet this control requirement.
- 7.4. Cash – under no circumstances should cash be paid out for expenditure. All cash should be paid into the bank. This is a vital audit trail requirement
- 7.5. Cheques – the treasurer should at all times minimise the use of cheques but the signatures required will be covered by the appropriate bank mandate
- 7.6. Standing Orders and Direct Debits – the treasurer should use either of these payment methods wherever possible. The authorities signed to invoke these payments must be in accordance with the appropriate bank mandate
- 7.7. Use of Internet – The PCC may at its discretion authorise the treasurer to use the Barclays Secure Online Banking facility. Relevant authority forms from Barclays Bank will need to be signed before its use. Invoices paid or transfers between Bank Accounts will require signature authorisation on the supporting paperwork by the authorised signatories to the Bank Mandate before action by the Treasurer. No internet transaction can take place without that authorisation taking place.

## 8. Helpful notes Expenditure (Payments)

### 8.1. Vicar's / Curate's Expenses (paid by Internet to their bank account)

8.1.1. The Vicar / Curate presents an Expense Claim form for sign off by the Churchwardens as necessary and after sign off you reimburse for expenses incurred. The amount allowed for the coming year is budgeted and decided upon, usually, at the November PCC meeting. (The vicar should be consulted prior to the meeting by the treasurer as to his views).

8.1.2. The PCC also pays the Vicar's phone bill. Personal call charges are deducted from his next Expense Claim

### 8.2. Organist's Expenses (paid by whatever appropriate means – cheque or via Internet)

8.2.1. Organists expect to receive contribution towards expenses from the PCC. The Royal School of Church Music (RSCM) rate for Professional Musicians is used as a guide as to what is an appropriate rate to pay.

8.2.2. It is up to the Organist to account for these expenses on his tax return. The PCC has no legal responsibilities for this. This is exceptional to the Church of England; other churches do have a responsibility to advise HMRC.

8.2.3. Fees received for playing at Weddings and Funerals are not the responsibility of the PCC. These are usually paid by the relevant persons i.e. the wedding couple or the Funeral undertaker.

8.2.4. It is important to note that the PCC is not paying the organist "a wage", but making a contribution to his expenses. If ever the PCC decided to pay a wage to the Organist, then tax and National Insurance contributions would have to be deducted and collected on behalf of the HMRC. This would place an administrative burden on the PCC. Any organist requesting a Fee should submit an official invoice for payment.

### 8.3. Parish Share (paid by Direct Debit)

8.3.1. Prior to the beginning of a new calendar year, the treasurer is advised by the treasurer of the Hadleigh Deanery Synod of the expected amount that the PCC will be asked to pay to Chelmsford Diocesan Board of Finance during the coming year. This amount (known as the "Parish Share") is St Laurence's contribution to the Chelmsford Diocese. The amount paid by the parishes is determined by an agreed formula of the Deanery Treasurers with the Chelmsford Diocesan Board of Finance, subsequently agreed by their PCC and passed at Hadleigh Deanery Synod.

8.3.2. We currently pay by monthly direct debit, for which Chelmsford Diocesan Board of Finance offers a discount of 1%. At the November PCC, the council decides if it will pay back this discount that decision is subject to the parish's financial position at the time.

8.3.3. The Deanery Share can only be paid from the General Fund or Fund set up specifically for the Parish Share and cannot be paid out of any of the other funds held for specific purposes. A loan could be made out of any of those Funds to the General Fund only if the treasurer could be reasonably certain that the monies could be repaid and only with the agreement of the PCC.

#### 8.4. Utility Bills (Direct Debit)

##### 8.4.1. Church Bank Account

- 8.4.1.1. Vicarage telephone
- 8.4.1.2. Church telephone
- 8.4.1.3. Church electric
- 8.4.1.4. Church water
- 8.4.1.5. Churchyard refuse collection

##### 8.4.2. Church Hall Bank Account

- 8.4.2.1. Hall electric
- 8.4.2.2. Hall gas
- 8.4.2.3. Hall water
- 8.4.2.4. Hall refuse collection

#### 8.5. Insurances

8.5.1. Church – The premium is reviewed annually and is paid by monthly direct debit

8.5.2. Church Hall – This premium is reviewed annually and is paid by **monthly direct debit** out of the Church Hall Fund and Church Hall bank account

#### 8.6. Some examples of other invoices (Paid by cheque or Barclays Secure Online banking)

##### 8.6.1. Car Park Rent

8.6.1.1. The PCC pays by way of a "pepper corn" rent £25 annually to Southend Borough Council in respect of the rental of the land on the corner of Aviation Way.

##### 8.6.2. Fire Extinguisher Servicing

8.6.2.1. Once a year the fire extinguishers in the church and church hall are serviced.

##### 8.6.3. Organ Tuning

8.6.3.1. Twice a year the treasurer receives a bill for the tuning of the organ

##### 8.6.4. Copyright licence

8.6.4.1. Once a year in January the treasurer pays a sum of money to a copyright company ("CCLI") that covers the church and its members for copying most types of church music not "owned" by the Church of England. The invoice comes in November/ December but it should be paid in the year to which it relates, i.e. in January.

##### 8.6.5. Performing Rights licence

8.6.5.1. Annually out of the Church Hall Fund. A licence fee is paid to the Performing Rights Society

##### 8.6.6. Publications

8.6.6.1. Bills are received for the printing of St Laurence's own newssheet "The Living Way". The total or part cost of producing "The Living Way" has been met by sponsorship.

##### 8.6.7. Weekly Envelopes

8.6.7.1. The envelopes, which are used by parishioners for regular weekly giving, are paid for during the preceding year in order to take advantage of a discount. The company sends a reminder / invoice to the treasurer advising him of what to do. The envelopes are delivered to the treasurer.

##### 8.6.8. Lawnmower Servicing

8.6.8.1. From time to time the treasurer receives a bill for the servicing of the lawnmowers. The treasurer also receives from time to time a bill for petrol used by the mowers. All these expenses should be taken from the Upkeep of Churchyard Fund.

##### 8.6.9. Waste Bins

8.6.9.1. Monthly the church rents a bin from Cory Environmental Services that is billed and paid for from the Upkeep of Churchyard Fund **by direct debit.**

8.6.9.2. **As needed the Church Hall rents a bin from Cory Environmental Services that is billed and paid for from the Hall Designated Fund and the Hall Bank Account.**

##### 8.6.10. Church Service Expenditure

8.6.10.1. The treasurer also receives from time to time invoices from Charles Farris and Van Poulles, who supply candles, altar breads, chalices, church robes etc.

##### 8.6.11. Request for payment of incurred expenses

8.6.11.1. Expenses should not be incurred without authority, and a receipt should be provided to the treasurer for each expense. It is of paramount importance that the Treasurer does not challenge the payment of such items if purchased with the relevant authority – The treasurer must never invoke a 'means test' challenge to such expenditure.

## 9. Helpful notes General

### 9.1. Charities

- 9.1.1. The PCC has decided that all monies collected will be distributed to the charity at the earliest opportunity and should not be held indefinitely in the Church Bank Account.
- 9.1.2. The Charities Fund should start and end the year with a zero balance. The PCC currently chooses the charities and the means by which monies are to support the choices
- 9.1.3. Separate funds are held in respect of the Build Africa, **Compassion UK**, Disaster Fund and Leprosy. These funds operate independently and at year-end any surplus is carried forward to the next year.

### 9.2. Planned giving weekly envelopes / occasional One-off Gift Aid envelopes

- 9.2.1. The banking official or treasurer – with the exceptional permission from the PCC - opens the envelopes at the same time as he / she counts the monies for banking. Write on the front of the envelope the amount contained within it. The Planned Giving Weekly Giving envelopes are sorted each week in numerical order and given (not necessarily each week, but regularly) to the person who administers the weekly envelope scheme (currently Jean Banks). Gift Aid envelopes are retained by her. The occasional One-off Gift Aid envelopes are given to the Planned Giving Secretary.

### 9.3. Fund raising events

- 9.3.1. In the week before an event, if requested by the organiser, the treasurer should obtain from the bank sufficient monies to provide a float. This usually is only needed for such events as a Christmas Fayre, Flower Festival or Summer Activity.
- 9.3.2. **Monies taken at these events is administered by the event organised and the banking, counted and reconciled, is given to the Banking Official for Banking**
- 9.3.3. The treasurer should also ask people to let him have details of any expenses that need reimbursing before the close of the event. This way he can take account of the expenses so as to arrive at a net figure for the event.
- 9.3.4. A record of how much money was taken (broken down by stall & preferably in alphabetical order) should be posted in the church porch on the Sunday for all to see. The organiser/ vicar/ churchwardens should be advised **as soon as possible after the event** so that the result can be announced at the Sunday services.

### 9.4. CDBoFF Interest payments 6 monthly.

- 9.4.1. This is in respect of some monies invested many years ago in trust 'Bowman'. These monies go into the church bank account, allocated to the Upkeep of the Churchyard Fund and are used for churchyard maintenance expenditure.

### 9.5. Cheque book stubs and Duplicate BGC slip

- 9.5.1. Throughout the year as the cheque books place the counterfoils in the relevant monthly envelope at that date.
- 9.5.2. At the end of the year, remove the counterfoils from the cheque books and place them in the December envelope
- 9.5.3. After banking the BGC should be placed in the appropriate monthly envelope

### 9.6. Paperless bills

- 9.6.1. The following bills are now paperless and at the end of the year, you will need to print off the most up to date bill for the Examiner
  - 9.6.1.1. Utility Warehouse – Church electricity
  - 9.6.1.2. **Opus Energy** – Church hall electricity **and Gas**
  - 9.6.1.3. BT – Vicarge phone bill
  - 9.6.1.4. BT – Church phone bill

## 10. Computer systems

### 10.1. Bookkeeping for the Church Accounts – Program name – Finance Coordinator

10.1.1. The PCC has purchased a church accounting system from a company called Data Developments. The software is regularly updated to include changes for its own software, Church of England, Charity Commission and HMRC requirements.

10.1.2. This company is a specialist in the production of computer systems for basic church requirements and works together with many religious authorities to produce appropriate software that is simple and easy to use for church treasurers who do not have an accountancy or bookkeeping background and is in keeping with the Accounting principles of those authorities.

10.1.3. **It is recommended that** the PCC subscribe annually to a Help Deck facility to support **us as a** licenced user.

10.1.4. Data Developments also provide training courses at various levels of usage and ability for its user. These courses will be chargeable in advance.

### 10.2. Record keeping for Church Giving – Program name – Donations Coordinator

10.2.1. The PCC has also purchased a support system for Donations / Giving from the same company – Data Developments. The software is regularly updated to include changes for its own software, Church of England, Charity Commission and HMRC requirements.

10.2.2. This program requires training to use but this company specialises in the production of computer systems for the basic church requirements and works together with many religious authorities to produce appropriate software that is simple and easy to use for planned giving secretaries / treasurers.

10.3. The computer must be protected by a suitable virus protection programme

10.4. The programmes should be backed up weekly to a separate media e.g. CD, penstick **and kept away from the area housing the main computer**

## 11. Reports (All reports are from Finance Coordinator computer software unless otherwise stated)

### 11.1. Monthly Reports

11.1.1. Treasurers Monthly Report usually a prepared report on Microsoft Office Word

11.1.2. Monthly calendar year to date – as at last day –retained by the Treasurer due to personal information contained within it **and allowed to be sent to the Budget reporting PCC member and Churchwardens - Detailed Trial Balance by Fund (detailed)**

11.1.3. Monthly calendar year to date – as at last day – Sent to all PCC members - Statements of Assets & Liabilities (by fund); Fund Totals

11.1.4. Monthly calendar year to date – as at last day – Sent to Finance subcommittee (Budgets), Vicar and Churchwardens – Nominal accounts budget throughput (details) & Nominal accounts budget throughput (summary) **for Church and Hall**

11.1.5. Monthly calendar year to date - as at last day - Hall Manager Report, sent to Hall Manager, Vicar and Churchwardens – the Income and Expenditure for the Hall, usually needed to review rental income received – Transaction Listings report Hall Fund

11.1.6. Monthly calendar year to date – Upkeep of Churchyard Fund, sent to Administrators, Peter and Rita Puncher, Vicar and Churchwardens, usually to compare records of income received e .g. Donations, Gift Aid Donations – Transaction Listings report Churchyard Fund

11.1.7. Monthly calendar year to date – as at last day — Cost Centre (Church & Hall)

reports of Actual v Budget performance sent to Budget sub committee for monthly report to **Finance Team members**

11.1.8. **Monthly calendar year to date – as at last day – Cost Centre (Charites) – Vicar, Curate and Churchwardens**

## **12. Examination of the Annual accounts**

- 12.1. The audited accounts are presented to the PCC at the meeting immediately before the APCM. The examiner, who is appointed at the APCM, need not be an accountant but should be someone of integrity with preferably an involvement in finance of some description. The examiner cannot be on the PCC, but according to the rules, he or she may be on the electoral roll.
- 12.2. The Examiner is licenced to use a copy of the Finance Coordinator Software on his computer and currently has the knowledge to interrogate the system. You will supply a back up file for his use as at December 31<sup>st</sup> with all accounts reconciled and up to date. He will examine the following reports as at December 31<sup>st</sup>
  - 12.2.1. Transaction listings (active/voided) – output order – date
  - 12.2.2. Statement of Assets & Liabilities (by fund)
  - 12.2.3. Fund Receipts & Payments
  - 12.2.4. Detailed Trial Balance by Fund (detailed)
  - 12.2.5. **Audit report**
- 12.3. When he has completed his examination, which can entail various challenges to items within the accounts, you will be presented with a signed report and signed copies of the Statement of Assets & Liabilities and Fund Receipts & Payments

## **13. The Annual Accounts**

- 13.1. The Examined Accounts are sent to each member of the PCC for the February meeting for approval. It is courteous to do this before issuing publicly
- 13.2. In view of the large number of transactions undertaken in a financial year, it is much better and more efficient to publish the accounts – on a notice board, or print a few copies – and invite questions before the APCM. This will give the treasurer time to evaluate the questions and respond with appropriate answers at the APCM.
- 13.3. 3 copies of the accounts will be required for the Archdeacon's Visitation and this action will be supervised by the Churchwardens
- 13.4. 1 copy will also be sent to the Charity Commission in line with their regulations

## **14. Annual Returns for the Diocese of Chelmsford**

- 14.1. Each December, the treasurer will receive an email from the Diocese asking for the Return of Parish Finance to be sent to them by 31<sup>st</sup> May.
- 14.2. This report can be found in the Financial Coordinator Computer Software program

## **15. Records archive**

- 15.1. Annually all documentation used in the Treasurers Role is boxed up and retained for at least 7 years in the Church loft. (It may be prudent for the Treasurer to retain a couple of years at home in case of reference)
- 15.2. The documentation retained is
  - 15.2.1. All paperwork used, in whatever form that is – receipt slips, original invoices, letters, computer reports - to support sections above detailed below
    6. Income (Receipts)
    7. Expenditure (Payments)
    8. Helpful notes Expenditure (Payments)
    9. Helpful notes General
    12. Examination of the Annual accounts
    13. The Annual Accounts
- 15.3. The computer software records in Finance Coordinator and Donations Coordinator are retained within the computer and back ups (back ups are held by a Churchwarden) until deleted and it is recommended that retention is also for at least 7 years.