



The Parish of St Alban's Gossops Green and Bewbush

Finance Policy

Financial Records and Accounts

1) Financial records must be kept so that:

- The organisation meets its legal and other statutory obligations, such as Charities Acts, Her Majesty's Revenue & Customs and common law
- The PCC has proper financial control of the organisation
- The organisation meets the contractual obligations and requirements of funders.

2) The record of accounts must include:

- A record analysing all the transactions appearing on the bank accounts
- Inland Revenue deductions record (if registered for PAYE).

3) Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Annual Parochial Church Meeting.

4) Prior to the start of each financial year, the PCC will approve a budgeted income and expenditure account for the following year.

5) A report comparing actual income and expenditure against the budget should be presented to the PCC at least every 3 months.

6) The APCM will appoint a Treasurer/ Finance officer and an appropriately qualified independent examiner to examine the accounts before presentation to the next APCM.

Banking

1. The PCC will bank with CAF Bank and accounts will be held in the name of the PCC of Gossops Green & Bewbush.

The following accounts will be maintained:

- Charity Account Parish of Gossops Green & Bewbush (General Fund)
- Charity Account Parish of Gossops Green & Bewbush (Building Fund)

2. The bank mandate (list of people who authorise online payments and can sign cheques on the PCC's behalf) will always be approved and minuted by the PCC annually; as will any changes to it.

3. The PCC will require the bank to provide statements every month and these will be reconciled with the accounting records monthly.

4. The PCC will not use any other bank or financial institution or use overdraft facilities or loan without the agreement of the PCC.

Receipts

All cash and cheques received will be recorded promptly in the cash analysis record and banked as soon as practically possible.

Payments (expenditure)

- The aim is to ensure that all expenditure properly relates to the PCC's activities and is properly authorised
- The Finance Officer will be responsible for holding the cheque books (including unused and partly used cheque books) which should be kept under lock and key
- Nobody is authorised to sign blank cheques
- The Parish credit card payment is held by the Finance officer. There is a spend limit of £500. If payment is larger, then CAF bank will increase the amount on a temporary basis once approval has been given by the PCC
- BACS payment needs authorisation before payment and two persons are to authorise the payment from the bank.

Payment documentation

1. Every payment out of the PCC's bank accounts will be evidenced by an original invoice plus the bank's ref number downloaded from the reference document (never against a supplier's statement or final demand). That original invoice will be retained by the PCC and filed. The only exceptions to payments not being supported by an original invoice are Items such as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here a requisition form will be used, and a copy of payment attached.
2. The PCC will, if presented with a properly evidenced expense claim, reimburse expenditure paid without prior approval of the whole PCC, providing the expenditure is evidenced by original receipt.

The following conditions apply:

- No person acting alone will commit the PCC to pay for any expenditure exceeding £ 25.00
 - The Church Wardens and/or incumbent and/or The Standing Committee is authorised to commit the PCC to expenditure not exceeding £1000 for emergency repairs or items requiring a decision before the next PCC meeting
 - The Parish credit card is held currently by the Finance Officer who can use this but must follow the rules of authorisation before using.
4. Car mileage is based on official scales.
 5. No BACS /cheque signatory can sign for the payment of expenses to themselves.

Signatures

- Each transaction will be signed by at least two people electronically

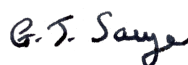
Online BACS banking

- The PCC will maintain a proper charity bank account using approved software such as BACS and that requires a minimum of two online signatories to authorise every transaction

Other rules

1. The PCC does not accept liability for any financial commitment not properly authorised. Any orders placed, or undertakings given, which are likely to cost the PCC more than £500 must be authorised and minuted by the PCC.
2. The PCC will take appropriate steps "to prevent tax evasion by anyone with whom it has dealings". (This follows the risk assessment to comply with the recent corporate criminal offences legislation).
3. The PCC authorised Tiny Toes and Heart of Welcome Café (and any other groups in future) use of Petty Cash to maintain its weekly minor running costs and present accounts at year end.
4. In exceptional circumstances such undertakings can be made with the Standing Committee's and/or Wardens and/or Incumbent approval who will then provide full details to the next meeting of the PCC. (This covers such items as the new service contracts, office equipment, purchase and hire).
5. All fundraising and grant applications undertaken on behalf of the PCC will be done in the name of the PCC and with the prior approval of the PCC, or in urgent situations approval may be made by the Standing Committee who will provide full details to the next PCC meeting for approval retrospectively.
6. The PCC will adhere to good practice in relation to its finances at all times, e.g. when relevant it will set up and maintain the Terrier register stating the date of purchase, cost, serial numbers and normal location of assets.
7. Additionally, the PCC will maintain a Terrier property record of items purchased, with an appropriate record of their use.
8. The PCC will undertake to have a reserve policy which will be reviewed yearly by the PCC.

Finance @stalbangossopsgreen.co.uk



Approved by the PCC and signed on its behalf

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Date8th Dec 2025.....

Next date to be reviewedDec 2026.....