

Financial Policies: Summary

November 2016

Church Expense & Expenditure Policy

Unbudgeted Sums

The following principles apply to 'unbudgeted' sums e.g. spend on refreshments; purchasing books for the Church library; incidental maintenance items (e.g. light bulbs); the Pastor's travel expenses etc. A more comprehensive list of the categories of spend covered by the Church Expense Policy can be found on the Church Expense Form.

1. Other than the Pastor, any spend / claim over £100 shall be pre-approved in principle and in writing / by e-mail by a member of the Church Leadership Team (with such approval not from within the same family unit), and ideally in consultation with the Church Treasurer;
2. The Pastor is permitted to claim:
 - a. Up to £250 on any single transaction without prior written approval (which may include e-mail);
 - b. Between £250 and £500 per single transaction provided he has obtained prior written approval (which may include e-mail) from least 1 other member of the Church Leadership Team; and
 - c. Between £500 and £1,000 per single transaction provided he has obtained prior written approval (which may include e-mail) from least 2 other member of the Church Leadership Team, one of whom should be the Church Treasurer. If the Church Treasurer is not on the Church Leadership Team, 2 members of the Church Leadership Team must still prior-approve the transaction, but the Church Treasurer must also be consulted in advance of the purchase.
3. All expenses shall be claimed for via the Church Expense Form and (where at all possible) accompanied by a dated receipt. Other than the Pastor, if a claim is more than £100, proof of the prior-approval by a member of the Church Leadership Team should also be submitted.
4. If the Treasurer is not on the Church Leadership Team, a member of the Church Leadership Team should approve all Church Expense Forms prior to submission to the Treasurer (with such approval not from within the same family unit);
5. No member of the Church Leadership Team can 'self-certify' their own Church Expense Form;
6. Any unbudgeted spend above £1,000 should ordinarily receive prior approval at a Church Member's Meeting. There may be exceptional circumstances where this is not possible e.g. dealing with emergencies (such as a roof leak etc.), but in such circumstances, at least 50% of the Church Leadership Team should have agreed in writing (which may include e-mail) to the spend, including consultation and approval by the Treasurer (if not on the Church Leadership Team) with regards to the available sums in the Church Bank Account; the spend should be notified at the next Church Members Meeting, which may require convening a Special Church Meeting.

Budgeted Sums

The following principles apply to 'budgeted' sums e.g. payment of the Church insurance premium; utility / telephone contracts, equipment replacements or, say, on-going maintenance or operational contracts (i.e. servicing the boilers / security system / fire extinguisher maintenance).

The Church Leadership Team (or a person designated by the Church Leadership Team), in consultation with the Treasurer (if not on the Church Leadership Team), may agree & sign contracts for budgeted expenditure in accordance with the expenditure limits and approvals set out above. For contracts extending beyond one year, the limits shall apply to the anticipated spend per annum.

For example, the Treasurer may sign an electricity contract that has an anticipated annual spend of £700, provided that the Treasurer (even if on the Church Leadership Team), has obtained prior written approval from least 2 (other) members of the Church Leadership Team.

Whenever possible, quotations should be obtained from at least two unrelated contractors and the best "value for money" option chosen (that would usually be the cheapest cost, taking into account cost of replacing consumables and the quality and life of the product/service).

There are a limited number of budgeted transactions that are above the £1,000 limit discussed above for which Church Members Meeting approval is required e.g. the Church insurance premium; the FIEC membership fee; and HMRC tax payments. For these three budgeted items, provided that the annual sum is not more than 10% higher the previous year's payment, it is agreed that the Treasurer is authorised to make the payments, without recourse to the Church Leadership Team or a Church Members Meeting.

Church Credit Card

Subject to approval by the Church Members and then the Church's Bank:

- A Church Credit Card can be applied for in the Pastor's name;
- The Church Credit Card shall have a spending limit set at £1,500;
- The Church Credit Card balance shall be paid off in full by Direct Debit from the Church bank account every month;
- The Pastor shall be entitled to spend no more than £250 on any single unbudgeted transaction without prior written approval (which may include e-mail) from at least 1 other member of the Church Leadership Team;
- The Pastor shall be entitled to spend no more than £500 on any single unbudgeted transaction without prior written approval (which may include e-mail) from at least 2 other member of the Leadership Team;
- Any item purchased on the Church Credit Card shall be notified to the Treasurer as soon as practical using the Church Expense Form, but in any event no later than 21 days after a purchase, and at all times being subject to the Church Expense Policy. The Church Expense Form shall have attached to it any receipt for the item purchased, as well as proof (where applicable) of the prior-written approval of the relevant Church Leadership Team member(s);
- Any item claimed on the Church Credit Card but not subsequently approved as being in accordance with the Church Expense Policy shall be reimbursed by the Pastor within 14 days.

Church Bank Account(s)

- No cheques shall be issued without two authorised signatories;
- To monitor on-line Current Account transaction payments, in addition to the Treasurer, at least one member of the Church Leadership Team shall have access to the on-line Bank Account;
- The Church's Current Account's "working capital" shall ordinarily not fall below £8,000 – and certainly not for a period of more than 2 calendar months (without prior discussion & written acknowledgement of the Church Leadership Team).

Church Leadership Team & Signatories

- The Church Leadership Team shall include either Elders and / or Deacons. For the avoidance of doubt, at the date of this Summary, the Team includes:
 - a. Steve Scrivener (Elder)
 - b. Martyn Jones (Elder & Treasurer)
 - c. Roger Jones (Elder)
- The authorised signatories for the Church Bank Account(s) includes:
 - a. Martyn Jones (including internet authorisation)
 - b. Roger Jones (including internet authorisation)
 - c. David Pomeroy
 - d. Claire Neech
 - e. Eric Englefield