

All Hallows PCC Internal Financial Controls

February 21, 2011

The purpose of this policy is

1. To control and protect the funds of the church
2. To ensure compliance with Charity Commission's guidance CC8

Responsibilities

The Parochial Church Council, PCC, is responsible for this policy and ensuring that the following procedures are complied with.

The PCC is responsible for appointing a Review Group, being a small group of PCC members (none of whom have direct involvement in the financial functions of the church) who shall carry out a review of this Policy & Procedure at least once a year.

1 Accounting requirements

1.1 AR1 That proper books and records are kept of all transactions

The accounting systems have been documented, see Appendix 1 (to follow) The treasurer provides quarterly receipts and payments accounts and balance sheet to the PCC and explains any variance against budget. The review group checks the accounts and underlying records annually.

1.2 AR2 That the accounts are subjected to external scrutiny

The independent examiner is appointed directly by the PCC and to avoid any mis-understanding he should provide the PCC with an appointment letter agreeing his duties. A sample letter is provided in the Church of England publication "The Charities Act 1993 and the PCC 3rd Edition". All treasurers have should have a copy.

The independent examiner reports directly to the PCC in person at the meeting that reviews the annual accounts.

1.3 AR3 That the accounts are formally approved by Trustees at an annual meeting

Accounts are reviewed in detail by the PCC prior to the APM. Accounts are distributed prior to the meeting.

Accounts are made available to persons on the electoral roll prior to the APM by placing copies in the church on the two preceding weeks.

1.4 AR4 That new Trustees (when appointed) are provided with a set of the latest accounts

An induction meeting is held each year after the APM when new members of the PCC are briefed on a variety of subjects including a review of the accounts and a summary of the internal control policies and procedures.

Appointments between APMs are taken through the accounts and procedures by the Chairperson.

1.5 AR5 That existing Trustees are provided with a set of accounts annually

All PCC members receive a copy as detailed in AR3

1.6 AR6 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/AR1, contained in Appendix 2 of this Policy and Procedure. (to follow)

The independent examiner/auditor has been made aware of this policy.

2 Organisational structure

2.1 OS1 That there is a plan showing the structure of the Organisation

An organisation chart is maintained by the PCC based on OS2 below It is kept up to date by the PCC secretary The chart is displayed on the internal church notice board

It is difficult to advise in this area as structure will be parish specific. However the chart should cover all areas of the parish activities, how they link together and who is responsible for each activity.

2.2 OS 2 That lines of authority and reporting are laid down in writing and communicated to all Trustees

The complete range of parish activities are summarised describing the range of involvement, what actions may be taken and by whom, who is responsible for each area and what decisions must be referred to the PCC. It also covers how the different areas inter-relate.

2.3 OS3 That should there be a delegation policy, it is written down and communicated to all

The policy on delegation is that responsibilities are only delegated on direct authority of the PCC All delegated authority is laid out in the OS2 documentation referred to above

2.4 OS 4 That there is segregation of tasks to provide automatic 'double check'

The ability to provide the necessary segregation of tasks to ensure total automatic double checks is limited by the relatively small number of people actively involved in vulnerable activities. However subject to this proviso. One person does not carry

out all parts of a sensitive transaction. Where adequate segregation of tasks cannot be achieved alternative checks are performed Individual double checks are set out in the appropriate procedure

2.5 OS5 That all Trustees and volunteers are given appropriate training

All new members of the PCC attend an induction session New volunteers are provided with instruction relating to the parish structures and policies and more detailed training the specific area in which they will be working The PCC ensures that training is given and/or undertaken when changes in legislation impact on the church

2.6 OS6 That professional advice is taken where appropriate

It is firm policy that any significant change in investments or transactions relating to land or buildings is only undertaken after taking appropriate professional advice. The PCC taken appropriate professional advice when entering into any major contracts If any events arising which may result in litigation the PCC takes early advice Guidance is sort when relevant in areas of Health and Safety and Child and Venerable Adult Protection

2.7 OS7 That all Trustees read publication CC3 - The Essential Trustee : What you need to know

Copies of CC3 have been given to every member of the PCC The content of CC3 and its impact have been discussed at the PCC A copy of CC3 is included in the pack given to new members of the PCC

2.8 OS8 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/OS1, contained in Appendix 3 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

3 Budgets

3.1 BUD1 That annual budgets are prepared and approved by trustees to cover both income and expenses.

The budget is prepared by the finance committee after wide consultation with the leaders of all ministries and any fund raising groups and presented to the PCC in November. Samples of the main budget schedules will be attached. The preparation process must embrace the fact that the budget is only the financial evaluation of the wider plans of the PCC for mission. The budget must be approved by the PCC after due consideration and should not be “rubber-stamped”.

3.2 BUD2 That performance is measured against budgets at regular intervals

Accounts are presented to the PCC at quarterly intervals. These accounts show a comparison of actual income and expenditure compared with budget. The treasurer provides an explanation of any significant variances from budget.

3.3 BUD3 That performance is regularly reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/BUD1, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

4 Postal receipts

Procedures This Policy identifies 5 procedures, each procedure being identified by a Statement of Requirement, SOR. The procedure details of how we satisfy each SOR.

4.1 PR1 That incoming post is opened in the presence of two responsible people.

It is not possible for our church to ensure that two people are present when opening post.

All mail is delivered to the vicarage and opened by the rector. In the case of large amounts the Treasurer is notified by e-mail. Any cheques or other receipts are recorded in a “rough” cash book and deposited in the safe. .

4.2 PR2 That all incoming cheques and cash are recorded immediately.

Any cheques or cash are recorded in a “rough” cash book and deposited in the safe.

4.3 PR3 That all entries are verified by someone other than the person making the original entry.

SOR : PR3 That all entries are verified by someone other than the person making the original entry. The treasurer checks the “rough” cash book against the accounting records.

4.4 PR4 That staff opening the mail are rotated

It is not possible to ensure rotation of staff opening mail due to small number of people involved. A mitigating factor is that the volume of cheques or cash received by post is small. Large amounts received by post are normally expected (e.g. Gift Aid claims) and failure to be banked should be quickly picked up.

4.5 CFA5 This Policy is reviewed

SOR : CFA5 This Policy is reviewed This is how we satisfy this SOR The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/ CFA. The independent examiner/auditor has been made aware of this.

5 Collection income

The policies and procedures laid out by the Charity Commission apply to door-to-door collections either by boxes or envelopes. The only occasions when our Churches are involved in such collections is for third parties e.g. Christian Aid. As such, the collection is not carried out by the Church and any controls are laid down by the third party. Therefore this section is not relevant to Churches in the Liverpool Diocese. If we consider that we have collections made directly by the Church which come into this category we will contact resources department.

6 Fund raising events or campaigns

6.1 FRE1 That records are maintained for each fundraising event.

In cases where the PCC Treasurer does not directly control the event the Fundraising Committee takes responsibility for maintaining full records of income and expenditure and the net surplus is reconciled with the amount banked. Invoices or other documents are retained to fully support expenditure.

6.2 FRE2 That in respect of ticket income - tickets are pre-numbered; records are kept of all persons issued with tickets to sell and which ticket numbers they have been allocated; records are kept of tickets sold and reconciliations made of money received against tickets sold.

Tickets are numbered before issue. Records are kept of which tickets are issued to which individual. Individuals return cash and unsold tickets which are reconciled to value of tickets issued.

6.3 FRE3 Similar records are kept for sponsored events.

Participants are issued with official sponsor forms and a record kept of forms issued. On completion completed forms are reconciled with the cash received. Any unreturned forms are investigated.

6.4 FRE4 Part 11 of the Charities Act 1992 has been complied with where professional fund raisers are employed

The PCC does not employ professional fundraisers.

In the unlikely event that the PCC considers engaging professional fundraisers, care will be taken to obtain advice from Resources department before making any commitment.

6.5 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/ FRE. The independent examiner/auditor has been made aware of this.

7 Gift aid donations

7.1 GAD1 That regular checks are made to ensure due amounts received

Gift Aid envelopes are opened, cash counted and noted on the envelope by the people counting the collection (at least two people other than the GAS). Cash is banked with other collections and the envelopes passed to the Gift Aid Secretary (GAS). The amount received is recorded separately (in total) on the weekly sheet and passed to the treasurer. Standing Order payments are recorded by the GAS and the details passed to the treasurer on a monthly basis. The GAS records receipts on a weekly/monthly basis and checks for any unusual patterns and if necessary makes discreet and sensitive enquiries. In particular the GAS checks that receipts from new donors are being received. On a regular basis the GAS provides a note of total receipts to the treasurer for reconciliation with figures shown by the counts.

Once every year a thank you letter is sent to each regular giver setting out the amount received during the year.

7.2 That regular checks are made to ensure all eligible tax repayments are obtained

The treasurer reconciles the amounts of Gift Aided receipts with claims and checks the claim against the actual receipt. The treasurer checks with the GAS with regard to any discrepancies.

7.3 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/BBSA1, contained in Appendix 3 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

8 Banking custody and procedures

8.1 BC1 That incoming receipts be banked promptly and regularly

Cash collections are counted and recorded on the weekly sheet (copy attached) after morning and evening services by the sides people (at least two) on duty as soon as possible after receipt. Envelope monies from collections are placed in the safe by the sides people (at least two) until the arranged time for the vestry count which will be conducted by the sides people (at least two) Collections are banked within two working days from the count by two people appointed by the Churchwardens Timing of banking is varied

Amounts received into church apart from at services should be recorded in the rough receipts book and stored securely.

The treasurer is not normally involved in the initial recording of cash.

8.2 BC2 That the safe custody of all valuables held on the premises is ensured

All cash is locked in the safe by an authorised keyholder.

8.3 That the keys of safe(s) and/or cash boxes are signed for

SOR : BC3 That the keys of safe(s) and/or cash boxes are signed for Keys are only used by authorised holders. List attached. The key register is kept by a Warden. Keys are signed for on receipt and must be returned and signed back in when relinquishing office.

8.4 BC4 That insurance is held to cover the contents of the safe(s) and/or cash boxes

The levels of cover are reviewed annually and renewal of the policy is minuted by the PCC. If unusually large amounts need to be kept in the safe the treasurer must be notified in sufficient time for him to obtain additional cover if necessary or possible.

8.5 BC5 That all incoming money is banked and no amounts should be held over for petty cash feeding

All monies are banked gross and this is monitored by the Treasurer. All payments are made by cheque. No petty cash fund is maintained

8.6 BC6 That there is a written statement of banking and custody procedures for information for all Trustees and volunteers

Policy document attached, see Appendix 1

8.7 BC7 That money belonging to the charity is held separately from that of individual Trustees or volunteers

There is a strict standing instruction to this effect see Appendix 2 attached

8.8 BC8 That there are controls over receipt books issued by the charity

All receipt books are held by the treasurer or his nominated representatives and receipts are pre-numbered and issued books are signed r. (list attached) (to follow)

8.9 BC9 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/BC1, contained in Appendix 3 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

Appendix 1 XXXXXXXXX Church PCC

Statement on Banking and Custody Procedures

This statement will be a re-iteration of the policies and procedures shown in the above document.

Appendix 2 XXXXXXXXX Church PPC

Policy Statement on Segregation of Parish Funds

1. All parish monies must be banked as soon as possible in an authorised church bank or building society account. 2. Under no circumstances may funds be paid into an account in the name of an individual. 3. Cash apart from minor advances to fund church activities must not be held by individuals. 4. Cash should be banked promptly and whilst awaiting banking should be held in the vestry safe. 5. Under no circumstances should an individual use Church funds for personal reasons.

9 Checks of income records

9.1 CIR1 That regular checks are made to ensure records are accurate

i. $\frac{1}{2}$ Spot checks are made by the treasurer to ensure that records of cheques and cash received agree with the bank paying in slips and the bank statements.

9.2 CIR2 That regular checks are made to ensure there are no discrepancies between records.

The weekly Cash Sheets and any other prime documents are regularly spot-checked against cash book or ledger by the treasurer. All bank accounts are reconciled monthly and the reconciliation signed off by the treasurer after comparison with bank statements and cash book/ledger.

9.3 CIR3 That checks are made by someone other than the original recording officer.

The treasurer (who is a trustee) carries out the checks set out in this paper.

9.4 CIR4 That any restrictions placed on donated income are identified and observed.

New restricted funds are only set up after approval by the PCC who clearly define the uses to which the funds may be applied. Movements on restricted funds are closely monitored and movements reported on a regular basis to the PCC.

9.5 CIR5 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/PC1, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

10 Controls over expenditure

10.1 CE1 That all expenditure is properly authorised

A slip is attached to each invoice. This contains spaces for the invoice or document reference, satisfactory completion of work or receipt of goods to be confirmed, prices and calculations to be verified and payment authorised. A list of people authorised to approve payment is maintained by the PCC Secretary under the authority of the PCC. The cheque signatories ensure that invoice or other supporting documentation has a duly completed authority slip attached.

10.2 CE2 That supporting documentation is held for all expenditure eg invoice

All invoices or other supporting documents are cross-referenced to the payment and filed by the treasurer. All documentation is presented to the Independent Examiner.

10.3 CE3 That cheque books are kept in a secure place with access only by nominated persons

Cheque books are kept by the treasurer and by the senior churchwarden at their home addresses.

10.4 CE4 That the preparation of payments is undertaken by someone other than the authorising officer

The preparation of payments is undertaken by the treasurer or in his/her absence by the assistant treasurer. This covers ensuring that all the documentation and authorities are correctly completed and assembled for presentation to signatories.

10.5 CE5 That a written statement of policy and practice on payment and procedures is available to all trustees and staff

A file copy of this policy and procedures is kept in the vestry and is accessible to all trustees. A file copy of this policy and procedures is included in the staff handbook. A copy of this policy and procedures is included in the pack given to new trustees and is covered in their induction to the PCC.

10.6 CE6 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/CE. The independent examiner/auditor has been made aware of this in his appointment letter.

11 Controls over purchases

11.1 CP1 That invoices are checked against orders made.

Before payment any invoices for goods or services are signed off by the person ordering to ensure they are in accordance with what was ordered.

11.2 CP2 That records are kept of orders placed that have not been carried out.

. Given the low volume of orders placed this procedure is not considered necessary.

11.3 CP3 That the quality and quantity of goods supplied is checked against orders made.

This is carried when checking the invoice under CP1.

11.4 CP4 That regular stock-taking is undertaken.

An annual stock check is carried out by the book-stall and Traidcraft. No other significant stocks are

held.

11.5 CP5 That authority levels for placing orders are documented.

A list is maintained of people authorised to place “orders”, the limits to authorities and any restriction as to scope of authority e.g. ationery only. The list is circulated and kept up to date. Changes are authorised by the PCC

11.6 CP6 That payments are only made against authorised invoices.

Only original invoices are accepted as authority to make payment. If an invoice is lost a certified copy is obtained from the supplier. In cases were no invoices are generated e.g. visiting speaker, alternative documentation is agreed.

11.7 CP7 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/CPA, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

12 Payment by cheque

12.1 PC1 That any stipulation in the governing documents about who can sign cheques is complied with

It is not considered possible to obtain original signed cheques from the bank.

12.2 PC2 That there are at least two signatories on the bank mandate

Changes to the bank mandate must be approved by the PCC

12.3 PC3 That there are unrelated signatories on the mandate if at all possible

Related individuals are not allowed to be signatories.

12.4 PC4 That there is a policy that a nominated signatory may not sign a cheque made payable to themselves

This procedure is made clear to all signatories by the Chairperson and is highlighted in the training session for new members of the PCC

12.5 PC5 That there is a policy of not signing blank cheques

This procedure is made clear to all signatories by the Chairperson and is highlighted in the training session for new members of the PCC

12.6 PC6 That any monetary limits placed on an individual's signing are recorded in writing

In consultation with the bank it has not proved practical to provide individual signing limits. Two signatories are required for any cheque.

12.7 PC7 That every effort is made to minimise cash payments

A cash float is held by XXXXXXXX for minor cash payments

12.8 PC8 That all cheque expenditure be recorded in the cash book and noted with the relevant cheque number

Part of basic accounting procedures detailed in attachment to Banking & Custody policy and procedures document BC

12.9 PC9 That all stubs are completed at the time of payment

Part of basic accounting procedures detailed in attachment to BC policy and procedures document.

12.10 PC10 That cheques be signed only with the documentary evidence of the nature of the payment

Signatories sign off invoice or other document when signing the cheque. The independent examiner is made aware of this procedure.

12.11 PC11 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/PC1, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter. .

13 Payment by cash

All payments are made by cheque. No cash float is maintained, but if it were decided to have one, the following controls would apply.

SOR : BCash1 That all payments by cash are made from a cash float. A cash float is kept in the vestry safe (or other appropriate location). A petty cash book is kept in the vestry and all payments from the petty cash float must be entered in this book and an approved voucher oss referenced and filed. No other cash payments are permitted unless approved by the PCC

SOR : BCash2 That the cash float is drawn from the bank and not from incoming money At regular intervals the treasurer checks the balance in cash against the petty cash book and issues a cheque for cash to replace the ney used.

SOR : BCash3 That all payments have supporting documentation Payments can only be made against petty cash vouchers. These should have attached a supporting invoice or other document. Where no supporting documents are available the

petty cash voucher should be signed by the recipient and duly authorised.

SOR : BCash4 That supporting documentation is authorised by someone other than the cashier or claimant All payments must be authorised by a duly approved signatory. Approved signatories are the Churchwardens (amend as appropriate) When reimbursing the float the Treasurer checks that all payments are duly authorised and documented.

SOR : BCash5 That the amounts of claim are entered on a petty cash voucher Payments cannot be made without presentation of a duly completed voucher. The voucher should be supported by an invoice or other appropriate voucher SOR : BCash6 That all payments are noted in a petty cash book The petty cash book is kept in the vestry. The completed petty cash book must be presented to the Treasurer went replenishing the float. SOR : BCash7 That all topping up withdrawals from the bank are noted in the petty cash book When issuing the reimbursement cheque the Treasurer ensures this is duly entered in the Petty Cash Book. SOR : BCash8 That regular checks are made of petty cash records by someone other than the cashier The Treasurer checks the records when reimbursing the float.

13.1 BCash9 That this Policy is reviewed

SOR: BCash9 That this Policy is reviewed The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/BBSA1, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

14 Wages and salaries

14.1 WS1 That personnel records are kept and held separately from wages records.

A file is kept for each employee containing copies of terms of employment, pay increases, etc. This is physically separated from payroll cords. These files are kept in a locked filing drawer with strictly restricted access.

14.2 WS2 That wage and salary levels are properly authorised and recorded.

All changes to rates of pay are approved and minuted by the PCC. Payroll records are only changed on receipt of a copy of that minute.

14.3 WS3 That checks are made to verify the existence of employees.

An independent check is made against the payroll and spending regularly compared with budget.

14.4 WS4 That cash payments are avoided wherever possible.

All regular employees are paid by cheque or transfer. Casual payments e.g. to visiting organists are wherever possible made by cheque.

14.5 WS5 That if cash payments are made they are paid out by someone other than the person making up the payroll and are signed for.

Where cash payments are unavoidable the treasurer or person responsible for payroll does not hand over the payment. Any such payments are properly authorised and are signed for by the recipient.

14.6 WS6 That staff are employed under a proper contract of employment and PAYE/NIC regulations are complied with.

All staff have a contract of employment. Records as required by HMRC are kept for all employees. All year end returns are completed and returned on time. (failure to comply with this results in an automatic financial penalty) All cash payments are properly recorded and included in appropriate returns to HMRC.

14.7 WS7 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/ WS. The independent examiner/auditor has been made aware of this. .

15 Checks on expenditure records

CER1 That random spot checks are made to verify that records of payments made agree with cheque stubs, paid invoices or other authorisations and are in accordance with budgets.

15.1 CER1 That random spot checks are made to verify that records of payments made agree with cheque stubs, paid invoices or other authorisations and are in accordance with budgets.

Spot checks are made by the treasurer to ensure that payments have been made in accordance with the above by comparing payments made with cheque stubs, paid invoices or other authority. Checks are also made to ensure payments are within budgets or that any significant variation has been agreed with the C.

15.2 CER2 That random spot checks are made to verify that cheques have been presented for payment by the bank or building society as shown by the statement.

These checks are made under the procedures for checking the bank reconciliation documented in policy and procedure paper BBSA.

15.3 CER3 That random spot checks are made to verify that standing order and direct debit payments are made in accordance with valid instructions given to the bank or building society

Where payments are for utility payments and similar usage based payments checks are made to ensure charges are in line with actual usage.

15.4 CER4 That any payments are made out of the correct fund.

All payments are made from unrestricted funds unless the authorisation of the payment clearly indicates otherwise. Checks on this are made as part of the above spot checks. Movements on restricted funds are closely monitored and movements reported on a regular basis to the PCC.

15.5 CIR5 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/PC1, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.

16 Controls over fixed assets

Requirement, SOR. The procedure details of how we satisfy each SOR.

16.1 CFA1 That a list of all fixed assets is held and updated regularly.

All tangible assets are recorded in the terrier. This is maintained by the Churchwardens. Newly acquired assets are added on receipt and a physical check is carried out annually by the Churchwardens. .

16.2 CFA2 That assets are checked regularly to ensure they are still in good repair and of use to the charity.

The annual check on assets under CFA1 also includes state of repair and usage.

16.3 CFA3 That insurance cover has been considered

As part of the policy renewal process the level of cover of all assets is reviewed including allowance for inflation. Assets with wider insurance implications eg church buildings and vehicles the full cover is reviewed annually.

16.4 CFA4 That the use of fixed assets is reviewed annually (to ensure they are put to best use and are serving the church's interests).

The check of assets under CFA1 includes a review of use and confirmation it continues to be best serving the church's interest.

16.5 CFA5 This Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/ CFA. The independent examiner/auditor has been made aware of this. .

17 Investments

17.1 INV1 That full records are held of all investments and records kept in a secure place.

The treasurer keeps a register of investments containing details of holdings, date of acquisition, class of investment and market value. Actual share certificates or statements are cross referenced to the register and securely filed separately from the register. (specify where).

17.2 NV2 That an investment policy has been formulated

The investment policy of the PCC was drawn up by the finance sub-committee and approved by the PCC on ... (to be presented PCC in March) This policy is reviewed by the PCC an annual basis.

17.3 INV3 That performance is regularly reviewed

Every six months the Treasurer presents the Finance Sub-Committee with a report detailing for each investment the increase/decrease in the value of the holding and the income received for the period. It will also list any disposals and/or purchases. The summary finding are reported to the PCC by the Finance Sub-Committee

17.4 INV4 That professional advice taken on selection or disposal of investments

The finance sub-committee take minor and/or low risk investment decisions. Before any major investment decisions are made the appropriate independent advice is taken and endorsed by the PCC.

17.5 INV5 That statements of investment performance are sent to a nominated trustee and regularly inspected by all trustees.

All statements of investment performance are addressed to the Treasurer. As part of the procedures under INV3 any independent statements of performance are appended to the report prepared by the Treasurer and to the summary report given to the PCC.

17.6 INV6 That controls are in place to ensure that all dividends due are received.

The treasurer records dividend or interest on a quarterly basis for each investment. Any missing receipts or unexpectedly low receipts are investigated. The income records are presented to and monitored by the Finance Sub-Committee.

17.7 INV7 That investments are diversified to prevent one failure having a major impact on the charity

Short tem investments are placed with recognised UK banks or recognised UK charity deposit takers e.g. CBF Longer term investments are placed with recognised UK charity unit trust type investments after taking appropriate advice. Investments are not made in individual companies.

17.8 INV8 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/ CFA. The independent examiner/auditor has been made aware of this. .

18 Bank or building society accounts

18.1 BBSA1 That secure records be held of all accounts

A full list of all bank and building society accounts is prepared supported by statements. This list details purpose of account, contact details and rules as to signatories. The list is kept in a secure place (specify) This list is reviewed on an annual basis (specify by who) All bank statements and other documentation are kept securely

18.2 BBSA2 That regular bank reconciliations be carried out

Bank reconciliations are carried out at least monthly by the treasurer or nominated member of staff. If the treasurer does not reconcile the accounts he should check them on a regular basis and sign accordingly. Small accounts held by subsidiary units e.g. Sunday School should be subject to appropriate procedures. They should be independently ecked at least once a year.

18.3 BBSA3 That instructions to open or close accounts be properly authorised and/or reported to Trustees

Accounts may only be opened or closed on the direct authority of the PCC duly minuted.

18.4 BBSA4 That checks are made to ensure there are no dormant accounts

As part of the procedures under BBSA5 all accounts are checked to ensure they are active and any considered unnecessary should be commended for closure by the PCC.

18.5 BBSA5 That bank or building society statements are regularly inspected by Trustees

All bank reconciliations are checked by a trustee other than the treasurer at least twice a year. Any discrepancies to be notified to the PCC.

18.6 BBSA6 That cross checks be made between bank and building society statements and income and expenditure

When checking bank reconciliations sample checks are made on individual entries

18.7 BBSA7 That this Policy is reviewed

The Review Group carries out a review of this Policy & Procedure at least once a year using the Review Form template RF/BBSA1, contained in Appendix 1 of this Policy and Procedure. The independent examiner/auditor has been made aware of this in his appointment letter.