

The Parish of Witney PCC

Financial Policy and Procedures

General Objectives

The PCC will make a firm commitment to ensure that there are sufficient funds available to cover the cost of our ministry

The PCC will work with the individual DCCs to maintain our Church buildings so as to provide a welcoming and safe base from which to further the work of the Church in the Witney Parish

1. Parish Church Council (PCC)

The PCC is responsible for **all** parish monies, including the monies raised by the individual churches, and under current legislation (Charities Act 1993 and PCC 3rd Edition:2006) is not able to pass any of this responsibility to the District Church Councils. The PCC is the only legal entity that is able to enter into a contract.

At least two written quotes must be obtained for any proposed purchase of goods or services by the PCC with an estimated cost greater than £1000.

The primary financial commitment of the PCC is to pay the annual Parish Share set by the Diocese, and it aims to pay the Share in full each year, and wherever possible to meet the stage payments that will trigger rebates for the Witney Deanery (payment of 20% by the end of March and 100% by the end of November). If the Parish Treasurer considers that financial circumstances are such that it will not be possible to pay the Share in full then a recommendation will be made to the PCC, who will decide whether or not to accept this recommendation. Any decision not to pay the Share in full will be communicated to the Diocese as early as is possible.

The PCC has agreed that it would be prudent to retain some financial reserves as a contingency to cover unforeseen circumstances, and that a reasonable level of funds to hold in reserve would be a sum amounting to 10% of our regular annual outgoings. Therefore, any surplus funds, once the day-to-day commitments of the Council have been met, shall be transferred to a CBF Church of England Investment Fund, or another interest bearing account, at the discretion of the Parish Treasurer

2. Parish Treasurer

The Parish Treasurer is appointed at the first meeting of the PCC following the APCM. The role of the Treasurer is to:

- a. Produce an annual budget for consideration and approval by the PCC.
- b. Ensure that accurate and up to date financial records are maintained for all funds which are the responsibility of the parish such that they are able to show the financial position of the PCC at any time.
- c. Ensure that all payments are properly authorised and within approved budgets.
- d. Ensure that proper controls are in place for counting and banking cash received through collections and other fundraising events.
- e. Ensure that banking arrangements for the funds held by the parish provide the maximum financial benefit.
- f. Ensure that the parish is following the required procedures for those employed by the PCC, including payment of Income Tax and National Insurance.
- g. Produce regular reports for the PCC on the financial situation of the parish.
- h. Produce the annual report and accounts for the parish, arrange for an independent examination of these accounts, and present the accounts to the APCM.
- i. Complete the annual Return of Parish Finance for the ODBF
- j. Chair meetings of the Finance Committee

3. Finance Committee

The Finance Committee to assist the Parish Treasurer in discharging his/her duties. The terms of reference for this committee are:

- a. Set an annual budget for the parish, agreeing priorities for expenditure for the parish as a whole, as well as the individual churches, and ensuring that there are adequate resources to meet this expenditure.
- b. Monitor the financial situation of the parish and make recommendations to the PCC to overcome any problems that arise.
- c. Keep the financial policy for the parish under review, ensuring that it is implemented and recommending changes as necessary for approval by the PCC.
- d. Consider the draft annual report and accounts, discussing and agreeing any implications and actions arising from it, prior to approval by the PCC
- e. Agree and monitor the Asset Management Plan for the parish to ensure that regular maintenance is budgeted and carried out as required.
- f. In conjunction with the Standing Committee, agree and review on an annual basis fees charged by the PCC for weddings, funerals and use of church buildings.

This committee will report, and make recommendations, to the PCC as necessary. All decisions taken by this committee must be ratified by the PCC, except where acting under delegated authority.

The membership of the committee shall comprise The Team Rector (or representative); Parish Treasurer; representatives from St Mary's, Trinity and Hailey DCCs (preferably the DCC Treasurers) and from Curbridge Church. Others members to be co-opted as required

The committee will meet at least four times per year:

- February / March – to contribute to the production of the Annual Report and Accounts and review any matters arising
- July – to prepare a half-year report for the PCC
- October – to agree changes to fees for weddings, funerals and use of buildings , and to start planning future budgets
- December/January – to agree the budget to be presented to the PCC for approval.

4. District Church Councils (DCCs)

In accordance with the Charities Act 1993 and PCC 3rd Edition:2006, DCCs cannot hold assets, do not have corporate body status and are therefore not able to take financial decisions and sign contracts. However, in recognition of the impracticalities of referring all proposed purchases to the PCC then the DCCs will be able to purchase goods and services with an estimated value of less than £1000 without the need to get authorisation from the PCC. Any purchase with an estimated cost of £1000 or more must be submitted to the PCC for approval with at least two quotations.

The terms of reference for the DCCs allow for the submission of annual budgets to be approved by the Parish Treasurer and incorporated into the Parish Budget that is then submitted to the PCC for final approval. The DCC budget shall cover the cost of works necessary to care, maintain and preserve the fabric of the church, its goods and ornaments and, where appropriate, the churchyard, as defined in the DCC Asset Management Plan. This should include the cost of implementing the recommendations of the most recent quinquennial report.

The budget should also make provision for the expenses allocated to the DCCs in the Schedule in Appendix A. This schedule also identifies the course of funds available to the DCC to meet the cost of its budget.

Note: There are parts of St Mary's Church that are used extensively by the PCC - Wenman Room – (Vestry and Parish Office) and Winchester Room. The costs associated with specific maintenance affecting these areas will be split between the PCC and St Mary's DCC, whilst the maintenance of the remainder of St Mary's Church will be the responsibility of their DCC. The cost of cleaning the church will be apportioned 50:50 between the PCC and St Mary's DCC *(as agreed at the PCC meeting on 28 July 2011)*

5. DCC Treasurers

DCC Treasurers are appointed at the first meeting of the DCC following the APCM. Their role is to:

- a. Ensure that all payments are properly authorised and within the approved budget for the DCC, and keep records to account for this expenditure (receipts and/or invoices).
- b. Ensure, in conjunction with the churchwardens, that the procedures set by the Parish Treasurer are followed for the counting and banking of collections and other monies received by the DCC, and that accurate details are kept of the monies received, particularly any restrictions on its use.
- c. Maintain a day book recording income and expenditure, the allocation of money between specific funds, and reconcile with bank statements on a regular basis.
- d. Prepare an annual budget (as section 4 above) to be approved by the DCC and then submitted to the Parish Treasurer.
- e. Ensure that costs associated with items of work arising from the quinquennial inspection are included on the asset management plan for each church, and in the annual DCC budget.
- f. Prepare reports for each meeting of the DCC to monitor performance against the budget and then submit these reports to the Parish Treasurer with the actions proposed to address any deviances from the budget.
- g. Prepare the end of the year report to be approved by the DCC and then submitted to the Parish Treasurer for incorporation into the PCC Annual Report and Accounts.

Appendix A: Allocation of Income and Expenses between the PCC and DCCs

PCC Income	DCC Income
<ul style="list-style-type: none"> • All planned giving – bank debits and envelopes, with the exception of any regular donations to the individual churches, such as the Trinity Fabric and General Fund. • Income tax recoverable on donations eligible for Gift Aid, with the exception of donations to individual churches • Collections from normal services • Collections from special services, including weddings and funerals, which have been specified as being for the general purpose of the PCC • Sundry donations in favour of the PCC • Fundraising specified as being for the general purpose of the PCC • Grants for general purposes • Lettings of church premises • Dividends on the CBF Investment Fund (reinvested in the fund) • Income from Witney Way • Fees paid to the PCC for weddings, funerals and hospital chaplaincy. • Surplus arising from the sale of assets belonging to the PCC 	<ul style="list-style-type: none"> • Planned giving in favour of an individual church • Gift aid recoverable on donations to an individual church • Collections from special services specified to raise funds for an individual church • Sundry donations in favour of an individual church • Income from wall safes in the church • Grants for specific purposes in relation to the care and maintenance of the churches and the churchyards • Proceeds from the sales of goods, or fundraising events, specifically to raise funds for an individual church • Dividends and interest on individual church accounts and investments • Surplus arising from the sale of assets belonging to an individual church • Fees received for the use of the church organs at weddings
PCC Expenses	DCC Expenses
<ul style="list-style-type: none"> • Costs associated with generating voluntary income - a stewardship campaign, application for grants, fees for professional fundraiser • Costs associated with events and activities to raise funds for the PCC • Payment of the Parish Share • Clergy expenses – travel costs, telephones, books, etc. • Running expenses for all church buildings – gas, electricity, water, trade waste, supply and maintenance of fire extinguishers • Insurance of all church buildings • Upkeep of services – altar requisites (candles, bread/wafers, communion wine, etc), service books • Payments to Organist / Choirmaster at St Mary's and Trinity and fees for casual organists. • Printing and editorial costs associated with the publication of Witney Way • Costs associated with parish training and mission, including books and publications for general use within the parish • Costs related to running of the PCC and discharging its responsibilities – fee for independent financial examiner, deanery fees and subscriptions, CRB and safeguarding fees, music copyright license fees • Diocesan fees – funerals, weddings, lay ministry • Expenses associated with weddings and funeral – clergy fees, organists fees, choir, verger – where not paid directly • Wages for Parish Administrator • Parish Office costs – postage, stationery, photocopying, telephones 	<ul style="list-style-type: none"> • Costs associated with events and activities to raise funds specifically for the individual churches • Repairs and routine maintenance to the building fabric of the churches • Organ tuning and repairs • Costs associated with the church choir – music, junior choir fees, robes, etc • Cost associated with the running of Junior Churches • Cleaning costs and materials (50% in the case of St Mary's) • Consumables such as light bulbs • Servicing (including periodic statutory inspections) and repairs to heating and electrical systems • Upkeep of the churchyard

Appendix B: Required Signatories for Bank Accounts

Account	Authorised Signatories
PCC Central Account - Barclays	Any two of three authorised signatories
PCC Reserve Account - Barclays	Any two of three authorised signatories
CBF CoE Investment Fund (PCC Reserves)	Any two of three authorised signatories
St Marys DCC – Current Account (Lloyds)	Any two of four authorised signatories
St Marys DCC – Deposit Account (Lloyds)	Any two of three authorised signatories
Holy Trinity DCC - Current Account (Barclays Community Account)	Any two of three authorised signatories
Holy Trinity DCC - Deposit Account (Barclays Reserve Account)	Any two of three authorised signatories
Hailey DCC – Current Account (Lloyds)	Any two of three authorised signatories
Hailey DCC – Deposit Account (CBF CoE Deposit Fund))	Any two of three authorised signatories
PCC 200 Club (Lloyds)	Any two of three authorised signatories

Adopted by the PCC 18 July 2017

Signed *Toby Wright*

Review date: July 2022