

## HOLY TRINITY CHURCH MALVERN AND ST JAMES' WEST MALVERN

### FINANCIAL CONTROLS

These were approved by the JCC on Tuesday 22 July 2025.

#### 1. INCOME

- **Planned Givers**  
Both churches are members of The Parish Giving Scheme (PGS). On behalf of our church the PGS collects the planned giving amounts by direct debit. The total amount collected is transferred to the church bank account once a month. The gift aid is also collected by the PGS each month and transferred to the church bank account.  
Monthly and weekly standing orders are recorded from the bank statements once a month by the treasurer. Where applicable the gift aid on these donations is reclaimed quarterly.
- **Collections**  
Collections taken during services are counted by a warden, treasurer or sides person and recorded on a weekly cash summary sheet. All amounts are then put in the safe in the vestry. These are collected by the treasurer weekly (HT) and monthly (SJ) checked and banked. Gift aid envelopes are opened and the amount recorded. The cash is banked weekly and the gift aid is claimed quarterly. All gift aid claims are paid directly into the bank account by HMRC.
- **Fund raising**  
All funds from an event is recorded by the event organiser and then either put in the safe or passed to the treasurer for banking. The totals are then checked by the treasurer.
- **Fees**  
Fees are recorded when received. Any funeral collections are counted by the verger and checked by the treasurer. These are then paid to the undertakers. Fees received that are due to Worcester DBF are paid across quarterly.
- **Other income**  
Any other income received by the clergy or others is put the safe and collected with the weekly collections.
- **Card payments**  
Any payments taken online or using the card machine are paid into the church bank account at the beginning of the following by the machine provider Sum-up.
- **Checking**  
The bank accounts are reconciled monthly by the treasurer to ensure that all money has been received.

- Parish Hall income

The invoices for the parish hall are raised at the beginning of each month. Regular hirers are invoiced in arrears and one off hirers are required to pay 7 days before their booking. The Parish Hall Administrator checks weekly that all invoices have been paid. Most invoices are paid directly into the bank account, and one regular hirer pays by cheque

## 2. EXPENDITURE

Expenditure is made by cheque or via online banking. Two signatories are required to sign each cheque. The bank signatories are appointed by the JCC and reviewed each year at the first meeting after the APCM. Online payments also require two people to authorise. No one person can authorise payments to themselves. An invoice is required for all expenditure other than the payment of vergers and organist's fees for weddings and funerals. Any large expenditure over £500 is agreed by the JCC. Any expenditure over £3000 requires 2 quotes to be received.

Small amounts are reimbursed with cash if the invoice is available.

All expenditure is recorded and reconciled with the bank monthly.

## 3. ASSETS AND INVESTMENTS

Some investments are maintained in the fabric fund. These are CBF investment shares. The performance is reviewed at Standing Committee meetings to ensure an adequate return is being received. If any changes in investment are necessary then advice will be sought from experts and will then be agreed by the JCC.

No more than £85,000 is held with any one bank.

## 4. Payment of wages and honorarium

Each year the level of pay is reviewed in accordance with government legislation and information from professional organisations. Any changes in pay rates are agreed by the JCC as part of the budget setting in November each year. The payroll is run monthly and employees are paid by BACS at the end of the month.

## 5. Other accounting records

Some funds keep their own accounting records.

These are:

Thursday Coffee and Lunches, Babies and Toddlers

These are audited annually and then included in the year end accounts.

