

The Treasurer's Guide also makes the point that the P.C.C. are responsible for appointing the Treasurer and ultimately responsible for the financial affairs dealt with by the Treasurer. Two signatures are required in the cash book from people who count the collection. (I've not started that yet!) Also two signatures are required for cheques and that neither of the people should belong to the same family. If accounts are computed - must come within Data Protection Act Transparency is crucial to the Treasurer's job. The P.C.C. is a legal body and are Trustees. (Treasurer's Guide again)

Description of what has happened over the last few years.

AT CHURCH

Two people count collection and other money put in the safe. This is recorded in the Income Book. Cash and cheques are entered in the Bank Pay In book and taken to NatWest - Smiths Bank Branch. Take Petty Cash Imprest cheque when required. Ask for more money bags when required.

AT HOME

Accounts Book. Entries from Income Book and Bank Statements
Entries from Cheque Book, Petty Cash Book, Designated or restricted funds received.

Invoices. Cheques to be issued and each invoice to be filed in order with cheque number written on it in lever arch file.
Vicar's expense claim, vicar's phone bills to be issued immediately. Other invoices usually issued during the month. Cheques to be sent off with statements of compliments slips. (Invoices in file)
Stationery, envelopes and stamps required and hole puncher and calculator.

Keep up-dating Bank Reconciliation Statement so you know there is enough money in the Bank to cover any cheques to be issued + Standing Order and Direct Debits for the month (and designated and restricted funds). Usually I try to keep this amount in the Reserve Account rather than the current Account.)

Do not pay invoices until funds are in the Bank!

PETTY CASH - (Float £400) (comes from Petty Cash Imprest cheque taken to the Bank when paying in)

Cleaners. Every 4 weeks cleaners put in a claim form and like to be paid in Cash. They are asked to keep to 8 hours a week maximum. Olive also claims for cleaning materials. At present the rate of pay is £5.05 per hour (minimum wage). Receipts issued and signed (copy in wages envelope).

Fuenrals. Organist is paid £30 (cash in envelope - receipt to sign)
Verger is paid £15 (cash in envelope - receipt to sign)

Weddings. Organist is paid £30 ditto
(+video another £30)
Verger is paid £15 ditto

Flowers. £30 or as required. Receipt issued and signed.

All other expenses are paid by cheque usually .

Keep Petty Cash Book balanced (monthly) and ask for Imprest cheques to be issued as required. Cheques to be cashed at bank at a usual paying in time.

All cheques require two signatures. Four people are signatories.

The Vicar, 2 Churchwardens, the Treasurer (now another one of Churchwarden is Treasurer)

Other Jobs

Check meter readings in Church and Hall when estimated readings arrive and ring British Gas with Actual readings and date.

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Liaise with Hall Manager for Hall Gas and Electric.
Peter Wain gives in a Claim Form once a month. He is paid £5.50 per hour and is paid by cheque. Receipt is given and signed, and copy is put in envelope with the cheque.

Liaise with Liz Straw - Hall bookings. ^{acc.} Liz has her own paying in book but you need the figures for the accounts book.

Liaise with Jackis Howell - Gift Aid Secretary. Jackie requires the figures of Gift Aid donations via Bank Statement.

Keep Files for Insurance Documents

Records of Diocesan High Interest Account (LDTBF)
British Gas and Electricity statements ^{ents} for Church and Hall
Anglian Water statements
Stationery - letters, receipts and compliments slips
Stamp Book (will try & start this year!)

Empty Candles and Cards etc. box once a month.

Empty Olive's Tea Money box when required.

Fill in Church Register (collections), form for back of church and record slip for envelopes for Gift Aid and Planned Giving Sec.
(put in bag with envelopes & into Jackie's file)

Record Hall Money payments from Liz's receipt book in Account Book.

Find an Independent Examiner.

Treasurer's details to Church House, British Gas, Anglian Water.

Other invoices usually go to Vicarage and into ^{Treasurer's} your tray.