

# FUNDING AND RESERVES POLICY

The Friends of St Matthias' Church Torquay:

Registered Charity number 1071191

## 1. The Charity

The Friends of St Matthias' Church ("the Friends") is a Registered Charity (No 1071191)

## 2. Objects

The Objects of the Friends are "*the advancement of the Christian religion, in particular through the maintenance of and alterations and improvements to the buildings and grounds of St Matthias' Church, Torquay and its church centre*" (Constitution clause C)

## 3. Control of the Charity

The financial control of the Friends shall be vested in the Trustees.

## 4. Considering requests for payment

a. Requests by the PCC for funding will normally be considered at the next available meeting. Exceptionally however, where such requests are considered urgent, they may be authorised, provided

i the item in question relates to repair rather than routine maintenance, and

ii request for payment is made before the work is carried out

b. In the case of small requests (totalling less than £1000) payment may be authorised by the chairman and treasurer jointly

c. Large requests for more than £1,000 must be authorised by the Trustees who may be consulted by phone or by email

d. All requests approved under either 4b or 4c, and also all rejected requests, will be reported by the Treasurer to the Trustees as soon as possible and no later than the next meeting

## 5. Approval of payments

In considering requests the Trustees must have regard to the requirements of the Friends' Constitution and to charity law, including the following: -

i). the Objects of the Friends

ii) any specific conditions or restrictions attached by the donor to any gifts or legacies received by the Friends

iii) any requests or wishes attached by the donor to any such gifts or legacies

iv) availability of funds

v) the need to maintain a reserve to cover future requests foreseen or unforeseen and notified by the PCC

vi) The Trustees shall retain an absolute discretion as to authorisation or refusal of Requests

Where several requests are submitted together, the Trustees have power to select specific projects from the list (Constitution D(x))

## 6. Projects

Projects are commissioned by the PCC but paid for by the Friends

## **7. Procedure for projects**

### **ACTION BY PCC**

- i. Discuss with the Friends the objectives of proposed project or foreseeable expenditure at an early stage.
- ii. Submit request to Friends' Secretary or Chairman for work to be funded explaining need.
- iii. Request to be supported by specification with preferred quotation and rationale for the decision.

### **ACTION BY FRIENDS**

- iv. Accept or reject request (if reject give reasons)

### **ACTION BY PCC.**

- v. Place order and take all associated necessary steps

### **ACTION BY FRIENDS & PCC JOINTLY.**

- vi. On completion of work, inspect and approve work, or request work be put right.

### **ACTION BY FRIENDS.**

- vii. Pay invoice, net of VAT where recoverable
- viii. Receive and retain receipted bill

## **8. Making payments**

Save in exceptional circumstances, all payments must be

- i. Authorised under clause 4 above
- ii. Supported by a statement from the PCC of costs incurred
- iii. Where possible payments should be made by cheque rather than online transfer
- iv. All cheques must be signed by two authorised signatories
- v. All online bank transfers must be undertaken by or in the presence of two authorised online cardholders

## **9. Reserves**

The Friends will normally pay out funds as soon as possible for the benefit of the church, rather than retain them in a savings account, save where such funds are likely to be required by the church for known projects being prepared. Both payments and receipts are liable to vary from year to year, but in principle the Friends will aim to retain a reserve of not less than £5,000 in their current account and/or a 30/60 day savings account.

**Signed:**

**Chairman**

**Secretary**

February 2020