



The Diocese of Newcastle

BOARD OF FINANCE

Church House, St John's Terrace, Percy Main, North Shields, NE29 6HS

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Good Practice Checklist for PCCs

Collections and Envelopes

1. Collections should be counted as soon as possible after a service and cash should never be left unattended.
2. Two people should count the cash, cheques and envelopes.
3. When envelopes are opened the amount should **both** be recorded on the envelope **and** against the relevant envelope number on a list.
4. Envelopes for one-off gifts should be kept for at least six years as evidence for HMRC. As far as regular giving is concerned, a sample of envelopes should be retained for six years (one full month per year).
5. Amounts should be recorded on weekly record sheet.
6. Both people counting should initial or sign against the total.
7. Cash and unopened envelopes should be locked in a safe until taken to the bank.
8. A similar procedure should be followed when counting cash from collecting boxes.

Cheques and payments

1. Cheques should be signed by two signatories (all instructions to the bank must also have two signatories). Cheques should not be countersigned unless the amount and payee is completed.
2. No pre-signed blank cheques should be issued.
3. An invoice or some other form of payment voucher should be kept and filed to back up all payments made.
4. Receipts from a pre-numbered duplicate book should be given for any cash received. Wherever possible, payments should be made by cheque. (Although regular payments, for example Parish Share, may be made by standing order.)

Financial Reports to PCC

1. A financial report should be presented to the PCC by the treasurer at every meeting. This should show actual income and expenditure to date against the approved budget. It should also include bank balances, anticipated large amounts to be paid out (fuel bills, insurance) and progress on parish share.

Bank Statements

1. Statements should be seen by someone other than the treasurer at least quarterly. (The treasurer may need to blank out the names of standing order payees)