

# **Financial Guidelines and Project Monitoring Procedures for our Companion Dioceses**

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This paper is an updated version of the Guidelines drafted in 2015.

It has been updated to reflect our desire to be more specific in our monitoring of the projects for which funds are sent. This is against the background of a continuing increase in funds going across the Diocesan Board of Finance (DBF) account for our Companion Dioceses of Estonia, Harare (Zimbabwe), and Kondoia and Mpwapwa (Tanzania), the significance of some of the joint projects being undertaken and the increasing interest by HMRC in overseas payments made by charities, particularly grants, due to the increased risk of misappropriation or misdirection of charitable funds.

There has also been additional comment made to reflect the current support given to visitors to our Companion Dioceses through the payment, on their behalf, of various (typically in-country) visit costs.

It has been drawn up in conjunction with the Companion Diocese Steering Group (CDSG), including the Treasurer and the chairs of the Companion Diocese Groups (CDGs), with our linked Bishops, and with the help of the DBF (to whom go our thanks for their help and support with all that we do).

### Overview

Monies going into Companion Diocese funds come in through:

- offerings made at our Confirmation and, from 2019, our Licensing Services, and
- donations to support projects in partner parishes and dioceses, to support the diocesan team or to support an appeal in our Companion Dioceses (these partnerships are built on friendship, and as these friendships deepen and grow through visits (both ways) and regular communication, there may be a desire to share our material resources with our brothers and sisters in our Companion Dioceses).

These different sources of income will be clearly reflected within our records against a 'General Link Fund' or against the relevant Companion Diocese. Any expenditure should also be reflected against the appropriate fund.

The attached guidelines summarise the underlying principles and the procedures to be followed and these updated guidelines will be agreed with the DBF, the CDSG, the CDGs and our Companion Dioceses before they are applied.

## Underlying Principles

The desire to support a project in a Companion Diocese will typically arise following:

- a request from that diocese (in which case the relevant Companion Diocese Group (CDG) would discuss such requests to see how they are able to help) or
- following a parish visit or through a request from a partner parish.

There is a preference that funds are generally used to support joint projects that empower the wider community, rather than for the benefit of specific individuals, although it is noted that there will be exceptions to this on occasion - such as the sponsorship of students through Theological College or the support offered to a Bishop or Pastor in order that they may undertake their role within the church (please see Appendix 2)

In all cases, funds will only be sent for projects that the relevant Companion Diocese Bishop supports.

Each Companion Diocese will be asked to maintain good accounting practices, which will include maintaining a bank account for diocese to diocese transfers, requiring at least two signatories to operate.

All funds for our Companion Dioceses should always be sent, via Rochester DBF, to the appropriate diocesan bank account. One exception to this is St Philip's Theological College. Whilst located within Mpwapwa Diocese, and with the Bishop of that diocese holding the role of Patron Bishop to the College, this is a Provincial College and a recognised, separate entity. As such, funds for St Philip's (e.g. student sponsorship or project support) will be sent direct to their bank account, with the Bishop of Mpwapwa, and the Diocesan Link Coordinator and Accountant, copied into any correspondence. St Philip's will need to meet the same bank account requirements as the diocese.

Once the funds have been transferred, the relevant CDG Chair will email the relevant diocese to explain what the donations are for and receipt will be acknowledged by a known representative of the diocese.

If the funds are to be transferred from the diocese to a parish or other beneficiary, they will be transferred to a relevant account (requiring at least two signatories to operate), and a receipt will be signed by the beneficiary parish by a known representative and sent to the relevant CDG Chair. In exceptional circumstances cash may be handed by the diocese to a local beneficiary, and again, a receipt will be signed by a known representative and copies sent to the relevant CDG Chair. It was also noted that rural communities rarely have access to a bank and might instead be using an M-Pesa (in Tanzania) or Ecocash (in Harare) account (a way of transferring value through the mobile phone network). These are single user accounts. This method will only be used when sending funds to a representative, known and trusted by the Diocesan Bishop or his authorised representative. Again, a receipt will be signed and copies sent to the relevant CDG Chair.

Companion Dioceses will be asked to produce reports showing how each project is progressing and how the monies have been spent. These reports should be sent to the relevant CDG Chair at the end March, June, September and December or on a regular basis, and will include copies of receipts for the monies spent, photographs and, for more complex projects, a financial report. The CDG Chair will send these reports to donors, to provide feedback. The reports will be made available to the DBF and / or the CDSG Treasurer on request, as an additional check that monies are being properly accounted for and spent on the relevant project.

### **Confirmation and Licensing Service offerings**

The offerings made at all Confirmation and Licensing services in our diocese should be paid to the DBF for Companion Diocese funds (instructions are given within the relevant guidelines sent from Bishopscourt). They should be received from every church in our diocese where such a service is held. The DBF will check to ensure that all churches pay these offerings to the diocese.

These monies should go into the General Link Fund to meet CDSG costs or to be transferred to the appropriate Companion Diocese as agreed by the CDSG.

At the first meeting of the calendar year, the CDSG will consider how much remains in the DES100 fund and decide what amount can be transferred to each Companion Diocese, according to their known needs. The CDG Chairs will provide the CDSG with the necessary information to make such a decision, although a sufficient allowance should be made for any unexpected, urgent needs that may arise through the year.

Gift Aid should be claimed, by the relevant church, on all donations where appropriate.

## Donations

A donation may be made by an individual, a church or other organisation to support a project in one of our Companion Dioceses.

A donation form incorporating a Gift Aid declaration (if appropriate) should be completed for each donation made (please see Appendix 3). If the donation is a regular, ongoing donation, this should be clearly marked on the form when the first such donation is made, along with the frequency of future donations and the expected end date.

If payments are made by BACS, the relevant Companion Diocese or General Link Funds should be used as a description.

Donation forms should be sent to the DBF, who will ensure that the funds are reflected against the correct Companion Diocese sub-fund or to the General Link fund.

Gift Aid should be claimed on all donations where appropriate, credited to the relevant Companion Diocese fund / project and used for the purpose of the original donation unless the donor has stated otherwise. Where the donation is from a single source, Gift Aid will be claimed by the DBF; if the donation is the result of a collection from a congregation, with many individual donors contributing, any Gift Aid should be claimed by the church.

Donation forms will be copied by the DBF and sent to the Rochester Companion Diocese Treasurer at the end of each month, together with a spreadsheet summary of what has been paid into and out of each Companion Diocese fund.

The Rochester Companion Diocese Treasurer will send to each CDG Chair a copy of the spreadsheet and copies of the relevant Donation Forms with a suggestion for what should be paid to the relevant Companion Diocese.

The CDG Chairs will review the forms and proposed transfer(s) and email the Rochester Treasurer to confirm that these payments can be made to the relevant CDs. Unless urgent, all payments will be made monthly (or less frequently if the amounts are small), to save transfer costs.

Such transfers will be made to the relevant diocesan account and the DBF will advise each CDG Chair that the payment has been made. Each CDG Chair will then advise the relevant Companion Diocese Bishop that the payment has been made, and send a 'thank you' note to any new donor or when a significant further donation is made by an existing donor (as considered appropriate by the CDG Chair).

It is noted that some donations are to remain confidential. This should be clearly marked on the donation form and our records noted accordingly.

It is recognised that on a few occasions in the past, project monies sent to Companion Dioceses have been used for other purposes. This can cause some frustration for donors who are fundraising to support a particular project. Whilst this practice is discouraged, not least because it is against HMRC rules and Charity Commission law, it is also recognised that the Companion Diocese Bishop is the shepherd of his people and will be

aware of any urgent, perhaps life-threatening needs (e.g. during a drought or other such emergency). In such circumstances, we would encourage them to consult with, and seek approval from, the relevant CDG Chair should they wish to reallocate monies donated for a specific project. The aim is to provide clarity between the donors and the Companion Dioceses and to ensure that funds are used for the purpose they are intended other than the most exceptional of circumstances. This may encourage more support in the future.

### **Companion Diocese Steering Group costs**

Confirmation and Licensing Service offerings will sometimes be used to meet the CDSG costs. For example, a visit to Rochester by a Bishop from a Companion Diocese; to support a visit to a Companion Diocese by someone from the CDSG; reasonable expenses incurred in undertaking CDSG work (e.g. bank transfer fees) or to meet salary costs as approved by the Chair of the CDSG.

Payments may be authorised by any two of the Bishops Advisor for Companion Diocese Links, the Companion Diocese Links Coordinator and the Treasurer.

Any trips to be financed by CDSG funds should be approved by a majority at a CDSG meeting.

### **Support for other travellers to our Companion Dioceses**

We have occasionally made payments on behalf of clerical and lay visitors to our Companion Dioceses, e.g. for vehicle and driver hire and R&R, to Takims or CCT / WAMA, typically for visitors to Kondoa or Mpwapwa. We have done this to support and encourage them, to make life easier for them (not all will be familiar with making, or indeed able to make, a substantial currency payment through their bank) but also, critically, to help ensure that the funds go to the right place (we have bank details for Takims and CCT).

Such payments will be made after receipt of covering funds from the ultimate remitter, although it is noted that precise GBP equivalents may not be known at the time funds are sent to the DBF given fluctuating exchange rates. Any discrepancies will be managed on an ad-hoc basis.

## Financial Procedures (summary)

1. Completed donation forms and monies to be sent to the Diocesan Board of Finance, St Nicholas' Church, Rochester ME1 1SL.

Cheques are to be made payable to 'Rochester Diocesan Board of Finance'.

Rochester Diocesan Board of Finance account details:

Payee: Rochester DBF

Sort Code: 20-54-11

Account No: 90760099

When transferring monies to Rochester DBF, the payment reference should quote the relevant Companion Diocese or St Philip's Theological College.

2. At the end of each month the DBF will send a spreadsheet and a copy of any donation forms received that month to the Rochester Companion Diocese Treasurer, showing all the monies that have been received during the month. The Treasurer will review the spreadsheet and make sure the references for the monies received have been allocated to the correct fund. If anything is unclear, the Treasurer will contact the relevant CDG Chair to clarify and will amend any entries, under advice to the DBF.
3. Once reviewed the Treasurer will send the spreadsheet and copy donation forms onto the relevant CDG Chair with details of suggested transfer(s). St Philip's transfer details will be sent to the Mpwapwa CDG Chair. With the Chair's agreement, the Treasurer will then ask the DBF to transfer the funds to the relevant Companion Diocese or St Philip's. Where possible the Treasurer will ensure that all donations to the same Companion Diocese are sent at the same time to keep transfer costs to a minimum. It may be that some small, not time critical, donations are held for a short period to facilitate this.
4. The DBF will inform the CDG Chair and the Treasurer when the monthly transfers have been made.
5. The CDG Chair will advise the relevant Companion Diocese / St Philip's of any transfers that have been made detailing whether the monies are to be used at the Companion Diocese's discretion or for a specific project.
6. The CDG Chair will request a quarterly report from the relevant Diocese on use of funds so that feedback can be provided to donors.
7. **Confirmation and Licensing monies** - at the year end, the Treasurer will inform the CDG Chairs of the balance of General Link Fund monies. The CDG Chairs will liaise with the relevant CD Bishops to seek their then current needs, in order to help the CDSG determine if and how this should be allocated.

## Appendix 1 - Bank account details

### Estonia

The bank details of the EELK were confirmed on 21 August 2019, when general agreement was given to the updated Financial Guidelines.

Name and address of the account holder:

EELK Konsistoorium, Kiriku plats 3, 10130 Tallinn, ESTONIA

Name and address of the bank:

Swedbank, Liivalaia 8, 15040 Tallinn, ESTONIA

BIC: HABA EE 2X

IBAN: EE932200221002160604

### Harare

Recent changes to the banking system in Zimbabwe have led to concern about a potential loss of value when hard currency is transferred to Harare.

We understand that currently, when say a US\$ payment is made to a Zimbabwean Dollar account, the hard currency is automatically converted by the bank into local currency which is worth significantly less on the open market than US\$.

We are advised by a number of interested parties, including the Diocese of Harare, that transferring US\$ to a locally held NOSTRO US\$ account would enable the funds to be held in that currency, and whilst there are limitations on withdrawing these funds in cash, they can be transferred to other beneficiaries, thereby holding their value.

These new bank account details, confirmed by telephone with the Diocesan Secretary on 29 October 2019, are:

Bank: NMB Ltd

Branch / Sort Code: 8127

Swift Code: FBCPZWHA

Payee: Anglican Diocese of Harare (CPCA)

Account no: 1096023710191

These arrangements will continue to be monitored.

### Tanzania

Sue Chalkley, Chair Kondoa Companion Diocese Group met Bishop Given in June 2019, and learnt from him that all Tanzanian diocesan bank accounts must have more than one signatory. Indeed, Tanzanian law requires all charities and religious bodies to have a minimum of two signatories to withdraw money. Bank accounts cannot be set up until the bank has seen and approved the Diocesan / charities financial procedures.

**Kondoa bank account details:**

The diocese maintains two bank accounts:

- the NMB account in Kondoa has four signatories and a minimum of two are required to withdraw money. The two can be any of the four signatories, not necessarily including the Bishop. This account is used for the many day to day diocesan transactions and we have been asked that Rochester donations continue to be sent to this account. The Bishop requires that he is informed of every withdrawal from this account. Transfers are made in GBP. Bank account details are:  
Bank: NMB Ltd  
SWIFTBIC: NMIBTZTZ  
Payee: Diocese of Kondoa  
IBAN: 50206600206
- an account with CRDB Bank, in Dodoma. This is an account denominated in US dollars (account no. 02J1081621500). There is now a CRDB branch in Kondoa. This account is used for large capital sums. The account has four signatories and a minimum of two are required to withdraw money, one of which must be the Bishop
- Bishop Given has a copy of our Financial Procedures (v3). His Accountant, Jacob Letema has read and is happy with them

**Mpwapwa bank account details:**

Stephen and Sylvia Barbor, Chairs Mpwapwa Companion Diocese Group met with Bishop Jacob in May 2019. Bishop Jacob confirmed that Mpwapwa maintain a bank account for diocese to diocese transfers, requiring at least two signatories to operate.

Bank account details are:

Bank: CDRB Bank Ltd  
SWIFTBIC: CORUTZTZ  
Payee: ACT DMP Church Central Fund  
IBAN: 0150507423902

General agreement was given to the updated Financial Guidelines.

**St Philip's Theological College bank account details:**

Whilst located within Mpwapwa Diocese, St Philip's is a Provincial College and a recognised, separate entity. Funds for St Philip's (e.g. student sponsorship or project support) will be sent direct to their bank account, with the Diocese of Mpwapwa copied into any correspondence. St Philip's needs to meet the same bank account requirements as the diocese. Transfer are typically made in TSh or GBP.

Bank account details are:

Bank: NMB Ltd  
SWIFTBIC: NMIBTZTZ  
Payee: St Philip's Theological College  
IBAN: 50310008852

## Appendix 2 - Supporting Individuals

Donors are required to seek approval for all joint projects from the relevant Companion Diocese Bishop.

It should be noted that the preference is for joint projects which will benefit a group of people or the wider community. Every proposal to support an individual must have the relevant Companion Diocese Bishop's approval.

Support for individuals may come within these categories:

- education e.g. for a Pastor or member of their family. Such sponsorship should ideally cover the course fees for a suitable candidate and not be for a named student.
- travel costs - e.g. for a Bishop's visit, or for a student's attendance at college
- food and other personal provision - perhaps as a result of a Diocesan Appeal or through stipend contribution
- medical expenses - perhaps contributing to a fund for Pastors and their families rather than for a named individual

Where possible, it could be beneficial to convert individual needs to a project / fund, open to others in the diocese, which may be seen as fairer to all, for example Pastor's children's education - donations could be made to a Diocesan Education Fund for Pastors' children

Support with the provision of motorbikes, houses etc. must be seen as being for the job role rather than post holder and as such items should remain with the parish / diocese when the post holder leaves.

Where donations are for the Bishop and conversion to a project is impractical, steps should be taken to ensure that such support is available to each Companion Diocese Bishop and that approval is given by the Companion Diocese Steering Group. It will be important for the CDSG to consider the position should the Bishop move on and there may be a need to put in place a short agreement.



# Diocese of Rochester Companion Diocese Donation Form



Please complete this form when sending donations via Rochester Diocese:  
Diocesan Board of Finance, St Nicholas' Church, Boley Hill, Rochester ME1 1SL

Tel: 01634 560000 e mail: [finance@rochester.anglican.org](mailto:finance@rochester.anglican.org)

Link Account Details: [Rochester DBF](#) Sort Code: 20-54-29 Account No: 90760099

Cheques should be made payable to Rochester Diocesan Board of Finance

<b>Contact Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Date:</b>	

<b>The donation is for which Companion Diocese fund?</b>	
Estonia	YES / NO
Harare Diocese (Zimbabwe)	YES / NO
Kondoa Diocese (Tanzania)	YES / NO
Mpwapwa Diocese (Tanzania)	YES/ NO
St Philip's Theological College (Tanzania)	YES/ NO
Other - please state here	
For Project / Person - please state here	Please see below *
<b>Amount £</b>	
Please indicate if the donation is eligible for Gift Aid and complete and attach the form overleaf	YES / NO

<b>Details</b>	
<b>Reason for donation and / or instructions for recipient</b>	

Your data is collected and used by the Rochester Diocesan Society and Board of Finance (Charity No. 249339, Company No. 140656)

see our privacy notice at

<https://www.rochester.anglican.org/site/privacy/privacy.php>

or email [datacontroller@rochester.anglican.org](mailto:datacontroller@rochester.anglican.org)

**Thank you.**



# Diocese of Rochester Companion Diocese Donation Form



*giftaid it*

## Gift Aid declaration

Boost your donation by 25p of Gift Aid for every £1 you donate.  
Gift Aid is reclaimed from the tax you pay for the current year.  
Your address is needed to identify you as a current taxpayer.

In order to Gift Aid your donations, you must tick the appropriate box or boxes below:

- I want to gift aid my donations from this tax year onwards
- I want to gift aid all the donations I have made in the previous four tax years

I am a UK taxpayer and understand that if I pay less Income Tax (and/or Capital Gains Tax) than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

Donor's details	
Title	
First name or initial(s)	
Surname	
Full Home Address	
Postcode	
Date	
Signature	

You must sign this box to show you agree to your details being held securely and being sent electronically to HMRC. They will be used for processing Gift Aid and for no other purpose. Your details will be retained for as long as required under the relevant Finance Act.

Please notify Rochester DBF or the relevant Companion Diocese Group Chair if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment Tax Return or ask HM Revenue and Customs to adjust your tax code.

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see our privacy notice at

<https://www.rochester.anglican.org/site/privacy/privacy.php>  
or email [datacontroller@rochester.anglican.org](mailto:datacontroller@rochester.anglican.org)

**Thank you.**