

<b>SLOUGH BAPTIST CHURCH POLICY</b>	<b>Expenditure &amp; Payment Policy</b>
<b>POLICY NUMBER: SBCP-02</b>	



<b>Primary Responsibility:</b>	Treasurer	
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<b>Issued:</b>	27 <sup>th</sup> July 2020
<b>Status:</b>	Final
<b>Review Period:</b>	1 year
<b>Next Review Date:</b>	July 2021

## DISTRIBUTION

<b>Original</b>	Slough Baptist Church Office
<b>Copy</b>	Website (PDF)

### 1. Purpose and Scope

This policy establishes the principles for setting budgets, monitoring expenditure against budgets and approving payments. It has been updated to allow physical contact to be minimised during payment approval.

### 2. Setting Budgets

The expenditure budget for each financial year is agreed by the members at the last quarterly meeting before the start of that financial year.

### 3. Spending Authorisation Limits

Spending Authorisation Limits (per item / event) are defined by the following table.

Who	Authorisation Limit
Delegated by Budget Holder	£150
Budget Holder	£1,000
Budget Holder & Treasurer	£5,000
Church Council	£25,000
Members' Meeting	Unlimited

### 4. Managing Budgets

Budget holders can order goods or services and authorise payment in accordance with the above table. There is an expenditure approval form which is combined with the payment approval form, as shown in Attachment 1. The current list of budget holders is given in Attachment 2 and is presented at the quarterly members' meeting at which the budget is agreed.

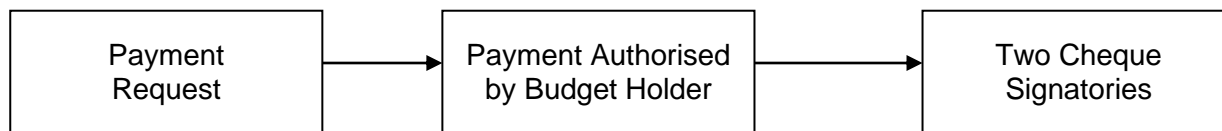
Budget holders are responsible for monitoring expenditure under their account codes and ensuring that expenditure doesn't exceed the budgeted amounts. If, the budget holder expects that expenditure is likely to exceed the budget, he / she must bring this to the attention of the Treasurer.

If expenditure under any account code is expected to exceed the budget by more than £2,000, the increase must be presented to the members for information.

Budget holder training will take place as required.

## 5. Approval of Payments

Invoices are to be passed to the church office for payment, but they will not be paid until they are authorised by budget holders, or the appointed Treasurer. There are three checks for all payments, see flow diagram below.



At least three different people shall be involved in the process of requesting, approving and issuing any payment. Approval of the Budget Holder or Treasurer may use the form shown below or via email.

Those authorised to approve bank transfer payments via email, to sign cheques and to approve electronic payments that are the equivalent of writing a cheque, are those appearing below as the 'Authorised Signatories List'.

A request for approval by email of a Bank Transfer payment can be originated either by a budget holder or the Treasurer, with electronically attached details of the payment to be made. Each bank transfer approved by email must have email approval from two different signatories from the Authorised Signatories List. The Treasurer must be copied on all the steps of the forwarding email chain. The actual Bank Transfer can only be made when the authorisation is complete, by Heidi Fox or the Treasurer. A paper record of the email approvals of each Bank Transfer payment is to be retained in the Church Office together with printed invoices and the relevant emails are to be retained electronically.

Each cheque must be signed by two different signatories from the Authorised Signatories List. The payment needs to be approved by the Budget Holder, or the Treasurer, either by signing the cheque record form or by email to the Church Manager.

Each new Direct Debit mandate and Standing Order instruction must be authorised by the budget holder or the Treasurer and approved by two different signatories from the Authorised Signatories List.

The List of Authorised Signatories is currently:-

- Treasurer as appointed by church members, currently Celia Taylor
- Church Secretary as appointed by church members, currently Tony Tarrant
- Heidi Fox
- Jon Edwins

This list may be amended from time to time with the agreement of the Trustees but will always include the appointed Treasurer and the appointed Church Secretary. Additions to the List of Authorised Signatories need to be registered with Lloyds Bank.

## 6. Payments Using Bank Charge Cards

Two Slough Baptist Church bank charge cards have been issued; one for the Pastor (currently Andy Perryman) and one for the Church Manager (currently Linda Fricker).

On termination or cessation of employment of a Slough Baptist Church bank charge card holder, the card must be returned to the Treasurer for destruction.

No more than two Slough Baptist Church bank charge cards will be in use at a time.

Authorisation of bank charge card expenditure requires the signature of the Treasurer and one other from the current List of Authorised Signatories.

## Attachment 1: Payment Approval Form

**PLEASE COMPLETE AND SUBMIT WITH RECEIPTS**

## Slough Baptist Church – Cheque Request Form

Slough Baptist Church – Cheque Request Form	
Amount of expenditure  Requested by:  Signature:  Date of request:  Reason for expenditure:          Cheque authorised for payment by:  ..... <b>(Must be completed for cheque to be issued or email authorisation must be attached)</b>  Date:	<b><i>For office use only:</i></b>
	<i>Audit no.</i>
	<i>Amount of cheque:</i>
	<i>Cheque no.</i>
	<i>Cheque payee.</i>
	<i>Code to.</i>
	<i>Cheque Date:</i>
	<i>Cheque signed by: (2 persons required)</i>
	<i>Name:</i>
<i>Signature:</i> <i>Date:</i>	
<i>Name:</i>	
<i>Signature:</i> <i>Date:</i>	
<b>Cheque to be sent to:</b>	

## Attachment 2: Budget Holding Offices

Office	Budget	FC Account Code	Current Office Holder
Pastor	Youth	140	Andy Perryman
	Y@S	175	
	Children	141	
	Holiday Club	142	
	Schools Week	143	
	IYM books	144	
	Christianity Explored	146	
	Sound System	103	
	PIN Gifts	159	
	Mission Trips	156	
Church Manager	Buildings & Maintenance	100,102,108,109	Linda Fricker
	Utilities	080 – 094	
	Office Running costs	120,121,122,124	
	Catering & flowers	151 &152	
	Publicity	147	
	General Literature	148	
	Affiliation subs	150	
	Building WIP	105	
Mission Chair	Mission Giving (including tithe)	371 – 419	John Shepherd
	Mission speakers	369	
	Evangelism	139	
Church Secretary	Visiting Speakers	149	Tony Tarrant
	Conferences & Training	153	
	Pastoral expenses	155	
	General Gifts	154	
	Staff	501 - 668	
Treasurer	Insurance	104	Celia Taylor
	Accounting & Admin	125	
	Sundry	192	
	Bank Charges	123	
Music Group Leader	Music	145	David Hardy