

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



Primary Responsibility:	Treasurer	
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Issued:	25 <sup>th</sup> September 2023
Status:	Final
Review Period:	1 year
Next Review Date:	September 2024

## DISTRIBUTION

Original	Slough Baptist Church Office
Copy	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.

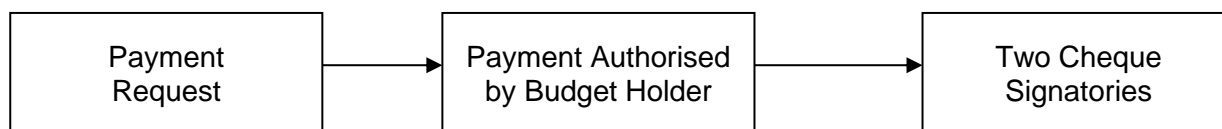
Budget holders are responsible for monitoring expenditure under their account codes and ensuring that expenditure doesn't exceed the budgeted amounts. If, the budget holder expects that expenditure is likely to exceed the budget, he / she must bring this to the attention of the Treasurer.

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
- Celia C Taylor

This list may be amended from time to time with the agreement of the Church 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

The Treasurer may issue Slough Baptist Church bank charge cards to members of staff.

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.

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

## 7. Payments with Authorised Regular Direct Debit Arrangements

The following individuals are authorised by the trustees to initiate regular payments via established direct debit arrangements, when those payments have been approved by the Trustees and members as part of the annual Budget approval.

<b>Payee</b>	<b>Approved purpose</b>	<b>Authorised to make and amend payments</b>
Stewardship (Payroll Account) by instruction	Monthly Payroll changes, including annual cost of living increases, overtime payments.	Treasurer Celia C Taylor
Baptist Pension Scheme via 4MyStaff	Amendments to the pension payments of Slough Baptist Church staff enrolled on the Baptist Pension Scheme.	Treasurer Celia C Taylor
NEST Pensions via NEST portal	Amendments to the pension payments of Slough Baptist Church staff enrolled on NEST pensions.	Treasurer Celia C Taylor
Stewardship (Church Giving Account) via portal	Payments to Smile Charity Uganda, in line with Tithe support programme as agreed by annual budget process.	Treasurer

# Attachment 1: Payment Approval Form

PLEASE COMPLETE AND SUBMIT WITH RECEIPTS

## Slough Baptist Church – Cheque Request Form

Amount of expenditure	<b><i>For office use only:</i></b>
Requested by:	<i>Audit no.</i>
Signature:	<i>Amount of cheque:</i>
Date of request:	<i>Cheque no.</i>
Reason for expenditure:	<i>Cheque payee.</i>
	<i>Code to.</i>
	<i>Cheque Date:</i>
	<i>Cheque signed by: (2 persons required)</i>
	<i>Name:</i>
Cheque authorised for payment by:	<i>Signature:</i> <i>Date:</i>
..... <b>(Must be completed for cheque to be issued or email authorisation must be attached)</b>	<i>Name:</i>
Date:	<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
Appointed Elder	Youth	140	David Howell
	Children	141	
	Holiday Club	142	
	Y@S	175	
CCIS link	Schools Week	143	Wayne Dixon
Ministry Team	Evangelism	139	Keith Wilson
	Pastoral Expenses	155	Elsie Fraser
	Mission Trips	156	Keith Wilson
	PIN Gifts	159	Elsie Fraser
	Small Group support (formerly messy church) incl. homegroups	161	Keith Wilson
	Church Open	162	Elsie Fraser
Alpha Leader	Alpha/Christianity Explored	146	Alan Symons
Ladies Recharge team	Ladies Recharge Expenses <i>(Associated with specific fund to allow surpluses to carry forward)</i>	132	Brenda Howell
PA/AV Leader	Sound system	103	Gillian Morgan - Dewar
Music Group Leader	Music	145	Tim Goldring
Church Manager	Buildings & Maintenance	100,102,108,109	Linda Fricker
	Utilities	080 – 094	
	Office Running costs	120,121,122,124	
	Catering	151	
	Publicity	147	
	General Literature	148	
	Affiliation subs	150	
	Building WIP	105	
	General Gifts	154	
Designated Trustee	Fellowship Events Expenses <i>(Associated with specific fund to allow surpluses to carry forward)</i>	131	Designated Trustee for that event
Mission Chair	Mission Giving (including tithe)	371 – 419	John Shepherd
	Mission speakers	369	
	IYM books	Mission Fund Other	

Church Secretary	Visiting Speakers	149	Tony Tarrant
	Conferences and training	153	
	Staff	501 - 668	
Treasurer	Insurance	104	Celia Taylor
	Accounting & Admin	125	
	Sundry	192	
	Bank Charges	123	