

Aylesbury Methodist Church and Centre.
Policy and Procedures for Financial Management

Responsibility for Financial Resources

The members of the Church Council are the managing trustees of the Church and are responsible for the resources of money and property and they appoint a treasurer to deal with financial transactions, recording and reporting.

Duties of the Treasurer

The duties of the treasurer include, budget preparation and monitoring, making payments and receiving money, recording transactions, producing annual accounts, reporting to church council, arranging an audit of the accounts and completing the annual schedule required by Methodist Church headquarters and the Charity Commission.

The book keeping function is carried out by an assistant. His duties include recovery of letting income, making payments, receiving and banking income and maintaining the Church accounts.

The annual accounts presented to the Church Council include a summary of all the church organisations' accounts.

Reporting

The treasurer presents the annual budget, after consulting the resources co-ordinator, and final accounts, to the Church Council for their approval. He also produces this information to the annual church meeting and to all members via the church newsletter. The final accounts form part of the Church annual report, a copy of which is sent to the Charity Commission and posted on the Churches web site.

Budgetary Control

Having obtained the Church Council's approval of the annual budget at its March meeting for the forthcoming financial year, monitoring reports are submitted to the following two meetings in October and March. Any further approvals to likely overspending are obtained at these meetings.

Where additional approvals are needed between meetings for expenditure not envisaged or included in an approved budget, approval should be sought as follows:

Under £500 - to be decided by the Treasurer alone.

Between £500 and £2000 – to be agreed by the Treasurer in conjunction with the Church Council Chairman (the Minister) and the resources coordinator.

Between £2000 and £4000 – proposed by the Treasurer in conjunction with the Church Council Chairman, the resources coordinator and confirmed by the Leadership team, acting on behalf of the Church Council.

In case of an absolute emergency the Chairman of the Church Council should have delegated powers to approve expenditure over £4000.

Financial policy

The aim is to balance the year to year expenditure of the church by regular income from members and room letting charges as well as raising money from time to time for major building projects.

The church has a reserves policy which states that the balance held at any time in the general fund should be in the region of one third to a half of annual turnover to provide a working balance and a reserve for large, unforeseen maintenance works.

The major single expense of the Church is the assessment paid to the circuit for the stipends, pensions and housing costs of the circuit staff and a district levy. All the churches in the circuit share these expenses. The share payable by each church is in proportion to the average of their income from regular giving and lettings for the previous three years or otherwise negotiated at the annual meeting of all the church treasurers convened by the Circuit Treasurer. This is incorporated into the budget presented to the church Council.

March 2016
Roger Kirk, Treasurer