*Group name: ……………………………………………………………...*

*Authorised petty cash amount: ………………………….……….*

*Agreed maximum group account balance:...............................*

*Your group is an integral part of St Peter’s Church; we all share the same values and purposes. Together, but in many different ways, we are ‘Growing in love for God, each other and the world’.*

*These financial guidelines are drawn up on the basis of sound financial management for the good and protection of all within the church community.*

*Group accounts and the main Church accounts?*

* *The group accounts are part of the main church accounts and the Church Treasurer will consolidate the group accounts into the Church accounts which run from 1st January – 31st December.*
* *Itemised group accounts need to be maintained for all income and expenditure items (in a book or excel sheet). These accounts will need to be provided to the Church Treasurer annually in early January, in time for completion of the St Peter’s Church end of year report.*
* *Excess balances should not be held in the group’s bank accounts but should be transferred to the main Church account. This amount should be agreed to suit the running requirements of each group, say 2-3 weeks expenditure. This transfer of money enables the church to pay bills such as heating, lighting and upkeep of buildings. It may also be used for starting up other valuable missional work.*

*Signatories of the group bank account*

*There will be three signatories (any two are required to write a cheque):*

* *One designated person from the group – the group’s treasurer*
* *One Church Warden*
* *Another person from the church not involved with the running of the group e.g. the Verger.*

*Wherever possible it is preferred that the group’s treasurer and the Church Warden sign.*

*Income*

* *All income and expenditure should be paid in and out of the group bank account.*
* *Income received by the group (subs and tuck) should be banked on a weekly basis.*
* *A working petty cash float may be retained (say £40) and the excess weekly income banked. If it is more convenient, money to be banked can be passed to the Verger for banking.*
* *Counting of income received (subs and tuck) should always be done by two people not from the same family.*

*Expenditure: minor weekly items*

* *The usual way to purchase any item is with a personal card and be reimbursed.*
* *The petty cash float can be used to reimburse receipts for minor items of weekly expenditure, should the balance allow. Signed receipts for items reimbursed through petty cash need to be kept for recording in the end of year accounts.*
* *Minor items of weekly expenditure may also be reimbursed directly to an individual with a cheque from the group bank account by the group treasurer. Signed receipts for items reimbursed via cheque need to be kept for recording in the end of year accounts.*

*Expenditure: equipment/resources/hiring in a service or activity/events and trips etc*

* *All other expenditure (e.g. new and replacement equipment, resources, activities booked) must be agreed by the Church Wardens/Finance Committee before they are ordered and purchased. Once agreed receipts/invoices should be forwarded to the group’s treasurer for payment, or direct to the Church Treasurer if the amount is greater than that held in the group’s account.*
* *As an integral part of its work in the community, the Church wants the group to flourish and will aim to approve any reasonable requests as long as funds allow.*
* *Additional charges should be made for field trips/outings, such as cinema etc. These should not be paid out of subs which are to cover the costs of running the group.*