

# Money Handling Policy

## St James' Church, Silsden

### Our Vision is to be a Jesus-Shaped Church

Adopted:

#### 1. Introduction

The Parochial Church Council of St James', Silsden, (the "PCC") is responsible for an annual turnover of approximately £70,000.

The PCC therefore considers it appropriate to adopt a formal policy so that it is clear how cash, cheques and electronic payments are dealt with.

#### 2. Collections of cash at Services

2.1 Money collected at services should be counted by two responsible people in the presence of each other (the "Cash Counters"), appointed by the PCC for that purpose.

2.2 That count must take place before the money leaves the church premises and as soon as practicable.

2.3 The result of that count must be recorded in the Church Service Book and the Weekly Finance Sheet and both signed by that week's Cash Counters. The Cash Counters must not be of the same family as each other.

2.4 The money collected and counted must be placed in the vestry safe by that week's Cash Counters for collection by either a) a responsible person appointed by the PCC for that purpose or b) by a Church Warden, to be banked by them in accordance with section 3 at a later date (not being longer than 3 days later). The person who banks the money must not be of the same family as the Cash Counters for that money.

#### 3. Banking

The money collected under 2 above must be physically taken to the Post Office for paying into that account or to a branch of the Bank, with whom our church has its Current Account.

#### 4. Cheques

Cheques drawn on any PCC account must be signed by two people. Subject to section 6,

the vicar, the Churchwardens and the PCC Treasurer will always be such signatories. The PCC may authorise (and de-authorise) other signatories from time to time.

## 5. Electronic Payments

5.1 All signatories of the account are to register for electronic banking and be issued with an authentication card and reader.

5.2 Payment by means of electronic transfer to be inputted by the Treasurer on a Sunday in the presence of a signatory

5.3 That inputting will generate a request for authorisation to signatories

5.4 A signatory (not being the one who was present at the original inputting) to authorise payment using their own log in details separately and at the same or a different time.

## 6. People employed/contracted by the PCC

No person who is employed by the PCC is allowed:-

6.1 To be a Cash Counter under 2 above

6.2 To bank money under 3 above

6.3 To sign cheques under 4 above

6.4 To authorise payments under 5 above