
New Treasurers Workshop

Gordon Fath
Resources Officer



The Treasurer

- Servant of the PCC
 - Advise PCC
 - Carry out PCC instructions
 - Maintain accurate records
- The PCC are responsible for
 - All financial decisions
 - Financial procedures



Current Regulations

PCC must comply with:

- Charities Act
- PCC (Powers) Measures Act 1956
- Church Accounting Regulations 2006
- Church Representation Rules
- SORP 2005
- Employment and Tax Laws



Accounts: Fund Types

- **Unrestricted**
 - All funds held for general purposes.
- **Designated**
 - Unrestricted funds set aside by the PCC for a specific purpose.
- **Restricted**
 - Funds restricted in their use by the donor.
- **Endowment**
 - Restricted funds where the capital can not normally be spent.



Accounts: Receipts

- **Voluntary Receipts**
 - Planned Giving, Collections, Donations, Grants, etc.
- **Activities for Generating Funds:**
 - Bookstall, Lettings, Events, etc.
- **Investments**
 - Bank / CBF Interest, Rent, Dividends
- **Receipts from Charitable Activities:**
 - Bookstall, Lettings, Magazine, Fees for funerals, etc.
- **Other Receipts**
 - Insurance claims, Sale of assets



Accounts: Payments

- **Generating Voluntary Receipts**
 - Giving envelopes, Grant applications, etc.
- **Fundraising**
 - Bookstall, Events, etc.
- **Charitable Activities**
 - Grants, Ministry, Running costs, Repairs, etc.
- **Governance**
 - Statutory costs, Audit costs, Legal advice, etc.
- **Support Costs**
 - Parish Office / Central Administration
- **Investment Management Costs**
- **Other Payments**
 - Purchase of investments



Agent Transactions

- Excluded from the accounts, but not from cash book, or annual report
 - Collections on behalf of other charities
 - Assigned fees
 - Disbursements (need not be included)
- Sequestration fund?
 - No. Record as normal restricted fund



Annual Report

The Annual Report has three sections:

- Trustees' Report
- Financial Statements
- Independent Examiner's, or Audit, Report

Reports and Statements cover year
1 January to 31 December



And Finally

- **Procedures**
 - Vestry (money counting)
 - Banking (how much & when)
 - Cheques (two signatures)
 - Cash payments (two signatures and max. limit)
 - Cash book reconciliations (monthly, or quarterly)
 - Gift Aid envelopes & Gift Aid donations
- **Cash Book**
 - Paper / Spreadsheet / Computer Program

