**New Treasurer Checklist**

This checklist is designed to help you pick up the role of treasurer in your parish.

Page 1 provides a list of key areas of oversight falling under the treasurer’s remit

Pages 2-4 expand on each of these categories and provide suggestions of relevant information you will want to examine and confirm.

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| **Area of Oversight** | **Review Date & Notes** |
| [**Accounting Records**](#_Accounting_Records) |  |
| [**Bank Accounts**](#_Bank_Accounts) |  |
| [**Budgets & PCC Reporting**](#_Budgets_&_PCC) |  |
| [**Common Fund**](#_Common_Fund) |  |
| [**Fees for Baptisms, Weddings & Funerals**](#_Fees_for_Baptisms,) |  |
| [**Finance Policies**](#_Finance_Policies) |  |
| [**Insurance**](#_Insurance) |  |
| [**Licences, Leases & Tenancies**](#_Licences,_Leases_&) |  |
| [**Regular Giving (Stewardship & Gift Aid)**](#_Regular_Giving_(Stewardship)) |  |
| [**Staff**](#_Staff) |  |
| [**Further Support**](#_Further_Support) |  |

# Accounting Records

1. Computer accounting package details
	1. Back up held by
	2. Date of last back up
2. Details of all funds (general, designated, restricted and endowment)
3. Previous Annual Reports and Accounts (accounts are always calendar year)
4. [Reporting bases](https://www.parishresources.org.uk/resources-for-treasurers/thresholds/):
	1. Receipts & Payments or Accruals?
	2. Independent Examination or Audit (plus contact details of Examiner/Auditor)
5. Charity Commission registration number ([if parish income is over £100,000](https://www.parishresources.org.uk/pccs/registration/))
6. Last set of accounts provided to Diocese and, if relevant, Charity Commission
7. Complete financial records for 6 years

# Bank Accounts

1. Details of all bank accounts
2. List of all signatories (minimum 3)
3. Payment authorisation process (minimum of two bank reviewers)
4. Lists of internal spending and authorisation limits

# Budgets & PCC Reporting

1. Last set of reports given to PCC, Standing Committee and Finance Committee
2. Date budget set by
3. Current year’s budget
4. Up to date income and expenditure against budget

# Common Fund

1. This year’s [Common Fund](https://www.london.anglican.org/support/finance/common-fund/) offer
2. Payment plan for this year’s offer
3. Any shortfalls in current year’s payments
4. Any arrears in previous ten years’ payments
5. Next year’s offer (set during June)
6. Payment process for Common Fund (ideally by Direct Debit)

# Fees Occasional Duty and Statutory Fees

1. Current Statutory Fees Table (the set fees for Baptisms, Weddings & Funerals)
2. Current church policy for extra charges (e.g. heating, organist, verger, bells, choir, etc.)
3. Last payment to LDF (Diocese of London) and template for future payments
4. Diocesan Policies on payment of visiting clergy (including the amounts reimbursed)

# Finance Policies

1. Financial Controls Policy (e.g. spending limits, cash handling procedure etc.)
2. Financial Risk Assessment
3. Reserves Policy
4. Employment Policy
5. Expenses Policy (if not included in above)
6. Legacy Policy
7. Investment Policy

# Insurance

1. Church insurer (e.g. Ecclesiastical)
	1. What is insured (e.g. church, hall, rental property)
	2. Policy number(s)
	3. Contract in date
	4. Payment arrangements
	5. Renewal Arrangements
2. Person in charge of insurance
3. Any previous claims

# Licences, Leases & Tenancies

1. Long term:
	1. Addresses of properties
	2. Rental income
	3. Contract renewal dates
	4. LDF contact (LDF must agree all property contracts)
	5. Correct insurance in place
2. Halls and other short-term rentals:
	1. Rental policies and agreements
	2. Appropriate safeguarding policies
	3. Appropriate licencing (including copyright licences for all music [[CCLI](https://uk.ccli.com/copyright-licences/)/[PRS](https://www.prsformusic.com/licences)])
	4. Church buildings cannot be let without a licence from the Archdeacon

# Regular Giving (Stewardship) and Gift Aid

1. People in charge of recording and encouraging regular giving (stewardship)
2. Regular giving collection methods (e.g. envelope, standing order, Parish Giving Scheme etc.)
3. Records kept and up-to-date (six years)
4. Names of responsible and authorised persons recorded with HMRC
5. Person in charge of claiming Gift Aid & [GASDS](https://www.parishresources.org.uk/giftaid/smalldonations/)
6. Date of last Gift Aid & GASDS claim
7. Details of contactless card payment terminal
8. Records of all donations from PCC Members and connected persons (legal requirement)

# Staff

1. Employment policy
2. Names and roles of all paid staff
3. Annual remuneration of all staff
4. Expenses policy
5. Payroll administrator (possibly a payroll agency)
6. Pension provision (including workplace pension entitlement)
7. Employer’s Liability Insurance Certificate (usually included with Church’s main insurance)

# Further Support

1. In addition to the information in this checklist and its links there are also two textbooks on parish accounting:
	1. PCC Accountability[[1]](#footnote-1) which can be purchased from Church House Publishing or viewed online [here](https://www.churchofengland.org/more/policy-and-thinking/pcc-accountability-guide/).[[2]](#footnote-2)
	2. [ACAT[[3]](#footnote-3) Handbook[[4]](#footnote-4)](https://www.acat.uk.com/membership-account/membership-levels/) and [ACAT Introductory Guide for New Treasurers](https://dev.acat.uk.com/news/new-introductory-guide-for-new-church-treasurers/).[[5]](#footnote-5) These documents require a member login. Login details are available from your Area Finance Adviser. All churches in the Diocese are members of ACAT.
2. The National Church provides a website called [Parish Resources](https://www.parishresources.org.uk/)[[6]](#footnote-6) which includes lots of helpful information on church governance (including finances). It is an invaluable resource and is always worth visiting.
3. If you would like support or have questions about your new role or about specific finance issues please contact the [Finance Adviser for your Episcopal Area](https://londonanglican.tessellate.online/church-and-parish-support/finance/).

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1. The Archbishops’ Council*, PCC Accountability: The Charities Act 2011 and the PCC (5th Edition; Incorporating SORP 2015)* (London: Church House Publishing, 2017). [↑](#footnote-ref-1)
2. www.churchofengland.org/more/policy-and-thinking/pcc-accountability-guide [↑](#footnote-ref-2)
3. All churches in the Diocese are members of ACAT and log-in details can be provided by your Area Finance Adviser. [↑](#footnote-ref-3)
4. acat.uk.com/membership/handbook.php [↑](#footnote-ref-4)
5. acat.uk.com/topic/new-treasurers/ [↑](#footnote-ref-5)
6. www.parishresources.org.uk [↑](#footnote-ref-6)