

Finance and Banking Improvements

Ref	Improvements	Action Plan for Corporate Office	Action Plan for Local Church
IMP1	Gift Aid (GA) – Claims should be made on a regular and timely basis.	<ol style="list-style-type: none"> 1. Implement the centralisation of Gift Aid claiming Programme 2. Dashboard (QTR) reporting to National Executive board churches up to date with claiming GA monthly. 3. Raise invoices payable by local churches for GA claimed and received 2021 to date 4. Update policy and procedure in the Finance Manual 	<ol style="list-style-type: none"> 1. Treasurers to report Gift Aid claiming status by clicking this link
IMP2	Bank accounts – To ensure that the Corporate Office is aware of any changes and has oversight of regular reconciliations to bank statements	<ol style="list-style-type: none"> 1. Letter attached to Senior Pastor and trustees to present and obtain affirmation at the next church in conference. 2. Corporate Office finance team to support local churches to register and operate online banking system 3. Update policy and procedure in the Finance Manual 	<ol style="list-style-type: none"> 1. Church in conference to officially accept system improvements. 2. Copy of the minutes to be sent to the Corporate office within 30 days following the church in conference
IMP3	Cash donations – Continue to ensure that, wherever possible, cash donations are counted by two individuals	<ol style="list-style-type: none"> 1. Letter attached to Senior Pastor and trustee to present and obtain affirmation at the next church in conference. 2. Update procedure in Finance Manual 	<ol style="list-style-type: none"> 1. Church in conference to officially accept system improvements. 2. Copy of the minutes to be sent to the Corporate office within 30 days following the church in conference

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IMP4	Expenditure – Ensure all expenditures at churches is supported by receipts / invoices	<ol style="list-style-type: none"> 1. Update policy and procedure in the Finance Manual 2. Mid-term audits by Regional Finance & Audit team 	<ol style="list-style-type: none"> 1. Local church Finance Committee to ensure all expenditures have a receipt or invoice (bill of sale) along with the appropriate approvals in accordance with the finance manual. 2. Local church finance committee chairperson to carry out regular checks. 3. Church in conference to officially accept that all expenditures must have a supportive and approved bill of sale. 4. Copy of the minutes to be sent to Corporate Office within 30 days following the church in conference
IMP5	Capital Expenditure – Apply consistent policy	<ol style="list-style-type: none"> 1. Update policy and procedure in the Finance Manual 	<ol style="list-style-type: none"> 1. Local churches to apply policy
IMP6	Reporting – Simplify by reducing the number of bank accounts	<ol style="list-style-type: none"> 1. Support local churches to reduce the number of bank accounts – One main chequing account and one reserved account. 2. Support local churches to utilise features within My Fund Accounting to post designated funds 3. Update policy and procedure in the Finance Manual 	<ol style="list-style-type: none"> 1 Church in conference to officially accept system improvements. 2 Copy of the minutes to be sent to Corporate Office within 30 days following the church in conference