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| **INSERT CHURCH NAME:** |

**MONEY HANDLING POLICY**

1. **Introduction:**

This formal Money-Handling Policy is designed to ensure that it is clear how cash, cheques and electronic payments are dealt with.

1. **Collections at Services:**

* 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.
* That count must take place before the money leaves the church premises and as soon as practicable.
* 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.
* The money collected and counted to be banked by them in accordance with section 3. The person who banks the money must not be of the same family as the Cash Counters for that money.

1. **Banking:**

The money collected under 2 above must be paid into the Bank with whom our church has its Current Account.

1. **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.

1. **Electronic Payments:**

* All signatories of the account to register for electronic banking and be issued with an authentication card and reader.
* Payment by means of electronic transfer to be inputted by the Treasurer on a Sunday in the presence of a signatory
* That inputting will generate a request for authorisation to all signatories
* A signatory (not being the one who was present at the original inputting) to authorise payment using own log in details separately and at the same or a different time.

1. **People employed by the PCC**

No person who is employed by the PCC is allowed:

* To be a Cash Counter under 2.
* To bank money under 3 above.
* To sign cheques under 4 above.
* To authorise payments under 5 above.

Signed: *(INSERT)* Date: *(INSERT)*

Name: *(INSERT)*

Role: *(INSERT)* Review Date: *(INSERT*