

**FINANCE CHECKLIST**

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| --- | --- | --- | --- |
| ***Date:*** |  | ***Parish:*** | ***Incumbent:*** |
| **Item** | **OK** | **Notes** | **Action** |
| 1. Do you have an annual cycle of preparing and communicating a budget? |  |  |  |
| 2. Is there an annual cycle of thanking planned givers and inviting all to review their giving? (2009 General Synod report “Giving for life”)   |  | | --- | |  | |  |  |  |
| 3. Do you plan for a regular stewardship initiative?  (When was the last one?) |  |  |  |
| 4. Are you promoting legacies, providing legacy literature and have a legacy reserves policy? |  |  |  |
| 5. Do you have a Policy on Donations?  When collecting for a charity/charities other than or as well as the Church, is this made clear through announcement, order of service, signage? |  |  |  |
| 6. How are you engaging with the carbon net zero goals? |  |  |  |
| 7. When and where is the offertory counted, and by whom? |  |  |  |
| 8. When and by whom are cash and cheques banked? |  |  |  |
| 9. How often are cashbook / bank statement reconciliations undertaken? |  |  |  |
| 10. Do you use internet banking for payments?  If so, what procedures are in place to authorize payments? |  |  |  |
| 11. Have you considered investing in a debit /contactless card machine to allow collections by card payments? |  |  |  |
| 12. Are you signed up to the Parish Giving Scheme? |  |  |  |
| 13. Is the parish registered with the Charity Commission because income exceeds £100k pa? |  |  |  |
| 14. Are you up to date with Gift Aid / GASDS claims? |  |  |  |
| 15. What are the arrangements to storing your financial records? |  |  |  |
| 16. Is the church building and its contents insured at full replacement value?  When was the last review of insurance cover? |  |  |  |
| 17. Do you have other churches who use your buildings?  If so, what agreements are in place regarding insurance, safeguarding, finance etc? |  |  |  |
| 18. Licences (CCLI, Music reproduction etc) in place ? |  |  |  |
| 19. Are Parish Share payments up to date? |  |  |  |
| 20. Rate your parish’s overall financial health (Strong / good / ok / poor / non-viable) |  |  |  |
| 21. What help do you think you need, or can offer, in terms of finance? |  |  |  |