



**wymondham**  
baptist church

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**BUDGET SETTING AND  
EXPENDITURE AND PAYMENT POLICY  
- AG-F1-03**

<b>Primary Responsibility</b>	<b>Church Treasurer</b>
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<b>Issued</b>	<b>March 2021/ Reviewed March 2022/Reviewed November 2022</b>
<b>Status</b>	<b>Agreed</b>
<b>Review Period</b>	<b>1 year</b>
<b>Next Review Date</b>	<b>November 2023 \</b>

**DISTRIBUTION**

<b>Original</b>	<b>Church Office</b>
<b>Copy</b>	<b>Trustees</b>

**1. Purpose and Scope**

This policy establishes the principles for setting budgets, monitoring expenditure against budgets and approving payments.

**2. Setting Budgets**

The draft expenditure budget for each financial year is considered by the Leadership Team at their September meeting and presented to the membership in outline at the September church meeting. The budget is agreed by the Leadership Team at their November

meeting and presented to the membership at the November church meeting for their acceptance.

### **3. Spending Authorisation Limits**

Spending Authorisation limits (per item/event) are defined as follows:-

Church Treasurer/Secretary	-	Max £250 with permission *
Fabric Officer	-	Max £500 with permission *
Minister	-	Max £250 with permission *

\*Reference wherever possible, except in emergency to Treasurer

### **4. Expenditure in excess of limits shown above**

Expenditure in excess of the above limits will be in line with the following procedures:-

Work or Expenditure - £500 - £1,500 – Single quote for Leadership and Church approval

Work over the value £1,500 – 3 competitive quotes for church approval

Emergency works/expenditure in excess of £500 that can't wait for church approval can be authorised by the Leadership Team with the understanding that retrospective approval is obtained from the church membership as soon as possible.

### **5. Managing Budgets**

Responsible persons can order goods or services and authorise payment in accordance with the above. There is an expenditure recording form as shown in Attachment 1.

If any expenditure is expected to exceed the budget, the increase must be presented to the Leadership Team.

### **6. Approval of Payments**

Invoices are to be passed to a member of the Finance Team via either the Treasurer/Secretary/Minister. The minister will claim his travel expenses monthly using the attached form.

The current authorised signatories on the church bank account are as follows:-

- Treasurer – currently Mr. V. Fromm
- Secretary – currently Mr. R. Finch
- Mr. V. Wright

- Mrs G. Price

The church Finance Team will be the authorised users of the bank card readers.

This list may be amended from time to time with the agreement of the Trustees but will always include the appointed Treasurer and the appointed Secretary. Additions to the List of Authorised Signatories need to be registered with Lloyds Bank.

## **7. Payments using Bank Charge Cards**

One Wymondham Baptist Church bank card has been issued to the Pastor (currently Paul Smith).

On termination of employment of a Wymondham Baptist Church bank card holder, the card must be returned to the Treasurer for destruction.

A record of expenditure on the bank charge card will be maintained by the minister and passed to the Finance Team to record expenditure. (Attachment 2)

**Attachment 1: Payment Approval Form**

**PLEASE COMPLETE AND SUBMIT WITH RECEIPTS**

<b>WYMONDHAM BAPTIST CHURCH – PAYMENT REQUEST FORM</b>	
<b>Amount of Expenditure:</b>	<b>£</b>
<b>Requested by:</b>	<b>Name in Capitals</b> .....
<b>Signature:</b>	.....
<b>Date of expenditure:</b>	.....
<b>Reason for expenditure:</b>	..... ..... ..... .....
<b>Budget heading to be charged:</b>	.....
<b>Expenditure Authorised by:</b>	.....
<b>BACS/Cheque payment amount &amp; date:</b>	.....

**Attachment 2 -**

**EXPENDITURE MADE BY MINISTER USING CHURCH ACCOUNT – All receipts attached**

**MONTH .....**

DATE	EXPENDITURE EXPLANATION	AMOUNT

**Signed .....**

**Attachment 3 –  
MINISTER'S TRAVEL CLAIM FORM**

**MONTH –**

DATE	TRAVEL TO	MILEAGE

**Signed .....**