



THE PARISH CHURCH OF
ST LAURENCE LUDLOW
DIOCESE OF HEREFORD, CHURCH OF ENGLAND

Financial Procedures Policy

Approved by	PCC
Date of Approval/Review	July 2025
Review Period	2 Years
Next Review Due	July 2027

1. Purpose

To set out the policies, responsibilities, tasks, and procedures connected with the management of the PCC's finances so that they may be managed in a proper, safe, consistent, efficient and prudent manner in accordance with the Church of England and Charity Commission regulations and best practice.

2. Scope

All activities connected with the financial procedures of Ludlow PCC (Ludlow St Laurence).

3. Personnel

- 3.1 The Hon Treasurer is accountable to the PCC for proposing and implementing financial policy, financial management and preparing a cash flow forecast, and accounting for any standalone projects. The Treasurer manages the relationship between the PCC and the banks holding Ludlow St Laurence funds and between the banks and the PCC's independent examiners/auditors. The Treasurer attends PCC meetings, KIT (Keep-In-Touch) meetings, Finance Committee meetings and other committee meetings as necessary to review the financial status and discuss financial issues with these groups.
- 3.2 The Hon Treasurer is responsible for the timely entering of all financial transactions in the 'Finance Co-Ordinator' accounting system, maintains the financial records and to look after the bank accounts on a day-to-day basis. The Accounts Assistant supports this detailed work on a daily/weekly basis.
- 3.3 The Treasurer is responsible for ensuring the Bank Reconciliations are completed at each month end.
- 3.4 The Treasurer is responsible for the Payroll each month (see 12 below)
- 3.5 The Accounts Assistant runs the petty cash system and cash box, and is responsible to the Treasurer for proper management of petty cash (see 8 below).
- 3.6 The PCC Treasurer is responsible for authorising expenditure, signing of cheques or approving debit card payments (see 6 below).
- 3.7 The Churchwardens, Treasurer, Accounts Assistant, Custodian(s) and cash counters are responsible for ensuring the safe handling of cash within the church and between the church and the bank (see 7 below).
- 3.8 The Gift aid Secretary is responsible for claiming any Gift Aid each month.
- 3.9 The Treasurer is responsible for claiming any VAT and monitoring that all claims are timely and progressed once relevant invoices have been paid. The criteria on VAT that can be claimed is on the Listed Places of Worship (LPOW) website. The claim process is now done completely on-line.
- 3.10 The Treasurer, in conjunction with the Finance Committee, is responsible for the Budget and its preparation. (see 13 below)

4. Correspondence

- 4.1 All correspondence addressed to the Treasurer except items addressed as 'Private', 'Personal' or 'Confidential' can be opened by the Accounts Assistant for processing. Other post is passed on to the addressee.
- 4.2 HMRC and NEST pension correspondence should be left to be opened by the Treasurer.
- 4.3 When a letter includes a cheque or other remittance it should be put back in the envelope and left for the Treasurer to process who will ensure it is banked. All items banked are reconciled against bank paying in documentation and reconciled at each month end.
- 4.4 Original invoices should be passed to the Treasurer as soon as possible after receipt. Invoices are annotated individually to show which account, expenditure code and when they will be paid. Receipts for items bought by nominated budget holders should be signed and dated as authorisation of expenditure. Without authorisation they will not be processed for payment. All expenditures and incomes are recorded on the accounting system. Typically, our suppliers will receive their full payment within 30 days of the invoice unless agreed otherwise.
- 4.5 When any exceptional payment, substantial donation, legacy or grant is received the Treasurer is responsible to keep a record and ensure a note of thanks is sent to the donor signed by the Treasurer, a churchwarden or the Rector as appropriate.
- 4.6 The policy to determine how the amount is to be used from a legacy or a substantial donation is reviewed regularly by the PCC.

5. Re-imburement of Expenses

- 5.1 Various individuals in the church community will incur expenses and wish to reclaim them. Expenses as rule should be pre-approved by the individual's line manager before being incurred. An expenses form should be completed and receipts attached before submitting to the Treasurer who will ensure they are checked as accurate and appropriate before signing them off and arranging payment.
- 5.2 The expenses system is not to be used for payments on behalf of the PCC to choir members, contractors, suppliers, musicians etc. Cash payments must only be made through the petty cash system (see 8 below). Reimbursement via the system can only be claimed by the person incurring the expenditure.

6. Electronic Payments (BACS), Cheques and Debit Card use

- 6.1 Payments should be made against original invoices and by electronic payment whenever possible. Occasionally payments may be made by cheque. However with the ever-increasing bank charges to process cheques this should only be in exceptional circumstances and authorised by the Treasurer.

- 6.2 Cheques are written by the Accounts Assistant or the Treasurer. All cheque books are kept in the Finance office.
 - 6.3 Cheque numbers or BACS payment numbers (as appropriate) are entered in the accounting system against the relevant transactions and audit trail numbers are recorded on the original invoice.
 - 6.4 As a charity, cheques must be signed by 2 authorised signatories. Signatories must not pre-sign blank cheques or partially completed cheques. It is good practice to have at least three authorised signatories. Signatories are approved by the PCC or Standing Committee.
 - 6.5 Exceptionally one-off cheque payments may be requested. Such requests have to be made through the Treasurer to ensure there are sufficient funds in the account to pay them.
 - 6.6 The same dual authorisation procedure is in place for electronic payments. This maintains the '2 sets of eyes' on all financial transactions to give greater integrity on the accounts process.
 - 6.7 Transfers between different PCC bank accounts can be actioned by the Treasurer to ensure funds are correctly placed.
 - 6.8 Payroll payments to staff will be made electronically by the treasurer on or about the 25th of each month in accordance with the staff handbook.
 - 6.9 Payments made by the Treasurer by debit card must be supported by the usual paper trail.
7. Electronic Income (Goodbox/Izettle) and Floats
- 7.1 With the introduction of electronic devices to accept donations and payments 'by tap and go' the need for cash to be held in the church has been much reduced.
 - 7.2 Events and activities needing a float should be discussed with the Treasurer and if agreed an instruction will go to the cash counting team to set up the float, label it and store it until needed in the main safe (Events bar float, Ticket sales at the door float etc).
 - 7.3 Income from using our electronic payment devices is by BACS to the PCC / church account on a weekly/monthly basis and a statement of transactions is downloaded, checked and stored in the monthly accounts file and on the finance co-ordinator software.
 - 7.4 The benefit to the PCC of these systems in providing a simple and easy visitor service to donate 'cash free' / pay for items in the church while also save cash counting time and banking transaction costs. However these benefits are offset by a cost per transaction which is automatically deducted at source. The benefits including increased giving / purchases made outweigh the costs.

8. Handling of Collections

- 8.1 All collections and monies taken at services, charity activities or events will be placed in the main safe, normally by a churchwarden, the custodian with another volunteer or the Treasurer. The cash should be counted as soon as possible thereafter, normally the following Monday. The Treasurer is responsible for ensuring that the count and the banking of the count takes place.
- 8.2 The Treasurer designates who is responsible for running the count each week and depositing the count. Good practice is that 2 people should take the money to the bank. For large amounts on special occasions this number may be increased.
- 8.3 The maximum value of cash permitted for the PCC to hold on site in the insurance policy is £5,000 normally, rising to £10,000 for special events.
- 8.4 Cash counting takes place with a minimum of 2 people. None of them should be related and participants should change periodically. The count (typically on a Monday morning) covers the cash from all sources – collections, donation boxes, votive stands, Arts events, gift aid envelopes etc. An in-house cash deposit sheet is completed with the source of the cash and the amounts to be allocated to the various activities, funds or third-party recipients.
- 8.5 Gift aid envelopes are opened and the amount recorded and nature (alms, third party collection etc) noted on the envelope before being added to the cash being collected. The annotated gift aid envelopes are passed to the Gift Aid secretary with a copy of the completed cash deposit sheet so the Gift aid can be claimed for the relevant month.
- 8.6 For monies donated through a collection for a charity at a special service, the same procedure takes place. After any gift aid has been identified (see the Gift Aid section 11 below) the combined payment is made to the relevant organisation usually within 30 days of the monies being banked.
- 8.7 The diocesan policy is that where funeral collections are for charitable purposes they shall be removed by the funeral director. Unless a collection is all for SLL there is no need for these to be part of the weekly count. If the collection is in part for SLL then the funeral director will transfer the amount due to SLL electronically.

9. Petty Cash

- 9.1 A petty cash box is held by the Accounts Assistant and Treasurer. It is operated on an imprest account basis. It is kept locked securely in the Parish Office.
- 9.2 The cash box should hold £100 as a working business float. It is replenished from time to time as necessary by a request to the cash counters from the Accounts Assistant or Treasurer.
- 9.3 No funds can be withdrawn without the Treasurer or Accounts Assistant being present.
- 9.4 Each and every withdrawal must be balanced by a receipt signed by the recipient of the cash which are kept in the cash box. At all times the mandated value (eg £100) held is therefore made up of cash and receipts.
- 9.5 The maximum withdrawal amount is £30. Beyond that payment will be made by electronic transfer or by cheque.
- 9.6 The Accounts Assistant keeps the petty cash record which is the basis of the external examiner/ auditor review at the year-end as the annual accounts are completed.
- 9.7 The Treasurer makes periodic spot checks on the cash box.
- 9.8 The Cash box is not for use as float for events (see 7.2 re Floats above).

10. VAT

- 10.1 The PCC is not registered for VAT in the conventional business sense. However being a listed building the church is able to recover VAT under the Listed Place of Worship Grant scheme (LPOW). Run by the Department of Culture, Media and Sport the grant scheme administration is outsourced to a regional organisation to process the detailed claims.
- 10.2 VAT can only be reclaimed on work within or on the church building (not for example external railings, paths and walkways) in accordance with the rules set in the grant scheme. Claims can be submitted on an ad hoc basis but within one year of the date of invoice for the claim to be successful. Claims are limited to £25,000 p.a. with effect from 1st April 2025
- 10.3 For all major projects the Treasurer keeps a spreadsheet record of income and expenditure including any VAT that should be or has been claimed. These are used in informing the Fabric Committee / Lottery bid team in their meetings held at regular intervals through the year.
- 10.4 VAT payments are made to the PCC main bank account with CAF. The Treasurer then ensures any transfers needed are dealt with appropriately.
- 10.5 VAT on projects being funded (all or in part) by the Conservation Trust (CTSLL) or other grant awarding bodies and where it has been agreed will be repaid to them once received from LPOW. VAT refunds repayable for the trust will be Accounted for as Agency transactions and will not be brought into the PCC Statement of Financial Activities.

11. Gift Aid

- 11.1 Members of the congregation are encouraged to give regularly by standing order into the PCC CAF bank account or the Parish Giving Scheme.
- 11.2 The Parish Giving Scheme is an automated service and provides a reduction in workload for the Gift Aid Secretary. The gift aid element is processed more quickly than our own claims and so helps with cash flow. For those choosing the Parish Giving Scheme they complete a gift aid declaration as part of their enrolment process. The scheme pays the total amount donated through it each month on or around the 15th of each month and then the Gift Aid related to that amount by the month end. Payment goes into the PCC CAF bank account.
- 11.3 For those who prefer to pay direct into the church bank account the Gift Aid Secretary asks regular givers to complete a Gift Aid declaration. This covers all future giving.
- 11.4 Each month the Gift Aid Secretary checks the bank reconciliation report (sent by the Treasurer) and looks for any other donations which might qualify for Gift Aid and be claimed.
- 11.5 The Gift Aid secretary will prepare thank you letters to all regular givers at the end of the tax year (April 5th) stating how much has been given and how much extra was received through gift aid, and thanking them for their generosity.

12. Payroll, HMRC and Pensions (NEST)

- 12.1 Employees are paid monthly on or around the 25th of each month by the Treasurer.
- 12.2 The payroll is operated using a cloud-based payroll software provided by Payroo. There is monthly charge of £3 (plus VAT) per employee where six or more employees have been active in any one tax year.
- 12.3 Payslips are provided electronically to each member of staff. After the end of the tax year (5th April) it is a legal requirement that all employees that have been on the payroll in the tax year must be provided with a P60 by 31st May.
- 12.4 Real Time Information (RTI) returns must be submitted to HM Revenue and Customs (HMRC) as part of the monthly payroll processing. PAYE and national insurance contributions are paid electronically each month and on or on the last working day before the 22nd of the following month. Penalties may apply where an RTI submission is late and when PAYE/NIC payments are late. Our finance target date is the 10th each month.

- 12.5 The PCC operates a defined contribution workplace scheme administered by National Employment Saving Trust (NEST). As part of the payroll process a submission must be to NEST each month. After confirming payment can be made to NEST the amount due is paid by direct debit no later than the 12th of the following month.
- 12.6 Documentation from the payroll process is stored as evidence of payroll completion for the annual audit process.

13. Budgeting

- 13.1 The year end is 31st December each year. Budgets run from Jan 1st to Dec 31st.
- 13.2 A consolidated Budget is prepared by the Treasurer in conjunction with the Finance Committee along with a cash flow summary and is reviewed first by the Rector and Churchwardens and then passed to the PCC for discussion and agreement in their PCC meeting held in November of each year. The final budget and cash flow forecast are confirmed in the PCC January meeting.
- 13.3 The zero-budget principle is applied each year (i.e. starts at zero each year) and there is no movement of unused budgeted amounts to the next year unless the funds are specifically in an agreed restricted fund.
- 13.4 If the PCC deems it needs nominated budget holders these individuals are responsible for submitting budget proposals for the coming year to the Treasurer to complete the PCC budget proforma month by month by August 1st of each year. Nominated budget holders are responsible for managing their income and expenditure against their budget target and the cash flow profile monthly / quarterly in discussion with the Treasurer.
- 13.5 Where no nominated budget holder is in place the Treasurer will set the amounts for each cost code on income and expenditure based on previous year(s) performance and taking into account any new information or activities being taken in the year ahead.
- 13.6 The Treasurer provides an updated 6 week cash flow forecast for the PCC meetings held throughout the year. This includes a summary review of the year-to-date key restricted funds status. E.g. PCC Reserves, Stephen House, RDF, Fabric grants etc

14 Budget Management

- 14.1 Orders for all goods and services must use the Parish Office address in all cases.
- 14.2 For any purchase over the delegated budgetary authority/available funds must be submitted in writing to the Treasurer for approval at least 7 days in advance of placing an order.

- 14.3 Churchwardens, PCC Committee Chairs and budget holders are responsible for monitoring budget lines within their areas of interest monthly/quarterly to ensure that if income is lower than expected target) then spending is reduced to compensate for this.
- 14.4 Expenditure budgets are a limit to the amount that may be spent “if needed” and timing of these expenses should fit in line with the proposed month-by-month cash flow.
- 14.5 Limits of delegated budgetary authority on any one item/order are as follows:
- Director of Music - £250
 - Churchwardens - £100
 - In an urgent case the Churchwardens may jointly authorise expenditure on items exceeding budget holders authority up to a limit of £500.
- 14.6 Budget holders are not allowed to transfer costs between expenditure headings.
- 14.7 Any income received by a budget holder must be passed to the Treasurer with an indication if the funds are general or restricted. All bills and invoices should be passed immediately to the Treasurer or Accounts Assistant for processing, being signed and dated as evidence of approval. Unless the reason for the purchase is self-evident a note should be provided with the documentation.
- 14.8 The Accounts Assistant will provide financial statements quarterly to assist nominated budget holders but each budget holder is responsible for keeping their own record and ensuring that they do not exceed their authority.
- 14.9 The PCC and other budget holders should be aware of designated and restricted funds for particular purposes. Determining which funds should be used is a matter for the Treasurer.
- 14.10 Projects for Major Works, Quinquennial works, NLHF works etc are monitored monthly. Such works usually cannot proceed without DAC faculty permission signed off and the funds (including covering VAT) to be in place to complete the works and with an agreed cash flow plan. This may include grant commitments from one or more external sources and/or support from the Conservation Trust (CTSLL).
- 14.11 For each of the above the Treasurer monitors and updates Individual project worksheets to track income and expenditure including VAT claims.
- 14.12 The Treasurer may in difficult financial periods need to request the PCC to impose more stringent limits on spending in order to manage cash flow. This may include a moratorium on all financial commitments and expenditure in extreme cases. The Treasurer will try to give as much notice as possible of such situations in the cash flow forecasts.

- 14.13 At the year end the target is to have at least £30,000 in cash at bank and/or any general cash reserve to meet the monthly and annual planned preventative maintenance costs that occur in Q1 when external income sources are at their lowest.
- 15 Covenant commitment, other Charitable Giving and support
- 15.1 The PCC recognises that the Covenant/Parish Offer payments to the Diocese represent the church's contribution to the cost of ministry of the churches within the diocese. The PCC is committed to pay the annually agreed amount in full. The agreed amount is set month by month to follow the income profile found in the budget.
- 15.2 The PCC policy is that an amount equivalent to 10% of planned giving in any year (Stewardship through PGS/Parish Share) should be given to external charities as charitable giving, subject to the well being of the PCC's own financial position.
- 15.3 The PCC policy is that it should encourage the congregation to increase its giving to the extent it covers at least the cost of the Covenant/Parish Share commitment, support the achievement of the 10% target for charitable works and to cover the expenses of church life, clergy expenses and services costs.
- 15.4 The 10% target is achieved from several income sources - funds identified for the SLL Charities for that year, The Rectors Discretionary Fund (RDF) and any other SLL led charitable collections held by the church (eg Train a Priest etc).
- 15.5 SLL named charities receive income from 2 church sources - net income from Sunday tea and coffee and 5% of sales income from Fairly Traded items. The total has been split as 40% to local charity causes/work, 30% to a national charity and 30% to an international charity. Payments to the charities concerned are made by the Treasurer.
- 15.6 Rectors Discretionary Fund (RDF) These funds are restricted. This is an externally funded way to support the most vulnerable and disadvantaged in the community. It is funded by a small group of anonymous donors working with the Rector. The PCC has no responsibility for this work or control of the funds involved.
- 15.7 Stephen House - redevelopment of the Parish Office and Mission space.
- i. Funds in hand for Stephen House are restricted. Separate bank accounts are in place to house funds away from PCC projects & day to day income and expenditure.
 - ii. Now renovations are complete and the building has reopened the aim is for the rent from the top floor flat plus any new standing orders for SH will pay for the expenses of running the building. Any excess at the year end will be transferred to the SH Mission Fund

- iii. The staff costs and support of the vulnerable people helped in the mission space are to be met by income raised externally to support the project and for which there is no commitment on PCC funds.

16 Reserves Policy

- 16.1 The PCC policy is that it will build up and maintain its unrestricted reserves at the level of 3 months' worth of unrestricted expenditure. The target in line with this policy is £85,000.
- 16.2 In addition, restricted funding not spent in the previous year will be carried forward as restricted reserves. The PCC does not invest separately for each restricted fund.
- 16.3 Designated funds will only be held separately for short periods of time and will be transferred to unrestricted or restricted funds at the year end.

17 Investment Policy

- 17.1 The PCC ethical investment policy is based on the church of England's ethical investment advisory group's recommendations. In particular:
 - 1. it will not invest in funds deriving substantial income from
 - i. The arms trade (>10% of turnover)
 - ii. Tobacco, gambling, alcoholic drinks, high interest rate lending or human embryonic cloning (> 25% of turnover)
 - iii. Pornography (>3% of turnover)
 - 2. It will seek to invest in funds based on their:
 - i. Responsible employment practices
 - ii. Best corporate governance practice
 - iii. Conscientiousness with regard to human right
 - iv. Sustainable environmental practice
 - v. Sensitivity towards communities in which the business operates (eg Fairly Traded)
- 17.2 The Treasurer in conjunction with the Finance Committee is responsible for reviewing the current investments as necessary and making proposals to the PCC. Note that in recent years and at this time the PCC has no free reserves to make such investments.

18 Accounting Policies

- 18.1 The PCC is a public benefit entity within the Financial Reporting Standard (FRS) 102. The financial statements will be prepared on an accrual accounts basis in accordance with the Charities Act 2011, the Church Accounting Regulations 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP - FRS 102). From 2018 they have only reflected the activities of Ludlow St Laurence. The financial statements will include all transactions, assets and liabilities for which the PCC is responsible in law.

- 18.2 Items of expenditure will be recorded as liabilities (against suppliers) when invoices are received. In particular:
- i. Grants and donations are accounted for when paid, or when awarded if the award creates a binding or constructive obligation on the PCC
 - ii. The Diocese Covenant and other fees are accounted for when due
 - iii. All other expenditure is accounted for when it is incurred and is accounted for gross.
- 18.3 Significant items of income will be recorded as deferred income (against accruals and deferred income) when invoices are submitted for services delivered or when contracts are signed (eg for major grants etc). to the value of £2,500 or more. Income below this level will be recorded as payment is received. In particular:
- i. Planned giving, collections, donations, interest, dividends and VAT refunds accounted for when received.
 - ii. Gift Aid is accounted for when claimed
 - iii. Grants and Legacies are accounted for when due.
- 18.4 Fixed Assets do not include consecrated or benefice property, in accordance with the provisions of 10(2)(a) of the Charities Act 2011.
- i. Moveable church furnishing held by the incumbent and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church inventory. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.
 - ii. Capital expenditure is depreciated on a straight line basis over 4 years (3 years for IT equipment). Individual items of equipment with a purchase price of £2,000 are written off when acquired.
 - iii. Assets acquired under operating leases are recognised as an expense on a straight-line basis over the period of the lease.
 - iv. New asset items are added to the fixed asset record by the Accounts Assistant.
 - v. Any fixed asset valuation changes are reported to the PCC for information by the Treasurer.

19 Stock control and use of space.

- 19.1 Bar stock – the maximum permitted holding of bar stock is 48 hours worth of expected turnover (normally not more than 6 cases of wine and 6 cases of beer/ soft drinks). The Treasurer and Custodian are responsible for the control and security of the bar stock when on site. The office administrator is responsible for ordering bar stock, glasses and their delivery and return to the supplier as requested by the appointed event organiser. The Treasurer undertakes unannounced checks on bar stock on a regular basis.
- 19.2 With the 3rd party arrangements for the “not for profit” shop and coffee shop the PCC is not responsible for the stock held relating to these businesses during these arrangements.
- 19.3 As space and storage in particular remains at a premium any items stored on site relating to the 3rd party activities are only permitted through the explicit agreement with The Rector, The Churchwardens or the Treasurer.

Appendix I Money Counting and Banking Procedure

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Money Counting and Banking Procedures

Church of England accounting regulations require that money counting must be undertaken by at least two people. In this Procedure the terms money and cash are interchangeable and to be taken to include cheques.

The vestry safe and the vestry door must be kept locked at all times whilst counting is in progress.

The counters who are separately authorised by the PCC usually meet on Monday morning. If it is necessary to change the day or time the treasurer should be advised as soon as possible.

The process begins when all the money is collected from the alms boxes and votive stands or removed from the safe. On the rare occasions when the church shop has been closed there may be money for tower visits, children's quizzes etc to be collected from the welcomers' desk. All other money should already be in the safe. A set of electronic money scales are kept in the vestry to help ensure the accuracy of the count.

Tower gift aid forms should be collected from the church shop and the gift-aid sum recorded on the banking sheet.

The steps for counting the money are as detailed below. They do not necessarily have to be dealt with in this order. However, it is recommended that the alms are counted first so that pledge envelopes, gift-aided electronic donations, donations via the shop etc can be extracted and recorded separately. Each batch of cash should be entered separately on the cash item tabulation sheet.

1. Count and record alms donations. Record on each gift-aid envelope the amount contained therein for the gift aid secretary;
2. Count and record the votive candle donations;
3. Count and record tower visits and children's quizzes from the welcome desk. Separately note the total value of any gift-aided tower visits;

4. Count and record tea and coffee donations (usually following the main Sunday morning service);
5. Verify, count and record individual collections from other services held during the week. Particular attention must be paid to funeral collections, which are usually on behalf of third parties. The value of any gift-aided donations should be noted separately and the amount recorded on the envelope indicating the service. The name of the deceased should be recorded on the banking sheet. A copy of the funeral order of service should be attached to the banking sheet with a note of the amount collected;
6. Verify, count and record any extra receipts from weddings, baptisms, flowers, concerts, bar takings etc. Again a copy of any special order of service should be attached to the banking sheet and gift-aided donations highlighted separately;
7. Empty, count and record money from pledge envelopes. [This is best left until last as pledge envelopes may be in with other money].

When all monies are confirmed the tabulation sheet should be balanced and the money prepared for banking. A separate entry should then be made deducting any cash required by the PCC treasurer, petty cash etc;

The final banking sheet is prepared from this information and endorsed by the counters. The money must be taken to Lloyds Bank by at least two counters (Financial Procedures Version 9.4 October 2017). Lloyds Bank deposit bags should be used (as many as are necessary) for deferred checking and handed to a member of the bank staff. Record the amount in each bag on the bag counterfoil for the treasurer. If banking is not possible on the day of the count (bank holiday Monday etc) the money should be left in the safe ready to be banked as soon as possible thereafter, following the instructions earlier in this paragraph.

In the unlikely event of an attempted robbery make no effort to repel the assailant and if necessary, release the money.

The banking sheet, service collection sheets and alms collection sheets must be photocopied and, with the tower visit forms and gift-aid and pledge envelopes should be put in an envelope, dated and addressed to the gift aid secretary and left in the Parish Office.

The original service slips, tabulation sheet and record sheets should be put in an envelope addressed to the treasurer, dated and left at the Parish Office. This envelope should also include the detached bag counterfoils.