

ST IVES PARISH PLAN - TO DELIVER DIOCESAN PASTORAL PLAN (2004)

No.	Diocesan Policy	Action Points	Parish Outcomes	Lead Responsibility	Review
14	<p>FINANCE <i>"It is diocesan policy that there be full openness and transparency about finances at every level (parish, diocese, etc).</i></p> <p><i>Canon Law requires every parish to have a Finance Committee"</i></p>	<ul style="list-style-type: none"> Every Parish to have a Finance Committee (Canon Law) 	Finance and Building Committee in place (Membership: Parish Priest, lay Chairman, Parish Accountant and lay representatives)	Parish Priest	As required
		<ul style="list-style-type: none"> Requirements of the Charities Act 1993 to be complied with 	Management procedures geared to compliance	Diocesan Finance Office	As required
		<ul style="list-style-type: none"> Management of Parish Accounts 	Annual Accounts Financial Return prepared and presented to Finance and Building Committee, included with parish magazine and presented twice yearly at parish open meetings	Parish Treasurer in consultation with Parish Priest	As required
			Weekly income from collections and information on expenditure included in weekly news sheet.	Parish Secretary	As required
			General financial position discussed at quarterly Finance and Building Committee meetings.	Chairman Parish Finance and Building Committee	As required
		<ul style="list-style-type: none"> Independent Audit 	Diocesan auditors	Diocesan Finance Officer	As required
		<ul style="list-style-type: none"> Financial Records 	Retained for 6 years	Parish Priest	As required
			Computer-based data backed up	Parish Priest	As required
			Copy of Annual Return issued to Diocese	Parish Priest	As required
<ul style="list-style-type: none"> Gift Aid and Standing Orders 	Gift Aid Co-ordinator appointed in 2007	Gift Aid Co-ordinator	As required		

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			Benefits of Standing Orders for weekly donations presented to congregations from time to time	Gift Aid Co-ordinator	As required
		<ul style="list-style-type: none"> <li data-bbox="591 292 1048 323">• Parish Fundraising 	Second collections taken to meet mandatory national and diocesan collections	Parish Priest	As required
			Fundraising for specific events or projects undertaken by relevant Parish Group in consultation/with agreement of Parish Priest	Parish Priest	As required
		<ul style="list-style-type: none"> <li data-bbox="591 536 1048 600">• Financial obligations in respect of church buildings 	Annual insurances, compliance with statute law, eg DDA and CDM Regs (2007)	Parish Priest	As required