Income

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No/NA** | **Comments** |
| Is all income kept securely until it can be counted and banked? |  |  |
| Is cash income counted and checked by at least two individuals, and signed for? |  |  |
| Is all income banked promptly and in full? |  |  |
| Is the Vestry Register kept up to date and checked against the accounting records? |  |  |
| Are records kept that can prove the validity of all Gift Aid claims (eg bank statements, declarations, envelopes)? |  |  |
| Is the tax on Gift Aid donations reclaimed regularly (eg quarterly or half-yearly) to improve cash flow? |  |  |
| If gifts are given for a specific purpose, are they recorded in a restricted fund and only used for that purpose – including any Gift Aid tax recovered? |  |  |

Payments

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No/NA** | **Comments** |
| Are all cheques signed by at least two signatories? |  |  |
| Are blank cheques never signed? |  |  |
| Are payments made by online banking processed by two persons preferably signatories? Eg, does the bookkeeper enter the payments onto the church’s online bank in readiness for a signatory to check and make the payments? |  |  |
| Are large payments or payments above a set threshold agreed upon by the entire PCC? |  |  |
| Do all church groups keep accurate records of income and expenditure, including bills and receipts? |  |  |
| Are all expense claims authorised for payment? |  |  |
| Are all regular payments to individuals subject to PAYE? |  |  |
| Are there written records of the terms and conditions of employment or service? |  |  |
| Are competitive quotations from reputable suppliers obtained for all regular expenditures (eg printing, phones, maintenance) at least every three years? |  |  |

Assets

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No/NA** | **Comments** |
| Is the Inventory (the list of parish property and equipment) physically checked and updated every year? |  |  |
| Is there a list of all key holders, particularly for the main church doors, vestry and safe?  Are the keys signed for?  Are the main locks ever changed? |  |  |