

## St. Swithun's Bathford

### Finance report for PCC meeting 8th July 2020

#### 1. Introduction

This report sets out a summary of what has happened in the first 6 months of 2020. The key issue is the lockdown and suspension of services for the three months of April May and June.

#### 2. Receipts and payments for the six months ended 30th June 2020.

The table below sets out ,in summary,what has happened in the six months.(the numbers in the right hand columns are 50% of the annual budget)

RECEIPTS	£	£		£	£
Giving	35,555		Note a-c	35,250	
Gift Aid	9,685			8,775	
Fees etc	662			4,150	
		45,902			49,525
Legacy		5,000	Note d		0
		50,902			49,525

PAYMENTS	£	£			
Parish Share	30,081				30,125
Mission Giving	2,854				4,400
Salaries	6,488		Note e		7,500
Utilities	2,276				2,500
Other running	3,178				4,600
Maintenance	3,009		Note f		1,325
		47,887			50,450

The following are worthy of note:

- a) Giving by standing order has held up well and there have been no cancellations due to lockdown.
- b) Cash receipts have dried up completely
- c) A couple of stewardship envelope givers have transferred to standing order otherwise they have been coming in in dribs and drabs. I hope once services resume there will be a backlog catch up.
- d) The legacy was previously reported, being from the estate of Dawn Hoyle
- e) Salaries have been reduced by income from the Government Job Retention Scheme being 80% of Zoe's costs from 1<sup>st</sup> April as she has been furloughed
- f) Maintenance includes the cost of the new photocopier

Whilst overall we have been able to manage our way through the extended lockdown period so far resulting in a surplus of approximately £3000 this has been helped by the legacy funds. Without those we would show a deficit of £1985 but this includes the purchase of the new photocopier ! So overall just about holding our own.

**The PCC are invited to note the income and expenditure accounts for the half year ended 30<sup>th</sup> June 2020.**

3. Debit Card and Bank Mandate

There have been a number of occasions recently when purchases ,especially online, have required the use of a card to secure payment and delivery of goods. At the moment this requires the individual who is initiating the purchase to use their personal credit/debit card and seek reimbursement from the PCC. Whilst this usually takes place in good time so that individuals are not 'out of pocket' none the less it is potentially an imposition which could be avoided.

It is therefore proposed that the PCC should seek to set up a debit card arrangement with the bank and establish appropriate safeguards to ensure that inappropriate use is minimised.

We can have up to 4 cards issued. My recommendation is that we only have two . One held by Zoe and the other by me. The existing expenditure approval levels remain in force.

Additionally we require an update to the existing bank mandate. It is proposed that the following 'post holders' be on the bank mandate:

The incumbent –Sally Buddle  
The churchwardens -Mark Dixon and Liz Townsend  
The treasurer -Michael Gilbert  
The assistant treasurer -Denis Cowood  
The administrator -Zoe Hill

**The PCC are invited to approve the debit card application and also to amend the mandate as outlined.**

**Michael Gilbert  
Treasurer  
4 July 2020**