

Winchester Deanery Finance Committee - Constitution

A. General:

1. The Finance Committee (DFC) is a committee of the Deanery Synod, reporting to it and acting in accordance with any directions from it.
2. The DFC acts as a link in financial affairs between Deanery and Diocese and between the Deanery and benefices/parishes.
3. The Chair of the DFC will be ex-officio a member of the Deanery Standing Committee.

B. Functions:

1. Parish Share determination:

- a) The DFC will be responsible for collecting from the parishes their membership and affluence ratings, discussing any questions and forwarding the ratings to the diocesan office.
- b) When the diocesan office notifies the Shares for the parishes, the DFC will review the figures and communicate to the parishes the procedure to be followed, including discussing with the parishes any proposed variations from the figures supplied. If any parish wishes to apply for consideration under special circumstances, the DFC will discuss the case and provide comment.
- c) The Deanery is expected to meet the total Share notified by the diocesan office; the DFC will use its best endeavours to achieve that and will decide on whether to include a contingency on top of the total of the Shares agreed with the parishes.
- d) The DFC will arrange for meetings with the parishes as thought necessary and will keep the members of the Deanery Synod informed of the Shares agreed with the parishes and for the Deanery in total.
- e) The DFC will be involved annually in any modifications to the ratings for the parishes and in any modifications to the operation of the system introduced by the diocesan office.
- f) The DFC will be involved in any other procedures that may be required by the diocese.

2. Parish Share monitoring:

- a) Parish payments against their committed Share, as shown in the monthly tables issued by the diocesan office, are to be monitored by the DFC on a quarterly basis and where there are shortfalls equivalent to more than one month the parishes are to be contacted for an explanation and to provide a forecast for the balance of the year and an account of any steps to be taken to meet the commitment for the year.
- b) Forecasts of payments for the whole year are to be obtained from all parishes after 6 months and when requested by the diocesan office. Expected shortfalls are to be investigated by the DFC with a view to achieving the deanery commitment for the year.
- c) The DFC will encourage parishes to pay their Share by monthly instalments, preferably by direct debit.

3. Parish accounts:

- a) To review annually the annual report and accounts of each parish, and the returns to the CofE national database, making comments and asking questions with a view to ensuring compliance with the current Charities Act and the Church Accounting Regulations and identifying cases where assistance appears to be required.
- b) To assist if possible with the appointment of Independent Examiners.
- c) To assemble annually statistical information for all parishes in the deanery, for communication to Parish Treasurers and incumbents.
- d) To encourage and assist in the production of annual budgets by the parishes, as part of their Mission Action Planning.
- e) To assist where possible in the use of computer software for accounting.

4. Giving:

- a) To be aware of Stewardship-type initiatives by parishes and to encourage the regular review of giving and the dissemination of information on the subject.
- b) To encourage take-up of the Parish Giving Scheme and the reclaiming of tax on other giving and sundry collections.

5. Parish Treasurers:

- a) To maintain contact with the Parish Treasurers, principally through emails.
- b) To convene meetings of Parish Treasurers, and other parish officers, to discuss Parish Share and other subjects, as appears desirable.
- c) To make Treasurers aware of the assistance available for training, legacies, etc.

6. Deanery Accounts:

- a) With the Deanery Treasurer, to produce annually a budget for the year ahead, for approval by the Deanery Synod at its last meeting in the year, to cover expenditure and the total of subscriptions required and the recommended level of reserves.
- b) To recommend the basis of subscriptions by parishes, for approval by the Synod.
- c) To monitor expenditure and income during the year, for which the Deanery Treasurer is to produce interim accounts after 6 months.
- d) To consider the annual accounts produced by the Deanery Treasurer for presentation to the first meeting of the Synod in the year for approval.

7. Communications:

- a) The DFC is to produce a report on the matters covered by its functions for each meeting of the Deanery Synod.
- b) The DFC is to ensure dissemination of relevant communications from the diocesan office, in particular regarding the diocesan budget.

C. Organisation:

1. Membership of the DFC:

- a) Elected by the Deanery Synod for 3 years: Chair, Deanery Treasurer, and up to 6 other members, from members of the Deanery Synod, with at least one elected

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member of the House of Clergy and one elected member of the House of Laity. In the event of more candidates than vacancies, voting will be by ballot conducted at the Synod meeting.

- b) Ex-officio: The Area Dean, the Assistant Area Dean, the Lay Chair
- c) Coopted: members may be coopted by the DFC;
coopted members need not be members of the Deanery Synod.

2. Secretary:

- a) The DFC shall appoint a Secretary to take minutes, issue the agenda for meetings, maintain a database of Parish Treasurers, etc..
- b) The Secretary need not be a member of the Synod and may receive remuneration, as decided by the DFC.

3. Meetings:

- a) The DFC will meet before every normal meeting of the Synod.
- b) Meetings may be convened at other times by the Chair or by the other members of the DFC.
- c) Representatives of benefices or parishes may be invited to attend meetings.
- d) In the event of voting among the members of the DFC, the Chair will have a casting vote.
- e) The quorum will be one-third of the total membership of the Committee.

4. General:

- a) The DFC will decide on what matters are to be dealt with by the Chair or other members rather than by the whole Committee.
- b) The Chair will attend meetings of the Deanery Finance Committee Chairs and of the Northern Area Team or other diocesan meetings which he is invited to attend and may appoint another member of the DFC in his/her place if he/she is unavailable and substitution is permitted.

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