



# Handling money in CCT Churches

## A guide to paying cash or cheques in

1. COLLECT CASH, CHEQUES and GIFT AID ENVELOPES from church events and wall safes

2. COMPLETE INCOME FORM so we can correctly identify the different types of income at each church

3. PAY CASH and CHEQUES INTO BANK (RBS, NatWest, Barclays or Post Office) using the supplied paying in books

4. SEND INCOME FORM AND GIFT AID ENVELOPES TO FINANCE TEAM – via post or email

Your assistance in collecting, counting and paying in income raised at CCT churches is greatly appreciated.

Please keep your own personal safety in mind at all times and remember that CCT staff are there to help you.

If you have any questions, need a new paying in book or income forms please contact the Finance Team via [finance@thecct.org.uk](mailto:finance@thecct.org.uk) or on 020 7841 0424.



## 1 Collect cash, cheques and gift aid envelopes from church events and wall safes

Ideally donation boxes and wall safes should be emptied and the money banked at least once a month or as soon as £100 is held.

When a donation box or wall safe is emptied, the contents should be counted and banked as soon as possible thereafter. If a church safe is provided, the wall safe should be emptied daily, with the money placed in the safe.

## 2 Complete the Income form (in: Sharepoint and attached below)

Please make sure you write the corresponding bank paying in slip number and your name at the top of the form.

Please select the correct bank you are paying into.

Note the date paid in, the name and location of the church the income relates to (e.g. St Andrew's, Buckland).

Use a separate row for each cheque with the amount under the appropriate income stream heading.

List the cash under the appropriate income stream heading (usually this will be wall safe or service collection).

If you complete the form in EXCEL it will automatically calculate the totals for you.

If there is not a suitable heading for the income type, please include details in the description column.

Email the completed form to [finance@thecct.org.uk](mailto:finance@thecct.org.uk) or post if you do not have access to email. See below for gift aid envelopes.

### Direct payments to our Bank Account

If a donor wants to pay money directly into our bank account.

Account Name: Churches Conservation Trust

Account no: 04832981

Sort code: 18-00-02

Reference: Please include the three digit church code or the name of the church and area or project code

You should send an email to [finance@thecct.org.uk](mailto:finance@thecct.org.uk) clearly stating:

- the amount paid in
- the name of the church and area (ideally the three digit church code)
- the date paid in and
- breakdown of types of income banked

**3 Pay cash and cheques into the bank**

Money collected can be paid in to the bank, or sent to the Northampton office. Cash should not be sent by post.

Money can be paid into branches of NatWest, Royal Bank of Scotland, Barclays or Post Office. Paying in books should be requested from the finance team.

Please write the name of the church in capitals in the “reference” space of the paying in slip. If there are multiple churches, please write the area covered.

Keep a separate record of dates and amounts banked just in case there are any queries.

Old counterfoils should be kept for five years and can be sent to finance for safe keeping.

<b>Paying in book/ cash card:</b>	Coutts paying in book (no card)	Barclays paying in book or cash card	Cash Card
<b>Pay money in at:</b>	NatWest, Royal Bank of Scotland	Barclays	Post Office

**4 Send Income form and Gift Aid envelopes to Finance**

Gift Aid is a valuable source of income for the CCT. We can claim an additional 25% on top of the donation received, an extra 25p for every £1 donated.

Open any gift aid envelopes; write the amount taken from them on the top right of the envelope, church code and paying-slip number( this is essential ).Attach the envelopes to the Income form, recording the total number of envelopes per church.

Send gift aid envelopes attached with the income form to:

Finance Department  
Churches Conservation Trust  
Unit 14 - c/o Vulcan Works  
34-38 Guildhall Road  
Northampton  
NN1 1EW





