

(See below the rules governing our use of Strategy Funds)

5.9 Appendix 9: Strategy Funds

Purpose of Presbytery Strategy and Funds

- 5.9.1 Presbyteries are expected to plan for future ministry and use of resources within the Presbytery area or jointly with neighbouring Presbyteries and review them annually.
- 5.9.2 Resources can mean buildings, investments, cash and people. As charitable organisations Presbyteries have a duty to use the resources at their disposal to best effect and to encourage the churches within the Presbytery to do likewise.
- 5.9.3 The Presbytery Strategy should give a picture of what a Presbytery is aiming to achieve within a given timeframe and the resources required to achieve it.
- 5.9.4 The Presbytery Strategy Fund is money set aside (currently 50%) out of sale proceeds of redundant buildings in order to support the work outlined in the Strategy. Presbyteries may have other, additional funds available to fund their Strategy.
- 5.9.5 **Review and Approval of Strategies**
- 5.9.6 Presbyteries will monitor progress against their Strategy on an annual basis, submitting updated Strategies every five years and revised strategies annually.
- 5.9.7 This will include:
- 5.9.7.1 Expenditure which will enable a local church to be involved in new work, or to develop existing work that would not be possible otherwise:
- 5.9.7.2 Construction of a new building or extension including new fixtures and fittings
- 5.9.7.3 Structural adaptation of an existing building
- 5.9.7.4 Fixtures and fittings in existing buildings
- 5.9.7.5 Re-roofing
- 5.9.7.6 Expenditure on adaptations or work required in order to comply with future changes in statutory obligations e.g. Disability Discrimination Act,
- 5.9.7.7 Equipment to facilitate mission work, e.g. audio-visual equipment
- 5.9.7.8 Appointment of persons for a fixed term to carry out mission work, work with young people or social work
- 5.9.8 Strategy Funds may not be used for:
- 5.9.8.1 Purchase of or expenditure on Manses.
- 5.9.8.2 General maintenance work or catch-up work owing to lack of maintenance on churches and associated buildings.
- 5.9.8.3 Any work not included in the Presbytery Strategy or support for buildings not listed as Centre in the Presbytery Strategy.
- 5.9.9 Any interest earned during a year that is not used will be added to the capital value of the Fund.
- 5.9.10 Funds may be used over an extended period, e.g. one approval may be to use a total of £18,000 but over 3 years at £6,000 pa to support a mission worker.
- 5.9.11 **Reporting and Monitoring of Funds**
- 5.9.12 A statement of balance on the Strategy Fund will be provided by the Central Office to each Presbytery every twelve months, showing transactions for that period.
- 5.9.13 Where funds are to be used over an extended period, e.g. an amount that is payable in equal instalments over three years, they will be known as 'set aside' and shown separately from the general balance.

5.9.14 A summary report on Presbytery Fund balances, showing capital and interest earned, will be provided to Associations at the end of each year.

5.9.15 Procedures for Release of Monies from Funds

- 5.9.16 Expenditure must not be incurred, nor appointments made, until full approval has been given.
- 5.9.17 The level of approval required is dependent upon the size of the claim, as shown in the table below.

Amount of claim	Approval by:	
	Presbytery Resources Committee	Association Resources Committee

Up to £2,500	√	–
£2,501 +	√	√

5.9.18 Any claim that involves funding a person in a post must come before the Presbytery and Association, no matter what the value of that claim. This is in order that proper enquiries may be made with the Ministries Department to ensure that the procedures for appointment follow the stated policies and procedures of the PCW.

5.9.19 In deciding which level of authority is appropriate, a claim value will normally include VAT and will be for the totality of a project, not constituent parts.

5.9.20 For claims in respect of equipment, furniture, fittings or works on buildings, the following documentation must be produced to support the claim:

5.9.20.1 Completed application form. The form is available from the Clerk to Presbytery from the Office or the website www.ebpcw.org.uk.

5.9.20.2 Estimates to support the proposed expenditure – two estimates for expenditure of £5,000 or less; three for expenditure greater than £5,000. If the supplier to be used is not the lowest estimate, a written explanation of the reasons for accepting the particular estimate must be provided.

5.9.20.3 Where the project involves building work, copies of architects plans or drawings must be provided, together with details of the architect including professional indemnity cover.

5.9.20.4 Latest annual report of the church or body making the claim.

5.9.21 For claims in respect of funding a worker, the following documentation must be produced to support the claim:

5.9.21.1 Description of the project, including the primary aims

5.9.21.2 Job description, person specification and term of appointment for the post

5.9.21.3 A statement of who/which organisation is the employer

5.9.21.4 Details of all partners involved

5.9.21.5 Proposed funding sources and budget for the length of the project

5.9.21.6 Exit strategy at the end of the designated period for the project

5.9.22 Once approval has been given for claims, the Clerk to Presbytery or Clerk to Association (as appropriate for the level of claim made) will immediately notify the local church and Central Office. The Head of Finance will then make appropriate arrangements for the release of the money.