**Who we are:**

|  |  |  |
| --- | --- | --- |
| Karen Preece | Finance director | [karenp@cofebirmingham.com](mailto:karenp@cofebirmingham.com) |
| Sonia Hudson | Finance manager – DBF | [soniah@cofebirmingham.com](mailto:soniah@cofebirmingham.com) |
| Pat Allen | Finance officer | [patriciaa@cofebirmingham.com](mailto:patriciaa@cofebirmingham.com) |
| Sue Taylor | Finance officer | [suet@cofebirmingham.com](mailto:suet@cofebirmingham.com) |
| Lucy Pinnock | Finance manager – parishes & outsourcing | [lucyp@cofebirmingham.com](mailto:lucyp@cofebirmingham.com) |
| Charlotte Williams | Finance officer – parishes & outsourcing | [charlottewi@cofebirmingham.com](mailto:charlottewi@cofebirmingham.com) |
| Karen Handford | Parish Finance Officer & Bookkeeping Support | [karen.handford@cofebirmingham.com](mailto:karen.handford@cofebirmingham.com) |

**Payroll and salaries:**

* Pay day is the 20th of the month. Payslips and P60’s are available on the Moorepay portal <https://www.login.moorepay.co.uk/>.
* If your address or bank details change, please update this on the Moorepay portal <https://www.login.moorepay.co.uk/>.
* If you want to start pension AVC’s, contact [payroll@cofebirmingham.com](mailto:payroll@cofebirmingham.com).

**Approval of costs – for all cost centres except Clergy Housing and Property**

|  |  |
| --- | --- |
| Up to £1,000 | Approval by budget holder |
| £1,000 - £10,000 | Also approval by Karen Preece, finance director |
| £10,000 - £50,000 | Also approval by Jan Smart, diocesan secretary |
| £50,000 and above | Also approval by Steven Skakel, chair |

**Purchase orders and payment of invoices:**

* Before ordering goods or services, you must have approval from the budget holder which is done by raising a purchase order within Xledger.
* Approval of purchase orders also ensures that the cost is allocated to the correct place.
* To find out how to raise purchase orders, please contact Pat or Sue. Please note: Raising a purchase order is not the same as getting the purchase invoice paid.
* Invoices to Sue, at [accountspayable@cofebirmingham.com](mailto:accountspayable@cofebirmingham.com) to be processed in Xledger. Please encourage suppliers to send invoices directly to Sue and to quote the purchase order number.
* Payment is on last working day of the month.
* To guarantee inclusion in payment run – to Sue by 18th please. Karen and Jan both need to approve the costs before it is submitted to the bank three working days before payment.

**Payment of expense claims:**

* Submitted and approved in Xledger. Payment is on last working day of the month.
* To guarantee inclusion in payment run – approved by line manager by 18th please.
* To find out how to use Xledger for expense claims, please contact Pat or Sue.
* If your address or bank account changes, let Pat or Sue know. The payroll software is separate from Xledger.

**Payment by credit card:**

* Expenditure over £1,000 must also be approved by Jan (instead of Karen)
* Sonia, Karen and Jan all have business credit cards. Payments online can be made through a Teams call and screen sharing.

**Faster bank payments:**

* Faster bank payments through online banking need a second approval. Two of either Sonia, Jan or Karen need to be available for the payment to be made.

**When budget holders are away on leave, please plan for approvals.**

**Income:**

* When organising a conference or training course using Cognito forms, speak to us first please so we know what the income is when it arrives.
* Forward any request for sales invoices to [InvoiceRequests@cofebirmingham.com](mailto:InvoiceRequests@cofebirmingham.com) and copy Pat, [patriciaa@cofebirmingham.com](mailto:patriciaa@cofebirmingham.com).
* Please do not create your own sales invoices – there could be VAT implications.