**Terms of Reference**

**Admin and Finance Group**

The Admin and Finance Group is a sub group of the PCC comprising the Treasurer, three members of the PCC, one of whom shall be appointed Chairman and one member of the parish community. Other members may be co-opted as necessary. Others may be invited to attend meetings at the discretion of the Chairman. The normal term for membership shall be three years. Members may be re-elected to serve further terms.

**Quorum**

The quorum for each meeting will be 3 members

**Frequency of Meetings**

No less than four times per year

**Record of Meetings**

A written record will be kept for each meeting and submitted to the PCC. Reports on the Parish finances shall be provided to members at intervals during the year.

**Functions of the Group**

* Prepare an annual budget to be submitted to the PCC for approval after consultation with all PCC committees and other groups undertaking mission and ministry across the parish
* Review monthly financial reports on income and expenditure and report to PCC and members as appropriate.
* Receive reports on the financing and management of major projects by project teams and Local Church Groups and making recommendations to the PCC as necessary.
* To act as the Stewardship Group keep Parish Giving under review and recommend proposals for future campaigns.
* Routinely review all policies and propose amendments to the PCC. Periodically review implementation of the policies
* Review Admin and Finance working arrangements annually in conjunction with officers and the Vicar.
* Arrange annual appraisal of Parish Administration employees
* Oversee the implementation of GDPR
* Oversee POTR obligations as a charity in respect of governance, financial regulation and operational procedures.