

## **Parochial Church Council Christchurch**

### **Procedure for Authorising Projects**

1. Initial proposal may be generated by Property or one of the other Committees of the PCC.
2. The proposal is brought to Standing Committee for discussion and agreement in principle.
3. Further work on the proposal will then be undertaken by the relevant Committee; quotations for the project will be obtained, either by Property or the Committee in question.
4. The costed, fleshed-out proposal will then come back to Standing Committee, who may give agreement to proceed
5. The proposal is then brought to Finance Committee for discussion (to include where the money will come from, and where it sits in relation to the budget) and decision.
6. If the project in question is under £7500 inc VAT, Finance Committee has agreement of PCC to authorise this expenditure. In this event, the authorisation must be noted in the Finance Committee minutes, and subsequently included with any Faculty submission.
7. Any project costing over £7500 must be agreed by full PCC. Authorisation must be noted in the PCC minutes, and subsequently included with any Faculty submission.

This policy was agreed by the PCC at the 5/3/2020 meeting.