

## Summary of Companion Diocese Financial Guidelines

1. A donation may be made by an individual, a church or other organisation to support a project in one of our Companion Dioceses.
2. It is imperative that all funds being sent to Companion Dioceses are remitted to the DBF in first instance who will submit the funds through the proper channels and in accordance with these agreed guidelines.
3. A donation form incorporating a Gift Aid declaration (if appropriate) should be completed for each donation. Follow the link for a copy of the Donation Form <https://www.rochester.anglican.org/mission/companion-dioceses/donation-form/>
4. Completed donation forms and monies to be sent to the Diocesan Board of Finance, St Nicholas' Church, Rochester ME1 1SL.

Cheques are to be made payable to 'Rochester Diocesan Board of Finance'. The Rochester Diocesan Board of Finance account details are:

Payee: Rochester DBF  
Sort Code: 20-54-11  
Account No: 90760099

When transferring monies to Rochester DBF, the payment reference should quote the relevant Companion Diocese or St Philip's Theological College.

5. At the end of each month the DBF will send a spreadsheet and a copy of any donation forms received that month to the Rochester Companion Diocese Treasurer, showing all the monies that have been received during the month. The Treasurer will review the spreadsheet and make sure the references for the monies received have been allocated to the correct fund. If anything is unclear, the Treasurer will contact the relevant Companion Diocese Group (CDG) Chair to clarify and will amend any entries, under advice to the DBF.
6. Once reviewed, the Treasurer will send the spreadsheet and copy donation forms onto the relevant CDG Chair with details of suggested transfer(s). St Philip's transfer details will be sent to the Mpwapwa CDG Chair. With the Chair's agreement, the Treasurer will then ask the DBF to transfer the funds to the relevant Companion Diocese or St Philip's. Where possible the Treasurer will ensure that all donations to the same Companion Diocese are sent at the same time to keep transfer costs to a minimum. It may be that some small, not time critical, donations are held for a short period to facilitate this.
7. The DBF will inform the CDG Chair and the Treasurer when the monthly transfers have been made.
8. The CDG Chair will advise the relevant Companion Diocese / St Philip's of any transfers that have been made detailing whether the monies are to be used at the Companion Diocese's discretion or for a specific project.
9. The CDG Chair will request a quarterly report from the relevant Diocese on use of funds so that feedback can be provided to donors.