

# St Mary's Site Maintenance

## Financial Protocols

The Parish Operations Manager line manages the Caretaker and oversees the spending of the Maintenance Budget.

### **Budgets**

The Church Committee has set a budget of £xxxx for general repairs and maintenance. A record should be kept of all spending and an inventory maintained of any tools that are bought.

The Parish Operations Manager authorises spending on any single item within this budget up to the value of £250.00. If the budget is in danger of being overspent before the end of the churches financial year this must be referred to the Rector and Church Wardens. Purchase of items over £250 and upto £500 should be agreed with the Rector. Purchase of Items over £500 should be agreed with the Rector and Church Wardens.

In addition the following large items have been budgeted for and spending may go ahead without further authorisation if it is within the budget set for that item:

Annual maintenance of Garden Hall Floor	£
Annual Boiler servicing	£
Hire of up to 3 skips a year	£

This policy will be reviewed in August 2018.