



Oceans London

Internal Policies  
2025

# **Internal policies**

## **Banking of Sunday donations**

Each Sunday the nominated person with current enhanced disclosure certificate (already approved by the directors) oversees the collection of the donations.

A team, (AT LEAST TWO INDIVIDUALS) all with current enhanced disclosure certificates count and certify the donations listing the details in and signing a book.

If the notes total more than £250.00 they are taken by the nominated and approved person to an ATM and if possible paid into Oceans bank account. If less than £250.00 they are taken home and banked in Oceans bank account as soon as possible.

Coins are taken home and paid into Oceans bank account as soon as possible.

Cheques only are paid into the bank immediately using a banking App.

The credit/debit card slips are taken home and processed as soon as possible.

## **Signatories on Oceans Church London Bank Account**

All directors are signatories on Oceans Church London bank account

## **Gifts/Emergency Payments**

If a person is to receive a gift/donation/emergency payment in accordance with “Gifts Policy” from Oceans up to £250.00 general and £100.00 emergency this will be issued and a receipt signed and filed (Pastoral staff will make the decision). Email request sent to the office at [info@oceanslondon.co.uk](mailto:info@oceanslondon.co.uk)

If over £250.00 general or £100.00 emergency the directors have to approve and sign off.