In this issue we will cover

- ACAT Training for Treasurers
- Giving webinars
- Year-end Actions – Annual Report and Accounts
- Statutory fees – weddings and funerals
- Statistics for Mission
- Fundraising Update

ACAT Training for Treasurers

ACAT will be running three online training sessions in late January/early February under the heading “Being a Treasurer: The Basics” and covering Charity Law, Finance Processes and Bookkeeping; Budgeting, Risk and Gift Aid; and Year-End Reporting. The cost is £12 per session.

Further information and booking details can be found [here](#).

Giving webinars and training

The national Giving and Digital Teams are running a range of free webinars about giving including online giving, legacies, contactless giving, Gift Aid and running an annual review. Previous events have been very popular and provide high quality training along with practical suggestions and tips.

There are a variety of dates and times. Full information and booking details are at [here](#).
Year-end actions – Annual Report and Accounts

A list of year end actions and a flow chart are attached at the end of this newsletter to assist with the preparation of the Annual Report and Accounts.

The timetable for the production of the Annual Report and Accounts for 2021 is the same as a “normal” year. The Annual Report and Accounts will need to be produced, examined or audited and approved by the PCC at least two weeks before the APCM.

It is the PCC which approves the accounts – the APCM just receive them and those present can ask questions but there is no need for a vote.

In view of the current restrictions, it may be helpful to check now with your Examiner or Auditor about their availability and to agree a timetable with them for the production of information on both sides so that you can ensure the accounts are ready on time.

Your Independent Examiner or Auditor should have a copy of the green PCC Accountability (5th Edition) book to enable them to ensure the accounts are in the correct format, complying with both charity accounting and Church of England practice. If they do not have a copy, a free digital copy can be found here, a kindle version can be purchased here and hard copies can be bought online or from the Church House bookshop.

As soon as the PCC have agreed the accounts the Annual Finance Return should be completed via the Church of England portal and a pdf file of the Annual Report and Accounts should be uploaded.

Statutory fees – weddings and funerals

A new fees chart for 2021 is now available here on the Church of England website and should be used for services this year.

Fees due to the LDF should be remitted at the end of each quarter and the return form giving the details should be emailed to Elaine Saunders and Natalie Atkins. Any outstanding fees from 2020 should be sent in now using this return form on the Diocesan website.

An updated form for 2021 will be available before the end of March.

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Statistics for Mission

The national Research & Statistics Team collect Statistics for Mission figures from churches through the online parish returns system. They check all figures for unusual numbers and will query them where required. Normally they will send queries directly to the person who entered the figurework. These need to be completed by the end of the month.

Fundraising Update

Two new emergency funds are now open for applications:

Culture Recovery Fund for Heritage: Second Round | The National Lottery Heritage Fund

Listed Places of Worship can apply for funding towards the costs necessary to transition towards full reopening of their building to the general public, welcoming back visitors and engaging the wider community with its heritage.

Over £300m of grants are available, to cover the period April-June 2021. The closing date is 26 January 2021.

London Community Response is launching two new waves of funding on Thursday Jan 14th. There will be a crisis response programme of grants of up to £10k – with a quick turnaround to ensure that urgent needs are met. Closing date is 21 January 2021. The closing date is 15 February 2021 for the programme of larger, longer-term 'Renewal' grants (which will focus on supporting a variety of needs of people in the year ahead).

Training

Parishes thinking of fundraising for a building project may be interested in this Capital Appeals Training webinar from Stewardship. In partnership with Action Planning, the aim is to equip church leaders with effective practical solutions for a capital appeal project to help them respond to a significant fundraising challenge that is well beyond the church’s ‘normal’ levels of income.

For general Information, Advice and Guidance about fundraising, email the fundraising team at parishfundraisingsupport@london.anglican.org.
Questions

If you have any questions relating to this mailing or any parish financial matter, please contact your relevant Area Finance Adviser:

- **Mary Spredbury**  020 7932 1245  for Kensington
- **Martin Hornbuckle**  020 3837 5018  for Stepney and Two Cities
- **Bruce Rickards**  020 3837 5014  for Willesden
- **Julie Churchyard**  020 3837 5015  for Edmonton

E mail addresses are: firstname.lastname@london.anglican.org

Additional information is also available on the Diocesan website:
https://www.london.anglican.org/support/finance/
Appendix : Year End Finance Actions
(Adapted from a Data Developments newsletter)

1. Check that the previous Annual Parochial Church Meeting appointed an Independent Examiner/Auditor – if not the PCC will need to do so urgently, and have the appointment ratified at the next APCM.

2. Fix a date for the APCM (if you haven’t already done this)

3. Agree a timescale with your Examiner – fix a date for when you will have the figures ready, and agree how long they will require to complete the work.
   Note – if the Independent Examination / Audit has not been completed in time for the Annual meeting, then technically the meeting should be adjourned (when other issues have been covered) and reconvened when the Examined Accounts are available.

4. Make sure that all the relevant bank statements have been received.

5. Check that you have downloaded the latest version of your accounting software.

6. If you prepared the previous year’s accounts, (if applicable) find the notes that you made of things such as rates of depreciation on assets, update your asset register.

7. If you are preparing accruals accounts, check for prepaid items that will have to be adjusted in the accounts, and also for accrued creditors. Have you received all outstanding invoices? Have you included a provisional figure for the Examiner's fee? Have you brought in HMRC as a debtor for Gift Aid tax recovery?

8. If you have associate treasurers, agree a date with them for when they will have their records available. In churches this could be the hall committee, or the Flower Guild, or one of the many other groups that are part of the overall church.

9. Clear all payments due to third parties (i.e. Agency Funds, e.g. the LDF from weddings and funerals; Christian Aid Week collections etc.) the Charity Commission likes to see that all money collected on behalf of third parties is paid over as soon as possible.

10. Make arrangements for the Annual Report to be written; this may involve a number of people, not just the treasurer or the Vicar. As the report is written on behalf of all the trustees, the workload should be shared.

11. Arrange a date for a PCC meeting prior to the APCM (allowing for point 12 below), when it can formally approve the report and accounts. Confirmation of this approval should be shown on the balance sheet e.g. "These accounts were approved by the trustees on dd/mm/yyyy", and signed by the chairman on the trustee’s behalf.

12. Church of England rules require that accounts are displayed for at least seven days before the date of the annual meeting.
13. Arrange for accounts to be duplicated. Any member of the public is entitled to ask for a copy, although reasonable costs of duplication may be charged.

14. Once the accounts are finished file them with the Diocese (an online facility is available). The diocesan deadline is 18 June 2021. If the PCC is also registered with the Charity Commission then remember to file a copy with them too.

15. If you use accounting software please do not run any year end procedure until the accounts have been examined and approved, or your data will be locked and unchangeable!

16. If your income has exceeded £100,000 and you are not yet registered with the Charity Commission you will now need to do so.
Annual Accounts Flowchart

1. Obtain all information required for accounts
2. Treasurer & PCC prepare accounts
3. Have accounts independently examined/audited*
   - Accounts and draft Independent Examiner’s (IE) report to PCC for approval
4. IE/Auditor signs report
5. Display accounts for at least 7 days before APCM
6. PCC approves accounts. Chairman and one other PCC member sign and date account
   - Annual Report, Accounts and IE’s Report received and discussed by the APCM
7. If the PCC is also a registered charity then upload the following to the Charity Commission website at the same time as you file documents with the Diocese
   - Annual Accounts
   - Annual Report
   - IE / Auditor’s report
   - Statistics for Mission (by 31 Jan)
   - Parish Finance summary
   - Shrinking the footprint
8. Upload the following to the C of E Parish Returns portal by 18 June
   - Annual Accounts
   - Annual Report
   - IE / Auditor’s report
   - Statistics for Mission (by 31 Jan)
   - Parish Finance summary
   - Shrinking the footprint

*or audited if appropriate
**The APCM must be held by 31st May