

Money Matters Treasurers Newsletter

April 2019

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2019 Fees for Occasional Duty

From 1st January the [fees for occasional duty](#) (fees for retired clergy taking routine services) have changed to:

One Sunday service	£45
Two services on a Sunday	£51
Weekday service	£34

Travel expenses remain unchanged at (per mile):

Car (below 10,000 miles)	45p
Car (above 10,000 miles)	25p
Motorcycle	24p
Pedal cycle	20p

Minimum Wage Increase

From April 2019 the National Minimum Wage and National Living Wage have changed to:

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

All employees and contractors must be paid at least the above rates per hour. See [here](#) for more information.

Many churches choose to pay the [London Living Wage](#) which aims to calculate a fair hourly wage based on living cost. The current London Living Wage is £10.55 per hour.

Water Rates & Council Tax for *On-Common Fund* Stipendiary Clergy

As part of their remuneration On-Common Fund clergy (clergy funded through the Common Fund) receive accommodation.

The Council Tax for this accommodation is paid by the London Diocesan Fund (LDF) and any bills for Council Tax should be sent to [Elaine Saunders](#) at Diocesan House.

Water rates for this accommodation are always paid by the PCC (including during a vacancy).

Council Tax for Locally Supported Ministers (LSMs) is the responsibility of the PCC.

Self-Supporting Ministers (SSMs) are responsible for their own Council Tax, except when in a *House-for-Duty* post.

Q1 2019 Statutory Fees

The Q1 2019 Statutory Fees for Weddings and Funerals are now due. Please complete a [fee return form](#) and send it to [Natalie Atkins](#). Payment can be made via direct bank transfer with a reference of “Fees + *Parish No*” or by cheque payable to **London Diocesan Fund**. If you have had no eligible services please send an email to [Elaine Saunders](#) stating so.

Registered Charity Numbers



A reminder that if you are a charity registered with the Charity Commission then you must display your charity number on all public documents including the Annual Report and your

website. All churches with an income of over £100,000 per year must be registered. If your income exceeded £100,000 for the first time in 2018 you have until the end of October 2019 to register with the Charity Commission.

Fraudulent Transactions

A gentle reminder always to be vigilant against potential fraud. Recently a number of churches have had regular payments set up from their bank accounts without the PCC being made aware. Bank statements should be reviewed and reconciled with known transaction on at least a monthly basis. If you have any concerns, contact your bank immediately. Where fraud has occurred the bank should issue a full refund for the loss once they have completed their investigations.

Stewardship's Living Generously Blog

The latest Living Generously Blog is now available to read [here](#). Entitled *The Science of Living Generously*, it examines the physical and mental health benefits of generous living.

Data Developments Training

The latest round of [Data Developments](#) training events have been released. All training is held at Heathrow and the dates are as follows:

Finance Coordinator Startup	Monday 13 th May
Finance Coordinator Running	Tuesday 14 th May
Donations Coordinator	Wednesday 15 th May
MyGiving.Online	Thursday 16 th May (half-day course)

You can read more about the courses and register to attend [here](#).

Church Administration Consulting & Training

[John Truscott](#) is a private individual who provides professional governance consulting and training to churches. He also provides [free-to-access administration guides](#) such as the Church Policies Checklist which lists the policies all churches should have in place and which can be viewed [here](#).

Additionally, the [UK Church Administrators Network](#) (UCAN) is a membership organisation which brings together church administrators across the UK for mutual support and resource sharing. [Services provided by UCAN](#) include Distance Learning Courses, Training Days, Local Support Groups and Professional Consultancy. Membership of the network costs just £15 for Parish Administrators. Read more about joining [here](#).

Tabletop/Standalone Contactless Card Readers

Following feedback from churches wanting a contactless donations unit that can be left unattended there has been much research and effort into developing these. There are now three versions available on [Parish Buying](#).



Two of these are self-contained units – the GoodBox Core and the Payacharity – Acceptacard. The third option is to pair a SumUp with a tablet and to use the SumUp Donations app. The latter is the cheapest option but the former two have greater capabilities. You can read more about these options [here](#).



To support Christian Aid and promote their recently released GBx Core contactless donations terminal GoodBox

are offering 500 parishes the opportunity to trial the use of a GBx Core terminal for free. These terminals can be used for [Christian Aid Week](#) and for general collections towards the [Cyclone Idai emergency appeal](#). You can read about the offer and register your interest [here](#).

Finally, SumUp are currently offering the [SumUp 3G](#) at the reduced one-off price of £69 + VAT for the first handset purchased (normally £99 + VAT). The SumUp 3G contains an integrated SIM card therefore, unlike the SumUp Air, it does not need to be connected to a phone nor tablet. This offer is available until 30th April 2019; you can purchase a reader on the shop section of your online SumUp account. If you do not have a SumUp account you can register [here](#).



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