

## **Money Matters Finance Newsletter**

**December 2019**

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### **Fraudulent Direct Debit instructions**

A church has advised us of finding fraudulent direct debits set up on its bank account. This is just a reminder to check bank statements carefully and contact your bank as soon as possible if you notice anything amiss. Online direct debit instructions do not require a signature and so are relatively easy for fraudsters to set up once they have bank details. The bank will cancel the instruction and reimburse the account if it is a fraudulent transaction.

### **End of Year Accounts**

From next month you should begin to create your end of year accounts and annual report. A reminder that you can find the guidebook *PCC Accountability: The Charities Act 2011 and the PCC (5<sup>th</sup> Edition, Incorporating SORP 2015)* online [here](#). This book gives practical guidance on how to create your annual accounts (plus it provides examples).

### **New Annual Returns System**

As we announced earlier in the year, we are changing the portal through which we collect Parish Annual Return data. We are not expecting you to change who is responsible for completing the Annual Return section, but we have asked your churchwardens to select a Parish Representative to administer your Annual Return Account.

Individual log in details were issued to churchwardens at each parish on Friday 6 December and we are asking parishes to set up their accounts in the coming weeks, in order to be ready to submit parish attendance data in the New Year.

As a reminder of the deadlines for submitting data:

#### *Statistics for Mission*

- The portal is now open, and you can start entering data as and when you have, e.g., 2019 Easter Communicants, 2019 October figures, 2019 Christmas Attendance.
- The deadline for this data is 31 January 2020.

#### *Financial Statistics*

- These need to be provided as soon as possible after the Annual Parochial Church Meeting (APCM). The APCM must now be held no later than 31 May 2020 (see Rule M1(1) of the new Church Representation Rules 2020).

#### *Annual Report and Examined/Audited Accounts*

- These should be uploaded as soon as possible after being presented at the APCM.

### **New ACAT website and change to login process**

A message from ACAT



ACAT's purpose-built new website went live at the start of December. The new website – still available at [www.acat.uk.com](http://www.acat.uk.com) – is fully accessible from all mobile devices for the first time as well as on desktop and laptop computers.

**As an existing ACAT 'block' member, your membership is paid annually by the London Diocesan Fund, meaning that you won't have anything to pay individually.**

The first time that you access the new website you will need to set yourself up to be able to access the full range of ACAT member benefits:

1. Navigate to [www.acat.uk.com](http://www.acat.uk.com) and click the member 'log in' tab in the top right hand corner;
2. Use your normal 'block' username and password \*;
3. You will be advised of a single use 'block code' and asked to click on another link to enter your account information;
4. The usual membership price automatically shows but will reduce to £0.00 when the 'block code' is applied;
5. Provide the required contact details and agree to the terms and conditions of use;
6. That's it – you can now access the full range of ACAT member services.

\* If you do not have the block username and password please contact your Finance Adviser who will be able to remind you of these.

On subsequent visits you will only need to enter your personal username and password.

We hope every eligible church treasurer will log onto the new website at some point in December to start getting the most from their membership.

These benefits include full access to:

- The ACAT Handbook;
- An Introductory Guide for New Church Treasurers;
- Training courses nationwide;
- The Members' advice line;
- E-newsletters and member updates;
- The Annual Conference.

If you should experience any problems logging on, don't hesitate to get in touch with us on 01246 767787 or email [membership@acat.uk.com](mailto:membership@acat.uk.com). We greatly look forward to welcoming you to the new ACAT website – and working even more closely with you in the future.

## Parish Buying offers

Parish Buying is a Church of England buying service seeking to use the buying power of churches to obtain good prices from various providers. The latest newsletter from Parish Buying had a number of offers including an offer from Goodbox (the card reader company) information about insurance and green energy. To register with Parish Buying [click here](#)



## Recruitment of Willesden Area Finance Adviser

The recruitment process for the new Willesden Area Finance Adviser will recommence shortly. This will be a full-time role which will also include project coordination for the Finance Adviser team. Details of the role and how to apply will be available on [www.cofepathways.org](http://www.cofepathways.org). Please do share this information with anyone you believe might be interested in applying.

Wishing you a blessed Advent and very Happy Christmas

## Contact Details for the Area Finance Advisers

<b>Mary Spredbury</b>	020 7932 1245	for Kensington
<b>Martin Hornbuckle</b>	020 3837 5018	for Stepney and Two Cities
<b>Julie Churchyard</b>	020 3837 5015	for Edmonton

For urgent queries from parishes in Willesden please email [joshua.townson@london.anglican.org](mailto:joshua.townson@london.anglican.org) and someone will respond as soon as is possible.

email: [firstname.lastname@london.anglican.org](mailto:firstname.lastname@london.anglican.org)