

## The Church Financial Year 2024 – Guidance for PCCs

January	February	March	April
<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare 31 December accounts</li> <li><input type="checkbox"/> Plan Trustees Annual Report with other PCC members</li> <li><input type="checkbox"/> Set up the process to give Common Fund contributions (if not giving by direct debit)</li> <li><input type="checkbox"/> Complete Parish Returns – Statistics for Mission by 31 January</li> <li><input type="checkbox"/> Complete final quarter 2023 Diocesan Fees Return (or email <a href="mailto:parochial.fees@london.anglican.org">parochial.fees@london.anglican.org</a> to report no fees are due)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finish accounts and annual report</li> <li><input type="checkbox"/> Arrange for draft annual report and accounts to be independently examined/audited</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Present final accounts to PCC for approval</li> <li><input type="checkbox"/> If running a payroll – run year end and send-out employee P60s</li> <li><input type="checkbox"/> Claim gift aid from HMRC</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Present final accounts to PCC for approval (if not in March)</li> <li><input type="checkbox"/> Prepare 1st quarter management accounts and present to PCC</li> <li><input type="checkbox"/> Complete first quarter Diocesan Fees Return (or email <a href="mailto:parochial.fees@london.anglican.org">parochial.fees@london.anglican.org</a> to report no fees are due)</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li><input type="checkbox"/> Present annual report and accounts to APCM by 31 May</li> <li><input type="checkbox"/> Attend Common Fund meeting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Church of England Parish Finance Return online by 28 June</li> <li><input type="checkbox"/> Claim gift aid from HMRC</li> <li><input type="checkbox"/> If a registered charity, file annual return and accounts with Charities Commission (31 October is the final deadline)</li> <li><input type="checkbox"/> Attend Common Fund meeting (if not done in May)</li> <li><input type="checkbox"/> Present Common Fund proposal to PCC</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare 2nd quarter management accounts and present to PCC</li> <li><input type="checkbox"/> Complete second quarter Diocesan Fees Return (or email <a href="mailto:parochial.fees@london.anglican.org">parochial.fees@london.anglican.org</a> to report no fees are due)</li> <li><input type="checkbox"/> Present Common Fund proposal to PCC (if not done in June)</li> <li><input type="checkbox"/> Common Fund offer deadline 31 July</li> </ul>	
September	October	November	December
<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin 2025 budget process</li> <li><input type="checkbox"/> Claim gift aid from HMRC</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare 3<sup>rd</sup> quarter management accounts and present to PCC</li> <li><input type="checkbox"/> Complete third quarter Diocesan Fees Return (or email <a href="mailto:parochial.fees@london.anglican.org">parochial.fees@london.anglican.org</a> to report no fees are due)</li> <li><input type="checkbox"/> If a registered charity, file annual return and accounts with Charities Commission (31 October is the final deadline)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete budget process with PCC approval of 2025 budget</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Start preparation of 2024 accounts</li> <li><input type="checkbox"/> Ensure insurance is in place for 2025 and review to ensure cover is appropriate</li> <li><input type="checkbox"/> Claim gift aid from HMRC</li> </ul>

Items to check annually:

1. Ensure CCLI Licence is in place
2. Annual Finance Risk Review
3. Annual Finance Policies Review