

The Church Financial Year 2024 – Guidance for PCCs

January	February	March	April
<ul style="list-style-type: none"> <input type="checkbox"/> Prepare 31 December accounts <input type="checkbox"/> Plan Trustees Annual Report with other PCC members <input type="checkbox"/> Set up the process to give Common Fund contributions (if not giving by direct debit) <input type="checkbox"/> Complete Parish Returns – Statistics for Mission by 31st January <input type="checkbox"/> Complete final quarter 2023 Diocesan Fees Return* <input type="checkbox"/> Claim gift aid from HMRC (to end Dec 23) 	<ul style="list-style-type: none"> <input type="checkbox"/> Finish accounts and annual report <input type="checkbox"/> Present draft accounts to PCC for approval 	<ul style="list-style-type: none"> <input type="checkbox"/> If running a payroll – run year end and send-out employee P60s <input type="checkbox"/> Arrange for draft annual report and accounts to be independently examined/audited 	<ul style="list-style-type: none"> <input type="checkbox"/> Present examined/audited accounts to PCC for final approval <input type="checkbox"/> Prepare 1st quarter management accounts and present to PCC <input type="checkbox"/> Complete first quarter Diocesan Fees Return* <input type="checkbox"/> Claim gift aid from HMRC (to 5th April)
May	June	July	August
<ul style="list-style-type: none"> <input type="checkbox"/> Present annual report and accounts to APCM by 31 May <input type="checkbox"/> Attend Common Fund meeting 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Church of England Parish Finance Return online by 28th June <input type="checkbox"/> If a registered charity, file annual return and accounts with Charities Commission (31st October is the final deadline) <input type="checkbox"/> Attend Common Fund meeting (if not done in May) <input type="checkbox"/> PCC agrees Common Fund offer for 2025 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare 2nd quarter management accounts and present to PCC <input type="checkbox"/> Complete second quarter Diocesan Fees Return* <input type="checkbox"/> PCC agrees Common Fund offer (if not done in June) <input type="checkbox"/> Common Fund offer deadline 31st July <input type="checkbox"/> Claim gift aid from HMRC (to end of June) 	
September	October	November	December
<ul style="list-style-type: none"> <input type="checkbox"/> Begin 2025 budget process 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare 3rd quarter management accounts and present to PCC <input type="checkbox"/> Complete third quarter Diocesan Fees Return* <input type="checkbox"/> If a registered charity, file annual return and accounts with Charities Commission (31st October is the final deadline) <input type="checkbox"/> Claim gift aid from HMRC (to end Sept) 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete budget process with PCC approval of 2025 budget 	<ul style="list-style-type: none"> <input type="checkbox"/> Start preparation of 2024 accounts <input type="checkbox"/> Ensure insurance is in place for 2025 and review to ensure cover is appropriate

Items to check annually:

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

*If no fees are due, email a nil return to parochial.fees@london.anglican.org.