The Church Financial Year 2025 – Guidance for PCCs in the Diocese of London

January
- ☐ Prepare 31 December accounts
- ☐ Plan Trustees Annual Report with other PCC members
- ☐ Set up the process to give Common Fund contributions (if not giving by direct debit)
- ☐ Complete Parish Returns – Statistics for Mission by 31st January
- ☐ Complete final quarter 2024 Diocesan Fees Return*
- ☐ Claim gift aid from HMRC (to end Dec 24)

February
- ☐ Finish accounts and annual report
- ☐ Present draft accounts to PCC for approval

March
- ☐ If running a payroll – run year end and send-out employee P60s
- ☐ Arrange for draft annual report and accounts to be independently examined/audited

April
- ☐ Present examined/audited accounts to PCC for final approval
- ☐ Prepare 1st quarter management accounts and present to PCC
- ☐ Complete first quarter Diocesan Fees Return*
- ☐ Claim gift aid from HMRC (to 5th April)

May
- ☐ Present annual report and accounts to APCM by 31 May
- ☐ Attend Common Fund meeting

June
- ☐ Complete C of E Parish Finance Return online by end of June (date TBC)
- ☐ If a registered charity, file annual return and accounts with Charities Commission (31st October is the final deadline)
- ☐ Attend Common Fund meeting (if not done in May)
- ☐ PCC agrees Common Fund offer for 2026

July
- ☐ Prepare 2nd quarter management accounts and present to PCC
- ☐ Complete second quarter Diocesan Fees Return*
- ☐ PCC agrees Common Fund offer (if not done in June)
- ☐ Common Fund offer deadline 31st July
- ☐ Claim gift aid from HMRC (to end of June)

August

September
- ☐ Begin 2026 budget process

October
- ☐ Prepare 3rd quarter management accounts and present to PCC
- ☐ Complete third quarter Diocesan Fees Return*
- ☐ If a registered charity, file annual return and accounts with Charities Commission (31st October is the final deadline)
- ☐ Claim gift aid from HMRC (to end Sept)

November
- ☐ Complete budget process with PCC approval of 2026 budget

December
- ☐ Start preparation of 2025 accounts
- ☐ Ensure insurance is in place for 2026 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.