

Treasurer’s Update - December 2020

**A huge thank you for all that you do as treasurer.**

We are very aware of the importance of the role fulfilled by our treasurers, a role that is as much *spiritual* as much as *administrative* and also essential to the life of the Diocese*.* Your role in ensuring the appropriate stewardship of the church’s resources and supporting mission is vital to the life of the Church. COVID-19 has introduced further complications this year and we very much appreciate the many ways in which you have risen to the additional challenges this has brought, so a sincere thank you for all your hard work throughout the testing times this year .

Ordinarily this pack would include numerous updates and details of training courses for the coming year as well as the standing order template and fees changes. However, in view of the fact that we are all swamped with updates and the lack of certainty around what we will be able to deliver by way of training, we have decided to stick with the essential functional information at this point and will be in touch with updates and training news sometime in the new year. However, there is one matter that is very timely to remind you off at this time:

**Charity Commission registration**

If your parish income is less than £100k, you are likely to be an ‘excepted’ charity with special dispensation from registering with the Charity Commission through being an Anglican parish. This dispensation is currently due to come to an end in March 2021. However, a recent communication from National Church has advised that the Charity Commission is liaising with the Government Department for Digital, Custure, Media & Sport to extend this deadline by ten years and implement a phased process of registrations. This will be put before Parliament in early 2021 and, if passed, will allow registration to take place in a more orderly manner. We will continue to monitor the situation and keep you apprised.

This pack contains:

1. **Fees table for 2021 and monthly fees return template**
2. **Standing order form for 2021 Parish Share**

In the meantime, if you need help or advice regarding managing your finances or fundraising, please do contact the team, who will be pleased to assist you.

Wishing you a very happy, peaceful and safe Christmas!

***From the Diocesan Finance Team***

**Pat Barter – Financial Controller**

General enquiries

**Kelly Rutter – Finance Officer**

Parish trusts held by the DBF and Clergy Stipends

**Graham Shaul – Governance and Information Co-ordinator**

Fees, Parish Share, Statistics for Mission and Parish Returns

**Jess Longford – Finance Assistant**

General financial transactions

**FORMS REQUIRED**

1. Fees for occasional offices / Monthly fees return 2021
2. Standing Order for Parish Share 2021

The references provided in the following documentation are unique to your parish and the nature of the transaction. This enables the team to quickly and efficiently allocate the transactions within our reports. Most commomly confused transactions are Parochial Fees and Parish Share. In this respect, please can you check that the references you use conform to the following configuration:

Parochial Fees: Reference numbers commence ST \*\*\*\*

Parish Share: Reference numbers commence 500\*\*\*\*

**1. Fees for occasional offices / monthly fees return**

Again 2021 sees a number of changes to the fees payable to the DBF and PCC. A copy of the new parochial fees table is **enclosed**.

Diocesan Board of Finance Concession:

The 2021 fees table retains the arrangement whereby the fee for a Funeral Service at a crematorium where there is no service in church fee is fully payable to the DBF. As for 2020, the Diocesan Board of Finance has agreed to donate £30 of these fees back to the PCC as a contribution to their costs.

Also **enclosed** is a master copy of the monthly fees return, updated for 2021.

**The enclosed copy is a personalised form for your parish, but please refer to the fees table when completing your return and charging fees for services.**

Please note that for any form that combines more than one parish, a copy of the form has been sent to each parish to make sure that it (hopefully) reaches the person that completes the returns.

If you have a month when **no fees** are payable, then a simple note or email to us is sufficient. You do not have to send in a blank form, but you can advise us of a nil return, by sending an email to **fees@bristoldiocese.org**

This email address should also be used to submit completed returns.

As an alternative to sending us a cheque, we welcome the use of internet banking or electronic transfers to pay fees in to our bank account, the details of which are as follows:

Sort code 60-17-12

Account no 66909333

Account name Bristol Diocesan Board of Finance

Reference ST \*\*\*\*

If you do pay us using internet banking, can we please ask you to make sure that you advise us of the transfer when you make it, so that we can correctly attribute the payment when received? **Please quote the ST number shown at the top right of your personalised form as the transaction reference.**

It is also worth noting that the occasional duty fee payable to a retired stipendiary cleric for a Sunday (or weekday) service is calculated at 50% of the funeral fee, and so for 2021 it remains at £54.00. The maximum casual duty fee for a day therefore also remains at £108.00.

Finally on fees, please bear in mind that we cannot send retired clergy or self-supporting ministers their proportion of the fees for services they conduct for your parish until we receive the form and payment from you. They will also need to sign a Fee Acceptance Form to declare that they will personally account for the tax on the income.

Please ensure that fee returns and payments are sent to us regularly and ideally on a monthly basis.

**2. Standing Order for Parish Share 2021**

A standing order form for Parish Share is **enclosed**.

Payment by monthly standing order is the most cost effective way of receiving Parish Share payments, as it minimises our administration costs and is hopefully less time-consuming for you. The majority of our expenditure occurs in equal measure throughout the year and so having income to match it minimises the need to draw down reserves.

If you have not previously given by standing order, can you please consider doing so for 2021. Even a proportion of your parish share paid regularly by standing order would greatly assist the challenges of the diocesan cash flow.

We have personalised the enclosed standing order form with your parish’s unique Parish Share reference, but **please** **do** **return the standing order form to us** as it helps us keep a track of when to expect standing order payments.

We welcome the use of internet banking or electronic transfers to pay parish share to our bank account, especially in these times of restricted movement. The details of our bank account are as follows:

Sort code 60-17-12

Account no 66909333

Account name Bristol Diocesan Board of Finance

Reference 500\*\*\*\*

If you establish parish share payments directly with your bank, can we please ask you to ensure that you advise us of the arrangement that you have established. Please can you also ensure that you use the Parish Share reference starting 500\*\*\*\* as the bank reference, you will find this on the Standing Order form. Quoting the correct reference enables us to correctly identify and allocate the payment to your parish upon receipt.