

## Treasurer's Update - December 2018

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

We say this every year, but as a treasurer you have an essential role to play in the life of the Diocese – a role that is as much *spiritual* as it is *administrative*. You play a vital part in stewarding the church's resources and supporting mission, so a sincere thank you for all your hard work this year.

This pack is our usual way of updating you on some key matters to be aware of and a reminder about the various forms that we would like you to complete in the months ahead.

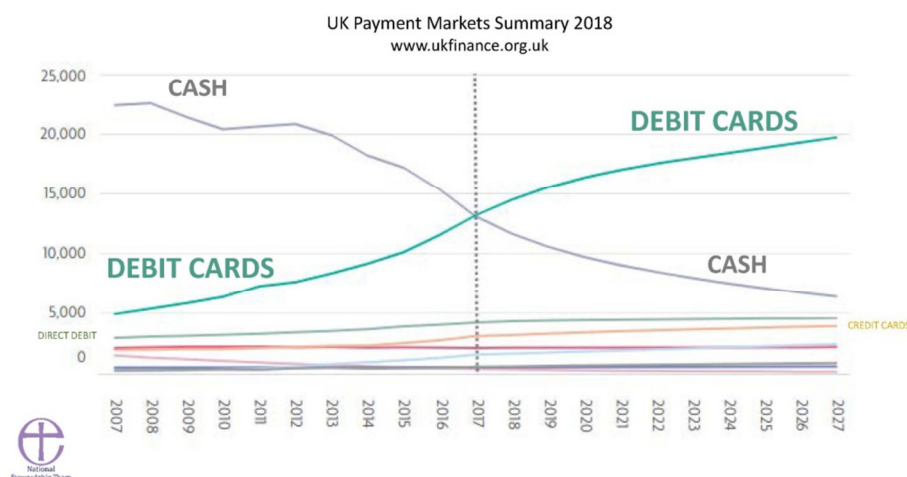
### Hot Topics:

#### Parish Giving Scheme

We recently signed up our 50<sup>th</sup> parish to the Parish Giving Scheme. A number of parishes have already witnessed increases in giving to support church activities as a result of launching the scheme. Not only is this an efficient method of giving for individuals, it should also reduce the workload on Treasurers. If you have not already done so, please consider making 2019 the year that your church joins the scheme and encourage as many people as possible to join up. If you would like to know more, please do have a conversation with Naomi Buckler, Giving and Resources Adviser, about joining the scheme at : [naomi.buckler@bristoldiocese.org](mailto:naomi.buckler@bristoldiocese.org) or on 0117 906 0100.

#### Cash is King?

The King is dead...long live Contactless! National Church has identified the decline in cash use and that this is currently being replaced by contactless payments to the extent that they are currently at the tipping point, as demonstrated in the graph below.



The National Parish Buying Team has reviewed ways in which contactless payments can be accommodated in parishes, in particular to facilitate occasional payments such as wedding fees; church hall hire; concert & conference tickets; donations; even teas and coffees. In doing so, they have investigated and negotiated the best deals for systems to facilitate this with costs starting from:  
Base unit £305 or £16pm

Monthly charges £13pm

Transaction fees 1.5%

Further information can be found on the Parish Buying website at:

**<https://www.parishbuying.org.uk/categories/contactless-donations>**.

### **Parish Resources website**

Once again, a key resource to keep reminding you about is the Parish Resources Website: **[www.parishresources.org.uk](http://www.parishresources.org.uk)**. This is produced and regularly updated by the Church of England's National Stewardship & Resources team and is full of useful guidance on all aspects of stewardship, administration and management in the local church. The site includes useful case studies and you can sign up to their quarterly newsletter.

### ***Serious Incident Reporting***

The Charity Commission has reviewed the efficacy of Serious Incident Reporting over the last few years and published additional guidance in October 2018. National Church has worked with the Charity Commission to produce approved guidance and templates for reporting incidents. This guidance will be sent to PCCs in the next few weeks and will cover both safeguarding and non-safeguarding events. In addition, the information will be available on the Parish Resources website in the New Year.

### **Changes in the Finance Team and Stewardship support**

2018 has seen a number of changes in the Finance Team. Matthew Hall has moved into the new role as Deputy Diocesan Secretary overseeing Finance, Property and Human Resources. At the same time Andy Webb has moved into a permanent role at the Cathedral. Pat Barter has joined the team in the new role of Financial Controller, whilst Graham Shaul has transferred to the team to improve liaison with parishes. The changes in structure are also aimed at improving the resilience within the team and to enhance support to and communication with parishes. Your Finance Team, together with their main areas of responsibility, are shown below:

#### **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

#### **Daniel Beech – Finance Assistant**

General financial transactions

Finally, you may be aware that Clare Fussell, the Giving and Resources Adviser, recently commenced maternity leave. We are delighted to announce that Clare was safely delivered of a baby boy and plans to return to work in late 2019. During her absence, Naomi Buckler is covering the role of Giving and Resources Adviser and will be happy to assist you with any queries you may have.

Wishing you a very happy and peaceful Christmas!

***From the Diocesan Finance Team***

## TRAINING DATES FOR YOUR DIARY

### **New Treasurer training**

**Date & time:** Wednesday 12<sup>th</sup> June 2019 (7pm to 9pm)

**Venue:** Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, BS34 8YU

**Outline:** The session is especially for those new to the role of treasurer or those who want to brush up on the overall role and responsibilities of being a treasurer.

### **Budgeting in parishes – workshop (max 12 participants)**

**Date & time:** Wednesday 3<sup>rd</sup> July 2019 (7pm to 9pm)

**Venue:** Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, BS34 8YU

**Outline:** This interactive session is for those who want a better understanding of the importance and practicalities of budgeting in a church or parish context.

### **Treasurers' forum**

**Date & time:** Wednesday 25<sup>th</sup> September 2019 (7pm to 9pm)

**Venue:** Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, BS34 8YU

**Outline:** This session will provide some training and updates, along with the opportunity to share your experiences with (and hopefully learn from) other treasurers from across the Diocese.

### **Preparing PCC accounts – workshop (max 12 participants)**

**Date & time:** Wednesday 6<sup>th</sup> November 2019 (7pm to 9pm)

**Venue:** Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, BS34 8YU

**Outline:** Ahead of year-end, this interactive session is for those who want a grounding in how to produce good quality PCC annual reports and financial statements. This session will look at the key guidance on charity accounting, model sets of PCC accounts and the interaction of the Return of Parish Finance. Participants are encouraged to bring along copies of their most recent PCC report and accounts.

If you are interested in any of the above sessions, please register using Eventbrite via the Diocese of Bristol website. [www.bristol.anglican.org/training](http://www.bristol.anglican.org/training) and follow the link to Other Training Opportunities.

Alternatively, please contact the Finance Team by emailing [finance@bristoldiocese.org](mailto:finance@bristoldiocese.org) or calling **0117 906 0100** for more information.

## FORMS REQUIRED IN 2019

1. Fees for occasional offices / Monthly fees return 2019
2. Standing Order for Parish Share 2019
3. Return of Parish Finance 2018
4. Annual Report & Financial Statements 2018

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

Again 2019 sees a number of small changes to the fees payable to the DBF and PCC. A copy of the new fees table is **enclosed**.

Also **enclosed** is a master copy of the monthly fees return, updated for 2019.

**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 can also be used to send 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:

Please contact us for our bank account details.

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 xxxx number that is on the right hand side towards the top of your personalised form.**

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 2019 it increases to £53.00. The maximum casual duty fee for a day therefore also rises to £106.00.

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 2019

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 it 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 also means we do not have to draw on reserves.

If you have not given by standing order in the past, can you please consider doing so, not necessarily for the whole of your Parish Share commitment, but at least for some of it?

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

If you forward parish share to us by any other means, please can you ensure that you quote the Parish Share reference given on the Standing Order form, as this will enable us to correctly attribute the payment to your parish.

## 3. Return of Parish Finance form

Once again we would like to ask you to complete a Return of Parish Finance. This information enables more informed planning and support at deanery, diocesan and national level, as well as providing data used in the Parish Share requests.

The majority of parishes use the web-based system for the collection of these forms, which has helped us make the best use of our resources. We would very much like to encourage you to do this for the 2018 Return but if you have difficulty making the online submissions, please let the Finance Team know and we will be able to enter them on your behalf.

Copies of the Return are available at **parishreturns.churchofengland.org**, with versions available for accounts produced on a *receipts and payments* basis and accounts produced on an *accruals* basis.

If you are unable to access the online system, then we can send you a paper copy. The deadline for submitting the Return of Parish Finance form is **31<sup>st</sup> May 2019**.

## 4. Annual Report & Financial Statements

Finally, just a reminder about sending us a copy of your PCC's Annual Report and Financial Statements. After being independently examined or audited, these should be sent to us within 28 days of your APCM, and certainly no later than **31<sup>st</sup> May 2019**.

Please send these to us for the attention of the Finance Team or alternatively you can email a scanned copy to **finance@bristoldiocese.org**