

**ANNUAL ACCOUNTS SEMINAR
EXAMPLE END OF YEAR CHECKLIST FOR TREASURERS**

1.	Ensure that you have included all bank accounts/investments and funds relevant to PCC	
2.	Properly recorded all loose plate collections	
3.	Recorded any money paid out as cash from Sunday collections?	
4.	Recorded all Standing Orders?	
5.	Kept all Gift Aid records up to date?	
6.	Recorded the tax reclaimed on Gift Aid?	
7.	Properly recorded endowment fund interest?	
8.	Properly recorded income and expenditure to the relevant and correct funds – unrestricted/ restricted/designated?	
9.	Ensured that all payments are properly evidenced?	
10.	Ensured that any new designated funds made by PCC in year have been recorded?	
11.	All bank accounts been reconciled	
12.	No funds in negative	
13.	Roll forward previous year's figures and have template for new year ready to use.	
14.	No negative funds – except possible general	
15.	Set yourself a timetable and keep to it	
16.	Ensure the Independent Examiner has signed the accounts summary and Accounting Policy document before the APCM	
17.	After the APCM – submit Accounts and Annual Report the Diocesan Secretary <ul style="list-style-type: none"> - submit Return of Parish Finance online by 31st May - if registered charity submit Accounts, Annual Report and Annual Return to Charities Commission by 31st October - put cashbooks, invoices, any accounting records, examined signed accounts into secure store. 	