

The Church Year for a PCC Treasurer

January	February	March	April
<ul style="list-style-type: none"> • Prepare 31 December accounts • Pay 4th quarter parochial fees to DBF • Present draft accounts to PCC • Pay Common Fund • Bookkeeping and reconciliations 	<ul style="list-style-type: none"> • Get accounts independently examined • Pay Common Fund • Bookkeeping and reconciliations • Receive Porch Card re Common Fund for last year • Consider running a stewardship campaign/annual stewardship renewal 	<ul style="list-style-type: none"> • Present final accounts to PCC and get recommendation for approval at ACPM • Pay Common Fund • Bookkeeping and reconciliations • If run a payroll – run year end and hand-out employee P60s 	<ul style="list-style-type: none"> • ACPM by 30 April • Prepare 1st quarter management accounts and present to PCC • Pay 1st quarter parochial fees to DBF • Pay Common Fund • Bookkeeping and reconciliations
May	June	July	August
<ul style="list-style-type: none"> • Send 31 December accounts to Finance team • Complete Parish Finance Return online • GADS/Gift Aid claim to do online if not done before • If registered charity file annual return and accounts with Charities Commission • Pay Common Fund 	<ul style="list-style-type: none"> • Pay Common Fund • Bookkeeping and reconciliations • File accounts/annual return at Charity Commission if registered 	<ul style="list-style-type: none"> • Prepare 2st quarter management accounts and present to PCC • Pay 2st quarter parochial fees to DBF • Pay Common Fund • Bookkeeping and reconciliations 	<ul style="list-style-type: none"> • Pay Common Fund • Bookkeeping and reconciliations
September	October	November	December
<ul style="list-style-type: none"> • Commence next year budget process • Pay Common Fund • Bookkeeping and reconciliations 	<ul style="list-style-type: none"> • Attend Annual Treasurers Meeting • Receive Common Fund Plan for next year • Prepare 3rd quarter management accounts and present to PCC • Pay 3rd quarter parochial fees to DBF • Pay Common Fund • Bookkeeping and reconciliations 	<ul style="list-style-type: none"> • Complete Budget process with PCC approval of budget • Pay Common Fund • Bookkeeping and reconciliations 	<ul style="list-style-type: none"> • Pay Common Fund • Bookkeeping and reconciliations • Start preparations for year end accounts production. • Plan Trustees Annual Report wording with PCC • Ensure insurance is sorted for next year with Church Wardens