



## Treasurers' Update - December 2021

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### **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 over the last couple of years 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 .

This pack contains:

#### **Items for your attention and action:**

- 1. Fees table for 2022 and monthly fees return template**
- 2. Standing order form for 2022 Parish Share**

#### **Items for your information:**

- 3. 2022 reporting deadlines**– information on forms, returns and deadlines for 2022
- 4. Hot Topics** – Developments and information pertinent to Parish Treasurers
- 5. Training Dates** – Details of 2022 training opportunities for Treasurers
- 6. Generosity Resources flyer**- information from the Giving and Resources team to aid stewardship

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

##### **Steven Mak – Finance Assistant**

General financial transactions

## ITEMS FOR YOUR ATTENTION AND ACTION

1. Fees for occasional offices / Monthly fees return 2022
2. Standing Order for Parish Share 2022

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 commonly 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 2022 sees a few 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 2022 statutory table of parochial fees retains the arrangement whereby the fee for a Funeral Service at a crematorium where there is no service in church is fully payable to the DBF. As previously, the Bristol Diocesan Board of Finance has agreed to donate a portion of these fees back to the PCC as a contribution to their costs. For 2022 this will be £31 which you may withhold when making your payment to the BDBF.

Also **enclosed** is a master copy of the monthly fees return, updated for 2022.

**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 2022 it has increased to £56.00. The maximum casual duty fee for a day therefore also remains at £112.00.

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 2022

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 2022. 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 the unique Parish Share reference for your parish, 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.

### **3 2022 Reporting deadlines**

- I. Return of Parish Finance 2021
- II. Annual Report & Financial Statements 2021

#### **I. Return of Parish Finance form**

Once again National Church will require you to complete a Return of Parish Finance which is a standardised format for the recording of your finances. 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 2021 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](http://parishreturns.churchofengland.org), with versions available for accounts produced on a *receipts and payments* basis and accounts produced on an *accruals* basis. You can download the forms from the website without needing to log in.

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 2022**.

#### **II. 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**.

Please send these to us as hard copy for the attention of the Finance Team or alternatively you can email a scanned copy to [finance@bristoldiocese.org](mailto:finance@bristoldiocese.org)

## 4 Hot Topics:

### Parish Trusts

If the DBF holds trust funds on your behalf, the PCC needs to ensure that the funds are invested wisely. If your funds are held in cash or deposit funds and you do not intend to use the funds in the short-term, you should consider investing them to maximise return until such time as you need them. The annual valuation statements will be issued as normal at the end of January.

### Parish Giving Scheme

The PGS is growing across the Diocese. 78 churches and just under 1,500 donors now use the scheme, and their average monthly gift is 65% higher than the diocesan average monthly planned gift. This is an incredible uplift for participating churches, and many have told us that their income has been much more resilient through the pandemic because of using the PGS. This year saw the launch of the digital giving platform, which provides every church with a free, editable online giving page and every donor with a secure account area to set up and manage their donations. Already, the majority of new donors are joining the scheme via the digital platform, rather than completing a paper gift form. Find out more online at [www.bristol.anglican.org/PGS](http://www.bristol.anglican.org/PGS) or [www.parishgivingscheme.org](http://www.parishgivingscheme.org), or speak to [clare.fussell@bristoldiocese.org](mailto:clare.fussell@bristoldiocese.org)

### Contactless Giving

As we move towards a cashless society, it is essential that churches can accommodate popular methods of payment. There has been an explosion in the use and availability of contactless devices over the past year, and it's been hard to keep up with the new units on offer to churches. All are clearly laid out on the Parish Giving website, where you can compare devices by upfront cost and ongoing fees, and they have also negotiated some excellent deals, so make sure you order through them: [www.parishbuying.org.uk](http://www.parishbuying.org.uk). Take a look now to get a device in time for Christmas services. If you already have a contactless device, have you updated your card reader to allow contactless gifts up to the new limit of £100?

The cheapest contactless solution is using a QR code to link to an online giving page, such as one provided by GiveALittle/Sum Up. These are free of charge, apart from a 1.9% transaction fee (which, for one-off gifts that you may otherwise not have received, is definitely worth it!)

A guide looking at the main options for contactless giving can be found at [www.bristol.anglican.org/documents/contactless-giving](http://www.bristol.anglican.org/documents/contactless-giving).

### Fundraising

If you have a fundraising appeal coming up, read our [Top tips on how to use your Church Fundraising Handbook](#) - every church in the diocese has been given their own copy. You can also browse grant-making bodies that support church projects here: [www.bristol.anglican.org/documents/diocesan-funding-guide/](http://www.bristol.anglican.org/documents/diocesan-funding-guide/). This is a supplement to the national CofE's guide here: [www.parishresources.org.uk/resources-for-treasurers/funding](http://www.parishresources.org.uk/resources-for-treasurers/funding) which has been recently updated with an environmental and sustainability section. Please note, both guides are split into sections, such as 'exteriors' or 'community'. Trusts have generally been added into the section that they support the most, however several will support many areas of Christian work, so do look through the whole guide.

### **Parish Resources website**

As mentioned above, the Parish Resources website is an incredibly valuable resource, so do remember to take a look for help and guidance. 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 and can be found at [www.parishresources.org.uk](http://www.parishresources.org.uk)

### **Charity Commission registration**

When we last wrote we advised that the special dispensation of status of an 'excepted' charity for parishes with income less than £100k was due to come to an end in March 2021. However, it has now been confirmed that the deadline for registration has been pushed back to March 2031 and that an orderly phased process for registrations will be notified.

### **Listed Places of Worship**

The Listed Places of Worship Scheme provides for listed places of worship to reclaim VAT incurred on repair projects and alterations. This was scheduled to come to an end in March 2020 but continues to operate for the time being.

### **Revision of the Church Representation Rules**

Just to remind you, The Church Representation Rules are the effective governing document of PCCs and were updated during 2019, with the new rules taking effect from 1 January 2020. A key implication of the update for treasurers is that the last permitted date for holding the APCM will be 31<sup>st</sup> May.

### **Stewardship support**

Contact details for the Stewardship support team can be found at the foot of the enclosed leaflet on Generosity Resources.

## 6 TRAINING DATES FOR YOUR DIARY

### **New Treasurer training**

**Date & time:** Wednesday 29<sup>th</sup> June 2022 (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 20<sup>th</sup> July 2022 (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 28<sup>th</sup> September 2022 (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 2<sup>nd</sup> November 2022 (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.