

Finance Debrief—27th April 2020



So much information coming through the Inbox it is easy to miss something so we are sending you a debrief of some of the things you might have missed or one or two things you may not know and some of the changes which have been put in place following the Government restrictions on our daily lives.

Parish Share

Please try to avoid sending cheques to St Mary's House. We are only permitted to enter the premises very infrequently during this time. If you would like us to collect payments from you by Direct Debit please go to our Finance and Covid-19 website and download a form. You may email this to us and we can collect any amount on any date during the month. These amounts can vary, you can change them up to 5 working days before the date it is due and we can use this for collecting fees or any other payments due to the Board. If you would like to send a bank transfer please use Account number 00030004 LDBF Sort Code 30-95-04.

We are very grateful to our parishes for their response in continuing to paying Parish Share regularly each month and to hold Share at a level each month which will support and help others. We accept that you may need to reduce the amount but it is important to maintain a level of share each month.

Start fundraising with
JustGiving

Just Giving

Just Giving is a fantastic resource and a great way to advertise your church to the local Community and for regular congregation to give while the church doors are closed. All setup charges and transactions charges are absorbed by the LDBF so all the money you raise plus Gift Aid goes straight to your church each month. Over 40 parishes have created their own page already generating over £6,000 to parishes.

APCMs, Annual Accounts

The period for holding the Annual Parochial Church Meeting (APCM) in the year 2020 is extended to 31 October 2020. However, we are happy to receive any unapproved PCC Accounts and Financial Statements by email to rpf@lichfield.anglican.org. Please do not wait until the APCM to submit your on-line Return of Parish Finance. To complete the form, please go to <https://parishreturns.churchofengland.org>. If you require any log-on details, please email rpf@lichfield.anglican.org to request this.

Parochial church councils can, if they wish, meet using virtual means such as Skype or Zoom which enable the members to see and hear each other.

However, care must be taken so that members of a PCC who are unable to participate in a meeting in that way are not excluded from the PCC's deliberations and decision making. The Chair should take steps to ensure that they are able to participate so far as possible, including where necessary by means of the procedure for conducting business by correspondence set out in rule M29 of the Church Representation Rules.

Following a virtual meeting, decisions such as the authorising of expenditure, entering into contracts or those that require a formal resolution of the PCC should be put in written form and circulated for formal approval under the correspondence procedure in rule M29 (which under Rule 76 can be conducted by email).

Church Insurance

Church Insurance is due for renewal in May 2020. Please make sure you use the Direct Debit option to renew your insurance, there is no penalty for paying insurance by instalments.

Business Interruption insurance has become this week's hot topic, designed/intended to reimburse lost revenue or pay for alternative arrangements to sustain revenue following physical damage (fire, theft, flood etc). However, most policies now include various extensions which don't require physical damage at the premises for the cover to be enabled.

The normal Ecclesiastical policy – which is one of, if not, the widest across third sector clients contains two which could have been relevant;

1. Losses resulting from non-damage prevention of access due to the action of government, police or the local authority as a result of an emergency which could endanger life or neighbouring property
2. Losses resulting from interruption or interference as a result of an occurrence of a *specified* disease being contracted by a person at the premises (*specified* is in italics as they are listed)

Unfortunately, these contain the following exclusions;

- Closure or restriction in the use of the premises as a result of an occurrence of an infectious disease; the list of specified diseases does not include Coronavirus, as it's new to everyone
- In summary, Business interruption Insurance is not applicable in this instance.

Giving Direct

Another way to ensure you receive regular donations monthly and again with the Gift Aid already included. This has become extremely popular, one parish has had 18 people sign up in the past month. Please download the form from the Diocesan website and either pop it in the post or if you have the facility scan a copy to finance. www.lichfield.anglican.org



Gift Aid Claims 2019/2020

Please continue to send your completed Gift Aid claims into the office if you are able, these will be picked up and dealt with as soon as possible. We are also accepting turnaround reports and Sheet H claims via email so if you have the facility please scan them to finance@lichfield.anglican.org

The Finance Department

Please be aware that some of our finance department staff may now be on furlough. Those that remain are working from home. Please direct all queries for members of the Finance Team to finance@lichfield.anglican.org and we will ensure it gets to the right person.

We thank you for your patience during these unprecedented times—please stay safe!

Best wishes from The Finance Department

