

To all Treasurers



**Come follow Christ**  
in the footsteps of St Chad

**Finance Department**

January 2021

Dear Colleague

### **Annual Return of Parish Finance 2020**

Please find attached a link for the instructions to log on to the Parish Returns website to complete your 2020 Return of Parish Finance (“RPF”) for your Parish together with notes. This is required from all 42 Dioceses by the Archbishop’s Council in London in order to collect National Statistics from parishes across the country. It is important to the Diocese that we receive your Return **as soon as possible** and before the deadline of **31 May 2021**. We have over 500 records to check so please do not leave the completion of the form until the last moment. You do not have to wait until after the APCM.

#### **Why do we need the information?**

As part of Shaping for Mission in the Lichfield Diocese, it is helpful to ascertain the relative health of each parish, and a snapshot of how deaneries are fairing during Covid-19. In order to help with this process at Diocesan and National level we use the National Church system <https://parishreturns.churchofengland.org> which is able to monitor each diocese in order to budget for any monies sent to dioceses who may need help. Not every diocese receives help from the National Church but we in Lichfield receive nearly £2m each year against the ‘Low Income Communities’ initiative to support our parishes in the more deprived parts of the diocese.

Instructions of how to log onto the system are included in your pack together with alternative methods of how the data can be submitted.

Please **do not** log-on to the Lichfield Diocese Website to complete your Return of Parish Finance.

Due to the growing importance of this information and the subsequent evaluation, your parish needs to ensure that these National Forms and Annual Accounts are completed on time in order to be looked at favourably by various Committees who approve Diocesan Loans and Grants, and any Special arrangements to clear Parish Share Arrears

Please log on to <https://parishreturns.churchofengland.org> to complete your form.

**Lichfield Diocesan Board of Finance**, St Mary’s House, The Close, Lichfield, WS13 7LD

Tel: 01543 306 030, Email: [finance@lichfield.anglican.org](mailto:finance@lichfield.anglican.org)

Lichfield Diocesan Board of Finance Inc. is a charitable company limited by guarantee and registered in England (Company No. 239561).  
Registered Address: St Mary’s House, The Close, Lichfield, Staffs. WS13 7LD. The Board is a Registered Charity (No. 1107827).

## Annual Accounts

In 2020 the deadline for APCMs and Annual Accounts was extended to 31 May. Once the accounts have been approved by the PCC as trustees, please can you send either an electronically scanned copy (PDF) as one document to [rpf@lichfield.anglican.org](mailto:rpf@lichfield.anglican.org) or a hard copy through the post to the Diocesan Office.

Please **do not** log-on to the Lichfield Diocese Website to upload your Annual Accounts

If you have any queries regarding the process or the forms then please email [rpf@lichfield.anglican.org](mailto:rpf@lichfield.anglican.org). Equally if you know you cannot meet the deadlines for either submission of the form for whatever reason, or the Annual Accounts, please let us know as soon as possible so we can make provision.

Please help us to help you; we would like your Return by no later than **31 May 2021**

We remain grateful for all the work of the volunteers across the Diocese, both in time and talents as well as the enormous generosity we see from our members and congregations. We are currently in an age where governance and questions surrounding sustainability are on the increase, but we are committed to providing support and assistance to our parishes and to continue to keep working with you on our journey together.

With best wishes

Yours Sincerely



Jonathan Hill  
Director of Finance  
Lichfield Diocesan Board of Finance

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## Ways to Submit the RPF

### 1. For Users of Finance Coordinator/MyFundAccounting.Online (datadevelopments)

FC/MFAOL will complete the RPF for you and submit the figures directly to London. If you would like help on how to do this in Finance Coordinator, please [rpf@lichfield.anglican.org](mailto:rpf@lichfield.anglican.org) and we will ask Cosy or one of her team to contact you.

If you use this option, please email a copy to [rpf@lichfield.anglican.org](mailto:rpf@lichfield.anglican.org) or post a copy to the Finance Department at the Diocesan office.

### 2. Completing the RPF on-line

<https://parishreturns.churchofengland.org/>

Please **do not** log-on to the Lichfield Diocese Website to upload your RPF

There are instructions enclosed with this letter so that you can access the website. As the Mission Statistics Return has to be completed ahead of the RPF, each parish may have already been set up with an "Administrator" and Password on the London website. Details are on the log in instructions. If you use this option, if you are able please email us a copy to [rpf@lichfield.anglican.org](mailto:rpf@lichfield.anglican.org) this helps us track when returns are submitted as there are over 500 accounts to monitor.

### 3. Print off a copy from our website and send the completed Return by email

We can accept electronic copies of Return by email – please send to [rpf@lichfield.anglican.org](mailto:rpf@lichfield.anglican.org)

### 4. Print off a copy from our website and send the completed Return by post

Once you have completed the enclosed Return, you may send it directly to the Diocesan Office at The Finance Department, LDBF, St Mary's House, The Close, Lichfield WS13 7LD where one of the Finance staff will put the information onto the website for you. Please remember to put the name of the parish on the form.

Further copies of the form are on the Diocesan Website <https://lichfield.anglican.org/finance>

We hope that you will be in a position to send the RPF as soon as possible. **Please remember that we will also require a copy of your financial statements in order to verify the return. Please send these as soon as the PCC/Trustees have agreed the Financial Statements.**

**The deadline for both RPF and Annual Accounts is 31<sup>st</sup> May 2021.**

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