

Receipts and Payments Accounts Template

This template is designed to help you create your PCC accounts in the correct format.

Charities SORP (FRS 102)



The Church of England around Staffordshire, northern Shropshire and the Black Country

Parish of _____

Financial Statements for the Year Ended 31 December 20_____

Receipts and Payments

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowments Funds	Total Funds 20_____	Total Funds 20_____
Receipts						<i>*see note 9 for full comparatives</i>
Donations and Legacies						
Charitable Activities						
Other Trading Activities						
Investments						
Other						
Total						
Payments						
Raising Funds						
Charitable Activities						
Other						
Total						
Net gain/(losses) on investment						
Net Income/(Expenditure)						
Transfer between Funds						
Net Movements in Funds						
Total Funds brought forward (1st Jan)						
Total Funds carried forward (31st Dec)						

Parish of _____

Financial Statements for the Year Ended 31 December 20____

Statement of Assets and Liabilities

Finance Form Box Number		Total 20____	Total 20____
	Assets retained for Church use		
32	Investment Assets	5(a)	
34	Tangible Assets	5(b)	
	Cash Funds		
31	Bank current account		
	CBF deposit fund		
	Cash		
34	Other		
	Liabilities		
35	Diocesan Parish Share	6	
	Diocesan Loan		
	Other Liabilities		
H	Total Net Funds		

	20____	20____
Parish Funds		
Unrestricted Funds		
General		
Designated		
Restricted Funds		
Endowment Funds		
Total		

The attached notes form part of these financial statements

Parish of _____

Financial Statements for the Year Ended 31 December 20_____

Accounting Policies

The financial statements have been prepared in accordance with Charities SORP (FRS102).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Cashflow Statement

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a Cash flow statement on the grounds that the income does not exceed £500,000.

Descripton of Funds

Restricted funds comprise of two elements :-

- a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest
- b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis

Unrestricted funds are income funds which are to be spent on the PCC's general purpose.

Receipts

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

Payments

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Assets retained for Church use

Consecrated and benefice property is not included from the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Parish of _____

Notes to Financial Statements for Year Ended December 20_____

Finance Form Box Number		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 20_____	Total Funds 20_____
	Income and Endowments from:						
	2						
	Donations and Legacies						
	2a						
	<i>Voluntary Income/Receipts</i>						
1	Tax efficient planned giving						
2	Other planned giving						
3	Collections at services						
4	All other giving and voluntary receipts including special appeals						
6	Gift Aid Recovered						
7	Legacies received						
8	Grants						
	Charitable Activities						
	2b						
	<i>Church Activities</i>						
11	Statutory Fees (retained by PCC)						
9	Summer Fete						
9	Harvest Supper						
9	Fundraising Activities						

Income and Endowments continued

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 20____	Total Funds 20____
Other Trading Activites	2c						
<i>Activities for Generating Fund</i>							
12 Church Hall Hire							
12 Bookstall							
12 Parish Magazine							
Investments	2d						
10 Dividends							
10 Bank Interest							
Other	2e						
Total							

Parish of _____
 Notes to Financial Statements for Year Ended December 20_____

20_____ 20_____

4(a) Staff Costs

Salaries		
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During the year the PCC employed _____

4(b) PCC Costs

There were no other transactions made in respect of PCC Members, no PCC Member received remuneration, benefit or reimbursement of travelling or other expenses.

5(a) Assets retained for Church use

Freehold Buildings	Church Equipment	Total
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At Cost or Valuation

As at 1 Jan ____
 Additions in the Year
 Disposal in the Year
 Revaluation (if any)
 Value at 1 Jan ____

5(b) Investments

	At 01-Jan	Additions	Disposals	Transfers	Change in Market Value	At 31-Dec
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Unrestricted funds						
Investments						
Restricted funds						
Investments						
Endowment funds						
Investments						
Total						

