

2016 Return of Parish Finance Notes

- 1 Money that is given regularly under Gift Aid through a standing order, by envelope scheme, or by cheque. Figures should be net, i.e. receipts planned giving excluding any tax recovered. Also include money given through charity vouchers (gross amount) e.g. CAF or Sovereign Giving and money given through Payroll Giving (gross amount). If you use the Diocesan Giving Direct system then please include the Net Amount. The Tax reclaimed should be shown in Box 11.
 - 2 Money given regularly without Gift Aid through standing order, by envelope scheme, Giving Direct or by cheque.
 - 3 Collections at Sunday, midweek, wedding, baptism and funeral services, and Sunday schools. Include one-off gifts given in collections at services through Gift Aid envelopes (net amount), but exclude money given through planned giving envelopes. Do NOT include collections that go directly to a charity and do not 'go through the PCC books' e.g. Christian Aid Week, or if the PCC is acting as Collection Agent for specific requested donations that are paid to other charities.
 - 4 Report here: Other Recurring Giving /Donations: Gift Days, money given in church boxes and wall safes, and other ad-hoc donations from individuals which are likely to recur in future years. Non-recurring Giving/Donations: Include one-off donations given outside services. Include the proceeds of all special appeals (which are usually restricted), but also one-off Gift Days for general funds. Include gifts of shares at market value. [Combines previous RPF 4 and 5]
 - 6 The amount of tax recovered from HMRC on all money given to the PCC under Gift Aid. This should be split between Gift Aid recovered on restricted and unrestricted donations and allocated to the appropriate fund. This should include claims through the Gift Aid Small Donation Scheme, on small (less than £20) cash donations <http://www.hmrc.gov.uk/charities/gasds/records.htm> . If no tax has been recovered through Gift Aid, an explanatory note should be provided in the financial statement.
 - 7 The capital amount of a legacy, together with interest from the probate process , should be recorded in the year(s) that it appears in the accounts. (Note that the legacy may have been included as an asset in last year's Statement of Assets and Liabilities.) Any interest from legacy investments should be recorded as income from investments
 - 8 External grants received from trusts and other funding bodies for the PCC's general fund or for a restricted purpose. Include VAT recovered through the Listed Places of Worship scheme. This does not include transfers within a benefice. Include one-off and recurring grants. [Combines previous RPF 8 and 8A]
 - 9 Fundraising: Money raised from sponsored activities, jumble sales, fetes, and other activities where the primary purpose is fund-raising. Income should be stated gross, and any costs must be recorded separately as payments.
 - 10 Dividends, interest and income from property: Bank and other deposit interest including any reclaimed tax on investment income. Include dividends from shareholdings. Include rent received from land or buildings owned by PCC.
 - 11 Statutory Fees retained by PCC: PCC Fees for weddings, funerals etc. Do not include fees due to the clergy and organist etc. as these are not PCC funds. If the PCC receive any additional voluntary donations linked to an occasional service please add to Box 4. This box is Statutory fees only.
 - 12 Income received by the PCC from trading activities including bookstall, letting of the church hall, sales and advertising of church magazines. Income received from other church activities which are not fundraising activities e.g. membership fees for groups, payments for events etc. All trading receipts must be stated as gross figures. The costs must be recorded separately as payments.
 - 13 All other receipts: These are often 'capital' in nature: sale of buildings, insurance claims, transfers from term deposits, loans received, repayment of loans made by the church to others; but will also include contributions from other churches in the benefice to shared costs. Also include any new funds introduced. If using accruals and receive a reduction in share requested through an agreement please enter any adjustment under other.
Please note that Gains and Losses from the revaluation of assets or Gains and Losses on Sale of Fixed Assets should be included under Other income but excluded from the finance form
- A The TOTAL UNRESTRICTED incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets, but after any inter fund transfers
- B The TOTAL RESTRICTED incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets but after any inter fund transfers.
- C The SUM TOTAL incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets.
- 14 Each tax efficient giver should only be counted ONCE. If more than one person is associated with a Gift Aid donation, only ONE person should be counted. Remember to include those who give through Giving Direct or other tax efficient methods.

2016 Return of Parish Finance Notes (contd.)

- 15 Each planned giver should only be counted ONCE. If more than one person is associated with a planned giving, only ONE person should be counted. Remember to include Giving Direct if applicable where the person is not gift aiding donations
- 16 A legacy should only be counted in the first year that money from it is received. Each legacy should only be counted once, even if payments from the estate are spread over several years.
- 17 Costs of generating income: Include the costs of fundraising events, which have contributed to the income recorded in Fund-raising income box above. Also include fees paid to a professional fundraiser, the costs of a Christian Stewardship campaign and the costs of supporting regular giving e.g. envelopes.
- 18 Mission Giving and Donations: Include donations to external missions and charities that come from the PCC's receipts. Collections that go directly to external charities should not be included.

- 19 Diocesan parish share contribution: All payments made during the year, whether for current or previous years Share. If using accruals then include the full share requested irrespective of the amount paid. If using Receipts and Payments only enter the amount of share paid in the year irrespective of the year of allocation
- 20 Salaries, wages and honoraria: All payments to assistant staff, youth worker, verger, administrator, sexton, organist and choir. Include NI/Pension costs where applicable.
- 21 Clergy and staff expenses: Working expenses of the incumbent: e.g. telephone, postage, stationery, travel costs (car and/or public transport), secretarial assistance, office equipment, maintenance of robes, any associated depreciation costs, hospitality, assistant staff: Include costs, as for the incumbent, that are associated with expenses incurred by assistant clergy, pastoral staff and youth workers. Housing: all costs relating to clergy/staff housing paid by the PCC. (including where applicable repair costs, water rates, council tax, and redecoration).
- 22 Mission and Evangelism: cost of outreach, courses, excluding staff salaries.
- 23 Church expenses: Routine repairs and maintenance. Insurance. Miscellaneous: cleaning materials etc. church /office phone. Churchyards all costs involved in their maintenance. Upkeep of services: organ tuning, worship materials, choir robes and associated depreciation etc. For accruals use the accrued figures, if receipt and payment enter the full amount paid in the year.
- 24 Church utility bills: total costs of electricity, gas, oil, water etc.
- 25 Costs of trading - include the costs associated with the receipts for bookstall, hall lettings, magazine income etc.
- 26 Costs relating to the governance of the PCC, including any fees for audit or Independent Examination, training of PCC members in their role of Trustees, the production of the annual report, hire charges for any PCC meetings etc.
- 27 Major church repairs: include repairs that are not routine and internal and external decoration.
- 28 Major repairs to other PCC property: incl. repairs that are not routine and internal and external decoration.

- 29 New building work: new buildings, major alterations and extensions to church or other PCC property and including all associated professional fees and expenses
- 99 All other payments not included above, but mainly of a "capital" nature: for receipts and payments only - purchase of fixed assets for church purpose, purchase of investments, transfer to term deposits, loans made and repayment of loans etc. For accruals these entries will be balance sheet items and not included on the Income and Expenditure accounts.

- D The TOTAL UNRESTRICTED resources expended, as shown on your financial statements.
- E The TOTAL RESTRICTED resources expended, as shown on your financial statements.
- F The SUM TOTAL resources expended, as shown on your financial statements.

- 30 Were your accounts prepared using the "Receipts and Payments" method (approved for PCCs with income under £250,000), or under the "Accruals" method? Please enter an X in the correct box.

- 31 The cash balance at 31/12/16 (all current and deposit accounts). This should be split by restricted and unrestricted.
- 32 The market value of your investments at 31/12/16. This should be split by restricted and unrestricted.
- 33 The value of your Fixed Assets at 31/12/16. This should be split by restricted and unrestricted.
- 34 The value of Other Fixed Assets at 31/12/16. This should be split by restricted and unrestricted.

- G TOTAL ASSETS, as shown on your financial statements.

- 35 TOTAL LIABILITIES, as shown on your financial statements.

- H TOTAL NET ASSETS/FUNDS, as shown on your financial statements.

- 36 Please state the Church's Charity registration number (if applicable)

