

TIMELINE FOR PARISH TREASURY

January

- Prepare the year end accounts and PCC annual report in the correct format.
- Liaise with Clergy/Administrator/Churchwarden to ensure the annual PCC report is being prepared.
- Pay Q4 (previous year) DBF occasional office fees and send summary form to finance@durham.anglian.org

February

- Arrange PCC approve final accounts and annual report.
- Forward the annual report and accounts to your Independent Examiner / Auditor as early in the year as possible for review.

March / April

- Claim Gift Aid and GASDS from HMRC.
- If running a payroll - run year end and FPS. Pay any PAYE and NICs due.
- Present any examiner / audit findings to the PCC.
- Prepare and present Q1 financial reports to the PCC
- Arrange and hold your APCM before May 31st.
- Ensure DBF occasional office fees are up to date.

May

- Complete the annual Return of Parish Finance (RPF) online via www.parishreturns.churchofengland.org
- Forward copies of your annual reports and statements to Parish.returns@durham.anglican.org
- Payroll - issue P60s to employees who were on payroll last tax year.

June

- If a Registered Charity, complete an annual return and submit the annual report to the Charity Commission (deadline 31st Oct)

2025 key dates

31st January - Statistics for Mission Deadline
 5th April - End of income tax year
 31st May - APCM deadline
 31st June - Return of Parish Finance deadline
 (TBC) September - Parish share pledge deadline
 28th September - Generosity Week
 31st October - Charity Commission annual return deadline

January February March

Q1

June April May

Q2

July / August

- Prepare and present Q2 financial reports to the PCC.
- Check DBF fees are up to date.
- Relax and take a break!

September

- Review the year so far and begin the budget process for the next year.
- PCC Meeting - agree guided pledge for the next year.
- Claim any Gift Aid due from HMRC.

August July September

Q3

October

- Prepare and present Q3 financial reports to the PCC.
- Check DBF fees are up to date.

November

- Complete the budget process and seek PCC approval of next year's budget.

December

- Start preparations for end of year accounts

December November October

Q4