

# TIMELINE FOR TREASURERS

## MONTHLY TASKS

- BOOKKEEPING AND BANK RECONCILIATIONS
- PAY PARISH SHARE

### JANUARY

- Prepare 31 December accounts
- Pay 4th quarter (previous year) Parochial Fees to DBF by 31 January and send summary form
- Plan Trustees Annual Report wording with other PCC members

### FEBRUARY

- Finish accounts and annual report
- Arrange for draft annual report and accounts to be independently examined and statement signed by the examiner

### MARCH

- Present final accounts to PCC for approval
- If running a payroll - run year end and send-out employee P60s
- Claim gift aid from HMRC

### APRIL

- Present final accounts to PCC for approval (if not in March)
- Pay 1st quarter Parochial Fees to DBF and send summary form
- Prepare 1st quarter management accounts and present to PCC

### MAY

- Present annual report and accounts to APCM by 31 July
- Send approved accounts to DBF Finance team at latest 28 days after APCM

### JUNE

- Complete Return of Parish Finance (RPF) online by 18th June
- Claim gift aid from HMRC
- If a registered charity, file annual return and accounts with Charities Commission (deadline is 31st October)

### JULY

- Present annual report and accounts to APCM by 31 July (if not completed in May) \*
- Pay 2nd quarter Parochial Fees to DBF & send summary form
- Prepare 2nd quarter management accounts and present to PCC

### AUGUST

- Relax... you've been working hard! Enjoy your holiday

### SEPTEMBER

- Begin 2022 budget process
- Claim gift aid from HMRC

### OCTOBER

- Prepare 3rd quarter management accounts and present to PCC
- Pay 3rd quarter Parochial Fees to DBF and send summary form
- If a registered charity, file annual return and accounts with Charities Commission (deadline is 31st October)

### NOVEMBER

- Complete Budget process with PCC approval of budget

### DECEMBER

- Start preparations for year-end accounts production
- Ensure insurance is in place for next year
- Claim gift aid from HMRC