The Church Financial Year 2023 – Guidance for PCCs in Diocese of Oxford

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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</thead>
<tbody>
<tr>
<td>• Prepare 31 December accounts</td>
<td>• Finish accounts and annual report</td>
<td>• Present final accounts to PCC for</td>
<td>• Present final accounts to PCC for</td>
</tr>
<tr>
<td>• Pay 4th quarter Parochial Fees to ODBF by</td>
<td>• Arrange for draft annual report and accounts</td>
<td>approval</td>
<td>approval (if not in March)</td>
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<tr>
<td>31 Jan &amp; send return form</td>
<td>to be independently examined &amp; statement signed</td>
<td>• Pay Parish Share: deanery rebate</td>
<td>• Prepare 1st quarter management</td>
</tr>
<tr>
<td>• Plan Trustees Annual Report wording with</td>
<td>by the examiner</td>
<td>deadline of 20% contribution by 31</td>
<td>accounts and present to PCC</td>
</tr>
<tr>
<td>other PCC members</td>
<td>• Pay Parish Share</td>
<td>March</td>
<td>• Pay 1st quarter parochial fees to ODBF &amp;</td>
</tr>
<tr>
<td>• Pay Parish Share. Discount for parishes</td>
<td>• Bookkeeping and bank reconciliations</td>
<td>• Bookkeeping and reconciliations</td>
<td>send return form</td>
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<tr>
<td>who contribute full allocation by end of</td>
<td></td>
<td>• If running a payroll – run year end</td>
<td>• Pay Parish Share</td>
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<tr>
<td>January</td>
<td></td>
<td>and send-out employee P60s</td>
<td>• Bookkeeping and bank reconciliations</td>
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<td>• Bookkeeping and bank reconciliations</td>
<td></td>
<td>• Claim gift aid from HMRC</td>
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<tr>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
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<tr>
<td>• Present annual report and accounts to</td>
<td>• Complete Church of England Parish Finance</td>
<td>• Prepare 2nd quarter management</td>
<td>• Pay Parish Share</td>
</tr>
<tr>
<td>APMC by 31 May</td>
<td>Return online by 28th June</td>
<td>accounts and present to PCC</td>
<td>• Bookkeeping and bank reconciliations</td>
</tr>
<tr>
<td>• Send approved accounts to ODBF Finance</td>
<td>• Pay Parish Share: deanery rebate</td>
<td>• Pay 2nd quarter parochial fees to</td>
<td></td>
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<tr>
<td>team 28 days after APMC</td>
<td>deadline of 50% contribution by 30 June</td>
<td>ODBF &amp; send return form</td>
<td></td>
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<tr>
<td>• Pay Parish Share</td>
<td>• Bookkeeping and bank recs</td>
<td>• Pay Parish Share</td>
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<tr>
<td>• Bookkeeping and bank reconciliations</td>
<td>• Claim gift aid from HMRC</td>
<td>• Bookkeeping and bank reconciliations</td>
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<td>• If a registered charity, file annual</td>
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<td>return and accounts with Charities</td>
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<td>Commission</td>
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<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
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<tr>
<td>• Begin 2022 budget process</td>
<td>• Prepare 3rd quarter management</td>
<td>• Complete Budget process with PCC</td>
<td>• Pay Parish Share: deanery and parish</td>
</tr>
<tr>
<td>• Pay Parish Share</td>
<td>accounts and present to PCC</td>
<td>approval of budget</td>
<td>rebate deadline of 100%</td>
</tr>
<tr>
<td>• Bookkeeping and bank reconciliations</td>
<td>• Pay 3rd quarter parochial fees to ODBF &amp; send</td>
<td>• Pay Parish Share</td>
<td>contribution by 31 December</td>
</tr>
<tr>
<td>• Claim gift aid from HMRC</td>
<td>return form</td>
<td>• Bookkeeping and bank reconciliations</td>
<td>• Bookkeeping and reconciliations</td>
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<td></td>
<td>• Pay Parish Share</td>
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<td>• Start preparations for year-end</td>
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<td>• Bookkeeping and bank reconciliitions</td>
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<td>accounts production</td>
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<td>• Ensure insurance is in place for next</td>
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<td>year with Church Wardens</td>
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<td>• Claim gift aid from HMRC</td>
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