# The Church Financial Year 2024 – Guidance for PCCs in Diocese of Oxford

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
</table>
| ✓ Prepare 31 December accounts  
✓ Pay 4th quarter Parochial Fees to ODBF by 28 Jan & send return form  
✓ Plan Trustees Annual Report wording with other PCC members  
✓ Pay Parish Share. Discount for parishes who contribute full allocation by 31 January  
✓ Bookkeeping and bank reconciliations | ✓ Finish accounts and annual report  
✓ Arrange for draft annual report and accounts to be independently examined/audited  
✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations | ➤ Present final accounts to PCC for approval  
➤ Pay Parish Share: deanery rebate deadline of 20% contribution by 31 March  
➤ Bookkeeping and reconciliations  
➤ If running a payroll – run year end and send-out employee P60s  
➤ Claim gift aid from HMRC | ➤ Present final accounts to PCC for approval (if not in March)  
➤ Prepare 1st quarter management accounts and present to PCC  
➤ Pay 1st quarter parochial fees to ODBF & send return form  
➤ Pay Parish Share  
➤ Bookkeeping and bank reconciliations |

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
</table>
| ✓ Present annual report and accounts to APCM by 31 May  
✓ Send approved accounts to ODBF Finance team 28 days after APCM  
✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations | ✓ Complete Church of England Parish Finance Return online by 28th June  
✓ Pay Parish Share: deanery rebate deadline of 50% contribution by 30 June  
✓ Bookkeeping and bank recs  
✓ Claim gift aid from HMRC  
✓ If a registered charity, file annual return and accounts with Charities Commission | ✓ Prepare 2nd quarter management accounts and present to PCC  
✓ Pay 2nd quarter parochial fees to ODBF & send return form  
✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations | ✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations |

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>
| ✓ Begin 2025 budget process  
✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations  
✓ Claim gift aid from HMRC | ✓ Prepare 3rd quarter management accounts and present to PCC  
✓ Pay 3rd quarter parochial fees to ODBF & send return form  
✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations | ✓ Complete budget process with PCC approval of 2025 budget  
✓ Pay Parish Share  
✓ Bookkeeping and bank reconciliations | ➤ Pay Parish Share: deanery and parish rebate deadline of 100% contribution by 31 December  
➤ Bookkeeping and reconciliations  
➤ Start preparation of 2024 accounts  
➤ Ensure insurance is in place for 2025  
➤ Claim gift aid from HMRC |