

Finance Department
Oxford Diocesan Board of Finance
Church House Oxford
Langford Locks, Kidlington
Oxford OX5 1GF

1st December 2021

To: PCC Treasurers

Copied to: Deanery Treasurers and Archdeacons

Dear Treasurers,

With the end of the financial year fast approaching, we thought that it might be helpful to give you a few updates and reminders.

This newsletter covers the following areas: -

1. 2021 Parish Share
2. 2022 Parish Share and discounts
3. 2021 and 2022 Parochial Fees
4. 2022 Fee for Service in Vacancy
5. 2021 Annual Report and Accounts guidance
6. 2021 Autumn Financial Briefings and Parish Share Review

1. **2021 Parish Share**

For parishes making payment in December, **the last date of the financial year is 31 December** and so in order for payments to be included in 2021 report and accounts either the bank transfer needs to have taken place by 31 December or the cheque dated 31 December (or earlier) and posted to us to be received by Friday 7th January 2022. Please make your cheque payable to Oxford Diocesan Board of Finance and send it to ODBF Finance Department, Church House Oxford, Langford Locks, Kidlington OX5 1GF. If you would prefer to make a bank transfer, the details are as follows

Bank: NatWest
Account name: Oxford Diocesan Board of Finance
Sort code: 60-03-57
Account number: 78802938

Please quote your parish share reference number and parish name so that we can identify your payment.

2. **2022 Parish Share**

Your Deanery treasurer will be confirming your 2022 Parish Share allocation shortly, if they have not already done so.

We will continue to offer a 1% discount for all parishes contributing their full allocation (or 99%) by 31st January 2022. We also give a 1% discount on your allocation for all parishes who contribute their full parish share allocation, in monthly instalments, by direct debit.

If you do not feel that you are currently in a financial position to commit to paying your full allocation by direct debit but are able to commit to a lower monthly contribution amount by direct debit, we will continue to give you 0.5% discount on your contribution. These discounts acknowledge the savings in administration costs at the diocese and the greater certainty over cash flow gained from receipts by direct debit. If you

would like to set up a direct debit mandate with us, please contact Liz Holloway at liz.holloway@oxford.anglican.org.

3. 2021 and 2022 Parochial Fees

Many thanks to those who have submitted parochial fee returns for weddings and funerals to date, please do continue to send these in quarterly. Our Diocesan Parochial Fees webpage can be found by clicking on the following link:

<https://www.oxford.anglican.org/support-services/finance/parochial-fees/>

Looking ahead, **the last day for Parochial Fee returns and payments relating to 2021 is 31 January 2022.** Please send a nil return if no fees were received. Please email your return to finance@oxford.anglican.org or send it to ODBF Finance Department, Church House Oxford, Langford Locks, Kidlington OX5 1GF, and send cheques payable to ODBF or a bank transfer to the bank details as above for Parish Share. Please quote your Fees Account number on all payments. A list of Fee account numbers is available on our Parochial Fees webpage.

The new rates for 2022 Parochial Fees are now available on the Diocesan website. We will upload the 2022 return form in the new year, prior to the end of the first quarter 2022.

If you do have queries regarding Parochial Fees, please refer to our website or email finance@oxford.anglican.org.

4. Service in vacancy

The fee for Service in Vacancy will increase slightly to £41.50 for 2022. Guidelines and the claim form can be found at the following link.

<https://www.oxford.anglican.org/support-services/finance/parochial-fees/>

5. 2021 Annual Report and Accounts

I am sure many of you will be beginning to think about the financial year end of 31 December and producing your Annual Report and Accounts. Guidance on producing PCC Accounts is available at the links below.

<https://www.oxford.anglican.org/support-services/finance/parish-accounts/>

<https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide>

In particular, we would like to draw to your attention to the structure of the annual report and accounts as sometimes we only receive partial versions – as you will see in the Parish Resources guidance, the full document should have 4 elements:

- The Trustees (PCC) Annual Report
- The Receipts and Payments or Accruals Account
- The Statement of Assets and Liabilities
- The Independent Examiners Report

It is a requirement of the Charity Commission that we hold copies of all PCC Report and Accounts here at Church House Oxford. Please remember to send us a copy once it has been confirmed at your APCM.

We have produced a one-page summary of the annual church financial calendar that we hope will help you in identifying what needs to happen when.

<https://www.oxford.anglican.org/wp-content/uploads/2021/11/The-Church-Financial-Year-2022.pdf>

6. 2021 Autumn Financial Briefings and Parish Share Review

I hope that you were able to attend one of the recent Financial Briefings but if not, the presentation slides and recordings from the meetings are on the website here - <https://www.oxford.anglican.org/support-services/finance/financial-consultations/>.

We would also like to thank everyone for completing the survey for providing feedback on the existing Parish Share scheme and the Diocesan method of allocation. If you have not completed the survey, it is open until 5th December 2021 and all comments received will be shared with the Parish Share Review Group as they

embark on a review of the existing scheme prior to implementation in 2023. You can access the survey via this link - <https://oxforddiocese.typeform.com/to/qgan3wCc>.

As always, please do not hesitate to contact us here in the Finance Department at Church House Oxford if we can be of any help, tel. 01865 208206 or email finance@oxford.anglican.org

Finally, we would like to take this opportunity to thank you all sincerely for your hard work throughout the year in supporting your Parish and in assisting us here at the Diocese.

With best wishes to you all,

On behalf of John Orridge, Director of Finance

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