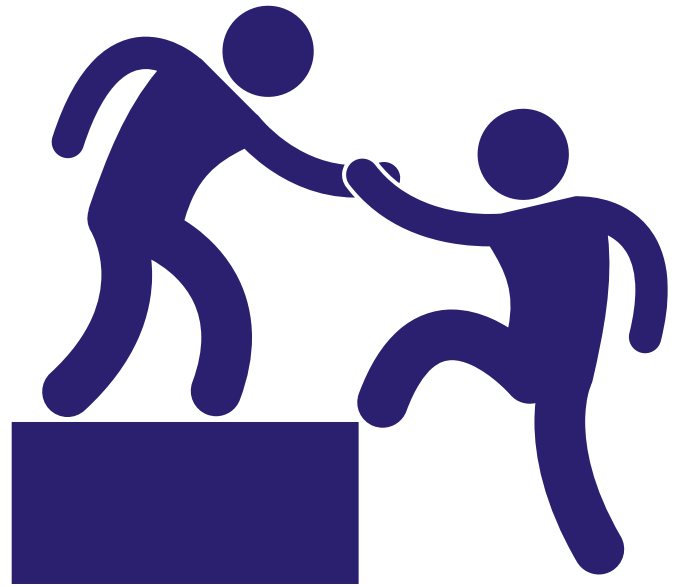


www.leeds.anglican.org



TREASURER FORUM

SESSION 3

Tuesday 28th January 2025

 THE CHURCH
OF ENGLAND

Diocese of Leeds

AGENDA

- Introduction
- Aims & Objectives of Forum (Janet Edmond)
- New Treasurer Ambassadors
- Succession planning (Michael Moss)
- Year-end process (Jenni Robinson)
- Year-end reporting (Nick Davies)
- Independent Examination (Lydia Groenewald)
- WhatsApp group launch (Jenni Robinson)
- Breakout rooms
- Q&A session

AIMS & OBJECTIVES OF FORUM

- Started in June 2024
- Provide training and resources for Treasurers
- Enable better communication between Diocese and Treasurers
- Networking opportunity for Treasurers
- Platform for feedback and ideas to improve our Treasurer resources

TREASURER AMBASSADORS

New Ambassadors

Bradford

Colin Wilcock
Mike Moss

Huddersfield

Anne Firth
Elaine Anderson

Wakefield

Sarah Rowland

We now have 8 Treasurer Ambassadors plus an additional 5 treasurers who are happy to provide support and guidance regarding banking, systems and training.

To find out more or to register your interest please visit our website:

<https://www.leeds.anglican.org/how-we-can-help/finance-and-stewardship/finance-support/treasurer-forum/>

SUCCESSION PLANNING

Strong financial management requires a plan for the future. Consider these key questions:

- Who currently holds key financial information in your parish? (Bank details, signatories, etc.)
- Who manages your banking, including online access and deposit accounts?
- Who is responsible for relationships with utility companies and suppliers?
- Who understands your accounting system and has access to records?
- Who handles audits and expense claims?
- Who oversees financial policies and payroll procedures?

Documenting these roles and responsibilities is crucial for smooth transitions and preventing disruptions in parish finances.

YEAR-END PROCESSES

Deadlines

Annual accounts and report - 31st May 2025

Return of Parish Finance - 28th June 2025

[Energy Footprint Tool \(EFT\)*](#) - 30th June 2025

Charity Commission accounts submission (for registered charities) - 31st October 2025

Please see our video guide on completing the Return of Parish Finance:

<https://youtu.be/osA7flxPe4k>

*EFT completion is essential to be considered for National Church funding for Net Zero Carbon Grants. Access to EFT is on Parish Returns website and completion alongside the RoPF is recommended.

YEAR-END PROCESSES

Receipts and Payments Accounts	Accruals Accounts
Trustees Report	Trustees Report
Independent Examiners Report	Independent Examiners Report
Receipts and Payments Account	Statement of Financial Activites
Statement of Assets and Liabilites	Balance Sheet
Notes to the Financial Statements	Cash Flow Statement
	Notes to the Financial Statements

YEAR-END PROCESSES

Detailed guidance and example accounts

Receipts and payments: <https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide/chapter-5>

Accruals: <https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide/chapter-8>

Trustees Annual Report Guidance

<https://parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/the-annual-report/>

Guidance on submitting Charity Commission Annual Return

<https://www.gov.uk/guidance/prepare-a-charity-annual-return>

Accounts Templates (linked at the bottom of the webpage)

<https://www.leeds.anglican.org/how-we-can-help/finance-and-stewardship/finance-support/accounting-for-church-funds/>

YEAR-END REPORTING

Data Developments software

- Year-end procedure
- Benefits of using software



PCC Funds

- Accounting for different types of funds
- Investment revaluation

For helpful guidance on PCC funds please visit the below websites:

<https://parishresources.org.uk/resources-for-treasurers/different-types-of-funds/>

<https://www.leeds.anglican.org/how-we-can-help/finance-and-stewardship/finance-support/pcc-funds/>

INDEPENDENT EXAMINATION

What it is: A "light touch" scrutiny of a PCC's finances to ensure proper accounting and record-keeping. It's a less intensive alternative to a full audit, often more cost-effective.

Who needs it: All PCCs, regardless of income, require an independent examination according to Church Accounting Regulations.

Who can be an examiner: An independent person with sufficient accounting skills and no conflicts of interest with the PCC. For PCCs with income over £250,000, the examiner must have a recognized qualification.

Key takeaways

- Provides assurance to stakeholders that funds are managed responsibly.
- Examiner checks for compliance with accounting standards and identifies any areas of concern.
- Essential for maintaining transparency and accountability.

INDEPENDENT EXAMINATION CONT...

How can I find an independent examiner?

If you can't find someone known to your church, you could try:

<https://www.wycas.org.uk/annual-accounts/>

<https://acie.org.uk/find-and-ie-in-england>

<https://www.stewardship.org.uk/accounts-examination>

<https://www.wyattandco.net/charityaccountants>

If you are using software from Data Developments: <https://www.datadevelopments.co.uk/Services>

Where can I find out more?

<https://parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/independent-examination/>

<https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide/chapter-11>

<https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31>

<https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-examiners-cc32>

<https://www.acat.uk.com/handbook/chapter-11-independent-examination/>

TREASURER WHATSAPP GROUP

<https://chat.whatsapp.com/EJPkUYStovU6GmlfPaaMPa>

This is a dedicated space for treasurers across the Diocese to connect with each other, share advice, and ask questions.

To participate, please join the "General" group within the WhatsApp community.

Our only rule is to keep our conversations polite and courteous.

Contact the admins listed in the group's participant list if you have any questions or encounter issues. You can also request new groups within the community.

This chat is not actively monitored at all times. For urgent support, please contact the Diocese directly.

We ask that the link above is only shared with fellow treasurers and isn't posted on social media.

BREAKOUT ROOMS

If any questions arise from discussions please nominate one person to ask the question during the Q&A session

15 minutes

Q&As

Q. Where should Sum Up charges go in accounts ?

A. Bank charges is the most appropriate place or “other payments” but the suggestion of fundraising costs would be OK if this is all you were using the machine for.

Q. What section should QI inspections be recorded under in the Return of Parish Finance?

A. Section 23, Church running expenses or Section 99, Other payments/expenditure not already listed.

Q. What can a parish do if no one wishes to become the next treasurer?

A. Suggest talking to your deanery, archdeacon, finance or Stewardship team or one of the Treasurer Ambassadors. You could also consider paying for an external treasurer or contact a neighbouring parish as you may find someone wishing to become a multi-church treasurer

Q&As

Q. The difference between receipts and payments and accruals is it based on the annual income?

A. Yes, if gross income is higher than £250k. There's some more info in the PCC Accountability chapter 1, link here <https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide/chapter-1>

Q. Is there a video on how to complete the charity commission accounts return?

A. Not aware of a video but there's some guidance here which includes the questions they'll ask, <https://www.gov.uk/guidance/prepare-a-charity-annual-return>. and also at <https://parishresources.org.uk/the-pcc-as-a-charity/registration-with-the-charity-commission/>. You can also email resourcingparishes@leeds.anglican.org for help.

Q&As

Q. How long is it reasonable for the Examiner to take to examine the year end accounts?

A. About 6 weeks

Q. Is the Listed Places of Worship Grant Scheme being extended?

A. Yes, it is currently being extended until end of March 2026. For more information about the scheme please visit [Listed Places of Worship \(LPW\) Grant Scheme](#)

Q. How can I register for a Sum Up account to enable contactless Giving and Online Giving?

A. Sign up through the Parish Buying website to gain the lowest transaction rates. You will find detailed instruction guides at [Parish Buying - Online Giving & QR Codes](#) but you will need to login to Parish Buying first. Contact resourcingparishes@leeds.Anglican.org for additional support with digital giving

Q&As

Q. What do we need to send to the Diocese regarding the account and when does that need to happen?

A. Send your APCM report and accounts to your archdeacon's PA as soon as you have it ready.

Q. How can I register for the monthly Money For Mission newsletter prepared by the Stewardship team?

A. If you would like to receive Money for Mission, it is already included in the E News+ newsletter which is sent out from the Diocese on the first Monday of every month. Email resourcingparishes@leeds.anglican.org if you don't already receive E News+ but would like to receive Money for Mission.

Q&As

Q. At what point does registering for VAT become advantageous?

A. Go to [Does my charity need to register for VAT?](#) for some guidance on this

Q. When is the Diocese emailing CCLA account balances to PCCs?

A. CCLA statements have already been sent out from the Diocese so please contact resourcingparishes@leeds.Anglican.org if you haven't received your statement.

Comment From Treasurer : I applied for and received a grant from Microsoft for office 365 accounts for the Farnham PCC. Once this was in place, we set up a Teams channel for everyone in the PCC. Now, all of the treasurer, secretarial and events team information is saved in one place and everyone in the PCC has access to that information. This was much better than everyone having various files on their own home PCs.

TREASURER AMBASSADOR ROLE

Treasurer Ambassadors can help:

- Strengthen the treasurer network
- Support fellow treasurers online & in person
- Review Diocesan materials before publication
- Give feedback on desired training & events
- Mentor new treasurers
- Collaborate with Diocesan staff

Participation is flexible and ambassadors can tailor their involvement, choosing activities that suit your skills and time best!

Interested? Register [here](#)

Janet Edmond

Senior Stewardship Officer

Jennifer Robinson

Parish Support Accountant

Email & Tel.

resourcingparishes@leeds.anglican.org

0113 2000 0540

Links

linktr.ee/treasurerforum

*Thank
you!*



Diocese of Leeds