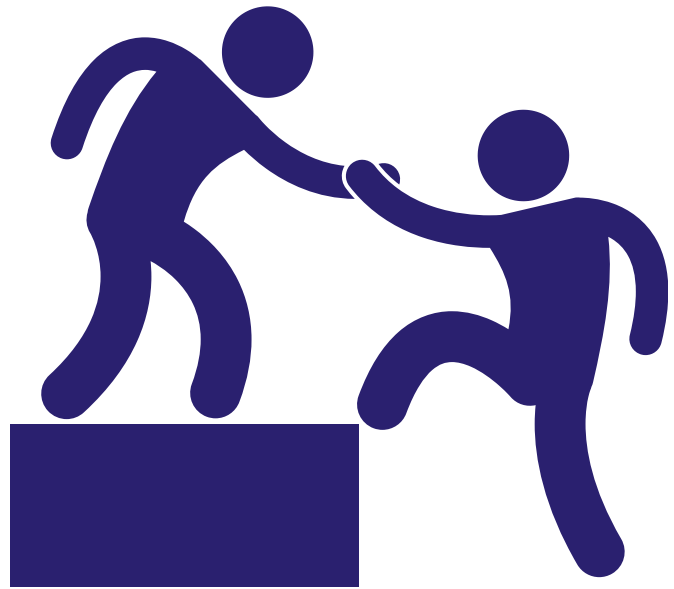


[www.leeds.anglican.org](http://www.leeds.anglican.org)



# TREASURER FORUM

## SESSION 1

Monday 10th June 2024

 THE CHURCH  
OF ENGLAND

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Diocese of Leeds

# AGENDA

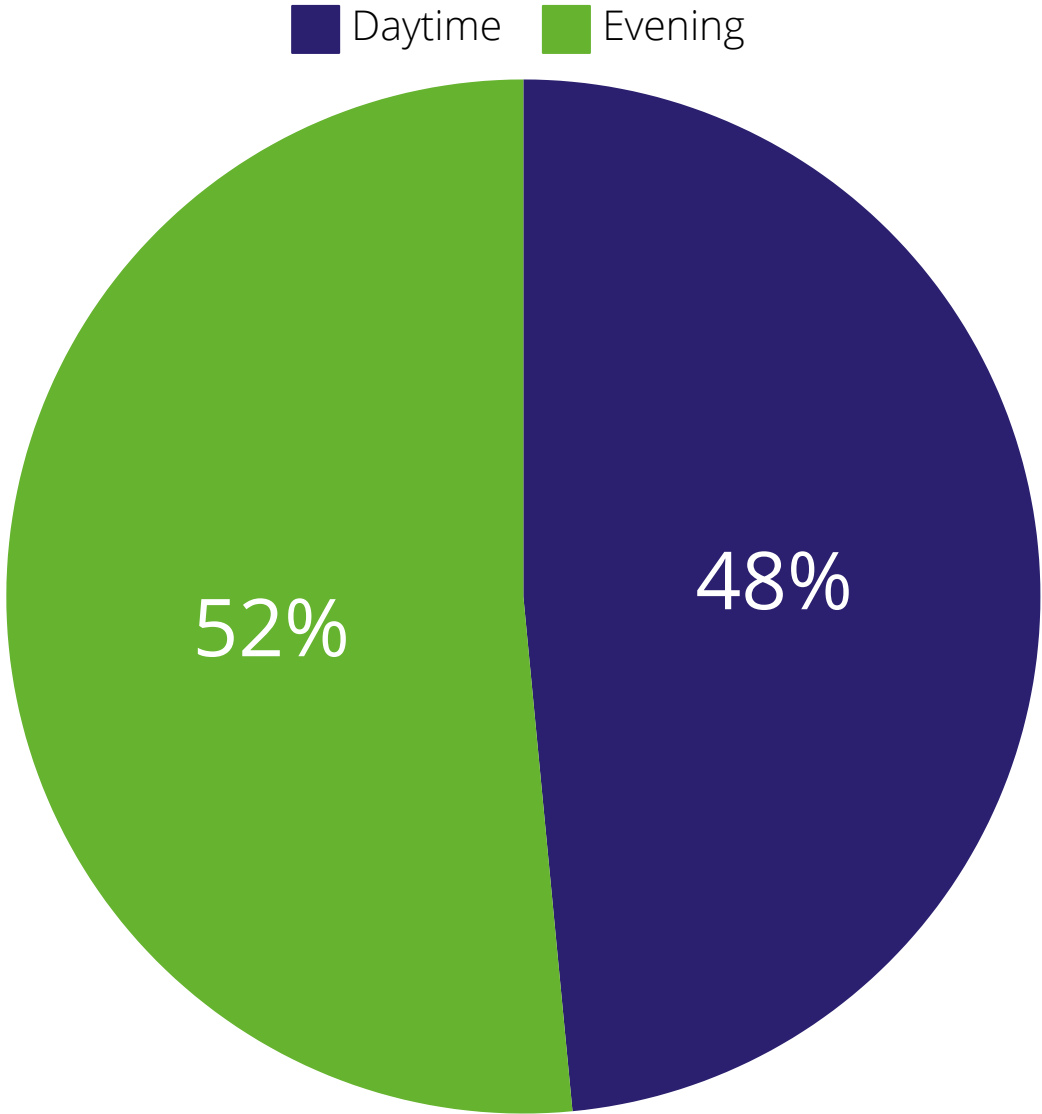
- Introduction
- Forum Objectives
- Treasurer Training Survey Results
- Treasurer Resources
- Systems and processes
- Next meeting
- Breakout rooms
- Q&A session

# OBJECTIVE OF FORUM

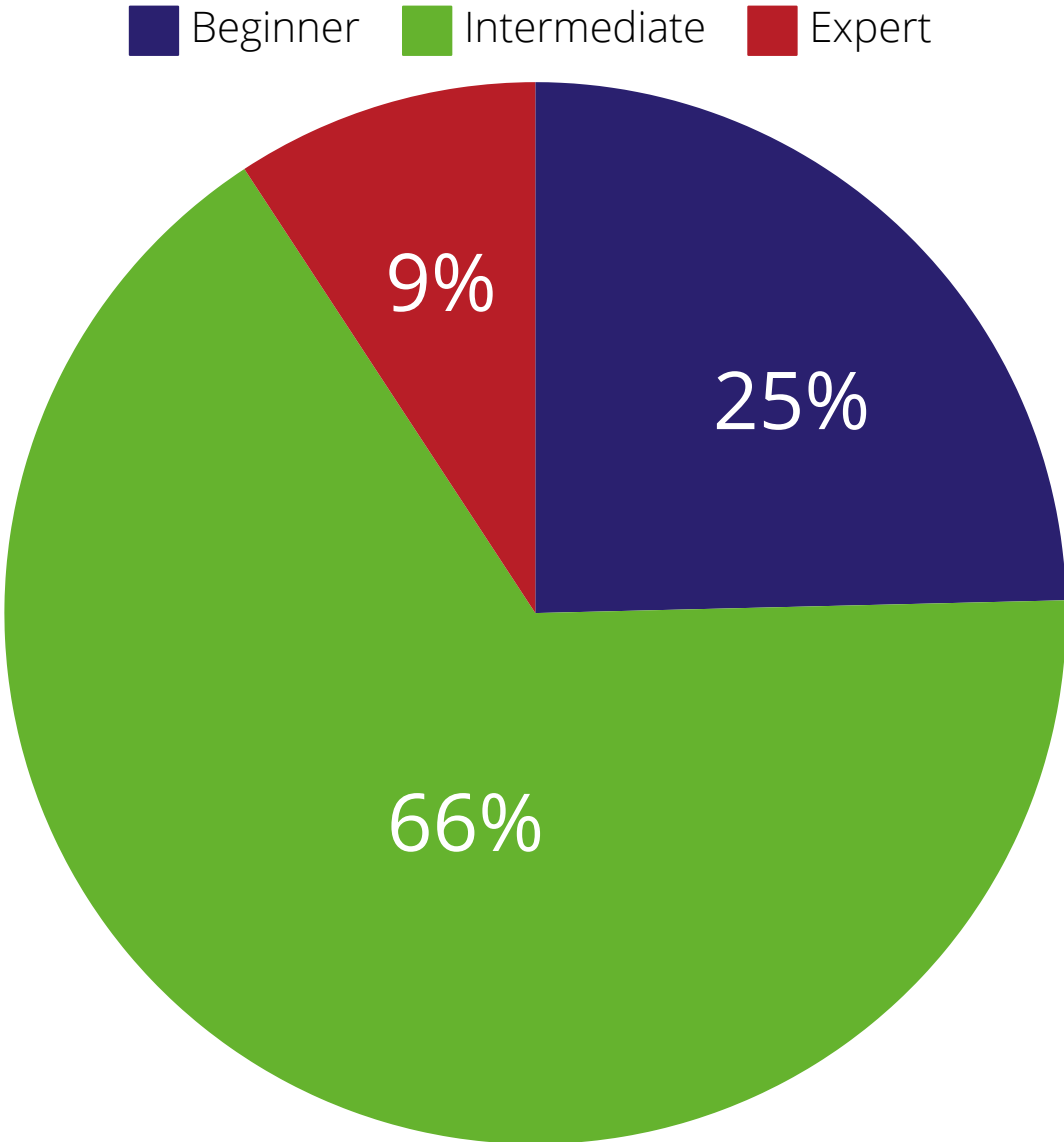
- Provide training and resources for Treasurers
- Enable better communication between Diocese and Treasurers
- Networking opportunity for Treasurers
- Platform for feedback and ideas to improve our Treasurer resources

# TREASURER TRAINING NEEDS SURVEY

## Preference on timing



## Treasurer Skill Level



# TREASURER TRAINING NEEDS SURVEY

## Most requested forum topics

- Bookkeeping systems and templates
- Signposting to resources and training
- Understanding the Return of Parish Finance process
- Understanding Parochial Fees
- The role of the PCC Treasurer

## Specific training needs

- Gift Aid and GASDS
- Sourcing funding for church repairs and development
- Managing financial resources effectively
- Transferring information from accounts to Parish Returns

# TREASURER TRAINING NEEDS SURVEY

## Key challenges felt by treasurers

- Balancing resources and meeting parish share request
- Budgeting with uncertainties
- Ensuring adherence to budgets
- Managing people
- Engaging the PCC in financial matters
- Navigating Gift Aid and GASDS
- Transitioning to new systems

# RESOURCES

Links to all resources can be found at [linktr.ee/treasurerforum](https://linktr.ee/treasurerforum)

## WEBSITES

- [Diocese of Leeds](#)
- [Parish Resources](#)
- [Charity Commission](#)
- [ACAT](#) (Association of Church Accountants and Treasurers)
- [Gov.uk Gift Aid and GASDS](#)
- [Parish Returns](#)

## OTHER RESOURCES

- [PCC Accountability Guide](#)
- [ACAT Membership](#) - send confirmation of membership to [resourcingparishes@leeds.anglican.org](mailto:resourcingparishes@leeds.anglican.org) for reimbursement
- [New Treasurer's Guide from ACAT](#)

## TRAINING

- [ACAT Courses starting from £10 per person](#)
- [Free Data Developments Treasurer Training \(4 sessions\)](#)
- [Free Data Developments Gift Aid Training \(3 sessions\)](#)
- [Free WYCAS training](#)
- [1 to 1 support sessions with Jenni Robinson \(Parish Support Accountant - Diocese of Leeds\)](#)



# SYSTEMS AND TEMPLATES

## My Fund Accounting from Data Developments

- Cloud based
- Automated Return of Parish Finance submission
- Designed specifically for fund accounting
- Diocese of Leeds parishes get subscription for £10 per month with the code LETSGOLEEDS

My Fund Accounting .Online



# SYSTEMS AND TEMPLATES

## WYCAS Cashbook Excel Template

- Free to use
- Easy to set up
- Simpler for smaller churches
- Free training from WYCAS
- Support from Diocese staff
- Template customised specifically for Church of England parishes

The logo for WYCAS, featuring the letters 'WYCAS' in a large, blue, sans-serif font. To the right of the text is a green L-shaped graphic element consisting of a horizontal bar at the top and a vertical bar on the right side.

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# SYSTEMS AND TEMPLATES

## Expense Plus

- Designed for Churches and Charities
- Cloud based
- Free automatic updates
- Built for teams
- Return of Parish Finance built in
- Easy to use approvals process

Join the [Zoom demo](#) on 12th September to see more (link also in our Linktree)



# September 2024 Forum meeting

Our next forum meeting will be focused on digital giving and Gift Aid, if you'd like to help at the next meeting please get in touch, we're happy for any volunteers who think they may be able to present anything useful to get involved. Email us at [resourcingparishes@leeds.anglican.org](mailto:resourcingparishes@leeds.anglican.org)

The time and date of the meeting will be announced closer to the time.

# TREASURER AMBASSADORS

## Current Ambassadors

Lydia Groenewald

Paul Carnell

Nick Davis

If you'd like to become an ambassador and/or would be interested in supporting a buddy system please contact us for more information. This can be to provide direct assistance to other treasurers or to provide feedback to the Diocese on resources.

# FEEDBACK FROM BREAKOUT ROOMS

Attendees were split into groups and asked to discuss what key information they would like to see in a New Treasurer Pack.

- A brief summary of the pros and cons of each method of bookkeeping, i.e. systems, spreadsheets etc. (raised by 2 groups)
- Knowing who to contact if you need help. (raised by 2 groups)
- Knowing which bank to use.
- A buddy system that pairs new treasurers with experienced treasurers from similar parishes. (This was raised by several groups)
- Links to training courses that are available.
- Information about handover of processes from old treasurer.
- Comprehensive list of all tasks a treasurer may need to do (Jennifer asked if people can send lists of what they do to help us create this list)
- Links to all resources.
- One group expressed how difficult it is to meet the parish share request.

# Q&As

## **What's the best system for Gift Aid management?**

While we can't comment on the best system, this [list](#) provides some different options.

## **Is anyone else having issues with Barclays?**

Yes, many! The most common issue seems to be proving charity status, we'd recommend downloading a copy of the proof of charity status form from [A Church Near You](#) by searching for your parish and going to More Information and clicking Download Certificate at the bottom of the page. The best advice we can give is to keep on at them to resolve the problem, while we recognise that this isn't the best response, it's the only way we managed to resolve our own issues with Barclays.

## **How can we implement team working e.g. Treasurer, Assistant Treasurer and Gift Aid Secretary?**

Start by making a list of every task that needs doing and divide between the role that's most appropriate for each task, making sure to set clear boundaries of who does what. Jennifer asked if anyone with experience setting up a team would like to help the Parish that asked this question, please get in touch via email and we'll pass your details on.

# Q&As

## **If Gift Aid claims fail to appear in your bank account, how do you query this?**

The best way is to contact the Charities Helpline, the contact options are [here](#).

## **Why do churches have to submit the same information multiple times?**

We appreciate that churches are currently having to submit the same information twice, the Statistics Team are looking into functionality to upload the accounts at the same time as completing the return. We can't make promises on when this will be available but hope it will be next year.

## **Are all the forms and information we submit actually used and useful?**

Yes! by us, parishes and the wider church. We use the Return of Parish Finance data for financial reviews and share calculation, as well as the Statistics for Mission data for the share calculation. Used on a national level to produce annual reports which give a clear picture on the Church of England as a whole and helps to know where resources need to be.



# Q&As

## What are the pros and cons of online banking?

pros - access info anytime, enables dual authorisation, can make payments online - no need to rely on cheques, link bank to finance systems for easier bookkeeping or download CSV files to upload transactions, multiple people can access.

cons - can be problematic if only one person has access and they leave, managing who can access the account and making sure permissions are set up right.

privacy - reduces need for paper records so less chance of names being seen by anyone who isn't authorised

## **Janet Edmond**

Senior Stewardship Officer

## **Jennifer Robinson**

Parish Support Accountant

### **Email**

resourcingparishes@leeds.anglican.org

### **Links**

[linktr.ee/treasurerresources](https://linktr.ee/treasurerresources)

*Thank  
you!*



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Diocese of Leeds