



RETURN OF PARISH FINANCE for January to December 2013

These notes are to help you to complete the Return of Parish Finance. You will need your PCC's financial statements for the year to December 2013.

A separate form should be completed for each PCC.

INCOMING RESOURCES (Receipts)

All NEW income to any fund which is under the control of the PCC needs to be accounted for on this form.

Do NOT include money transferred into one PCC fund from another.

Do NOT include incumbent's fees for marriages, funerals etc.

Restricted Funds

Income received by the PCC will only be restricted if it has been given or paid to the PCC for a specific purpose. If the PCC decides after receipt to designate it for a specific purpose it nevertheless remains unrestricted for accounting purposes.

Voluntary Income

1 Gift-Aided planned giving

Money that is given regularly under Gift Aid through a standing order, by envelope scheme, or by cheque. Figures should be net, i.e. excluding any tax recovered. Also include money given through charity vouchers (gross amount) e.g. CAF or Sovereign Giving and money given through Payroll Giving (gross amount).

2 Other planned Giving

Money given regularly without Gift Aid through standing order, by envelope scheme, or by cheque.

3 Collections at services

Collections at Sunday, midweek, wedding, baptism and funeral services, and Sunday schools. Include one-off gifts given in collections at services through Gift Aid envelopes (net amount), but exclude money given through planned giving envelopes. Do NOT include collections that go directly to a charity and do not 'go through the PCC books' e.g. Christian Aid Week. Other collections for a specific charity are restricted income.

4 All Other Recurring Giving / Donations

Proceeds of annual Gift Days, money given in church boxes and wall safes, and other ad-hoc donations from individuals which are likely to recur in future years.

5 All Non-Recurring Giving / Donations

Include one-off donations given outside services. Also include the proceeds of all special appeals (which are usually restricted), but also one-off Gift Days for general funds. Include gifts of shares at market value.

6 All tax recovered through Gift Aid

The amount of tax recovered from HMRC on all money given to the PCC under Gift Aid, inclusive of Small Donations (GASDS) amounts. This should be split between Gift Aid recovered on restricted and unrestricted income.

7 Legacies Received

The capital amount of a legacy, together with interest from the probate process, should be recorded in the year(s) that it appears in the accounts. Income arising from the church's investment of the legacy is recorded under income from investments (Note 10).

8 Income from Grants

External grants received from trusts and other funding bodies for the PCC's general fund or for a restricted purpose. Include VAT recovered through the Listed Places of Worship scheme. Exclude transfers within the benefice (see note 13).

Activities for generating funds

9 Gross income from fund-raising activities

Money raised from sponsored activities, jumble sales, fetes, and other activities where the primary purpose is fund-raising. Income should be stated gross.

Income from investments

10 Dividends, Interest, Income from Property

Bank and other deposit interest including any reclaimed tax on investment income. Include dividends from shareholdings. Include rent received from land or buildings owned by PCC.

Church activities

11 PCC Fees for weddings, funerals etc. (Exclude fees due to the clergy and organist etc. as these are not PCC funds.)

12 Gross Income from Trading/Other Activities.

Income received by the PCC from trading activities including bookstall, letting of the church hall, sales and advertising of church magazines. Income received from other church activities which are not fundraising activities e.g. membership fees for groups, payments for events etc.

In all cases income should be stated gross.

13 Other Incoming Resources

Include all other incoming resources, e.g. sale of fixed assets, insurance claims, reimbursement of costs by other parishes within a benefice.

TOTAL INCOMING RESOURCES

Please record the TOTAL incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets.

ADDITIONAL INFORMATION

14 Number of Tax-efficient planned givers

Each person giving the money in box 1 should be counted only once. If more than one person is associated with a Gift Aid donation, only one person should be counted.

15 Number of Other planned Givers

Each person giving the money in box 2 should be counted only once.

16 Number of New Legacies Received

A legacy should be counted in the first year that money from it is received. Thus each legacy should only be counted once, even if payments from the estate are spread over several years.

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RETURN OF PARISH FINANCE (continued)

RESOURCES EXPENDED (Payments)

All expenditure from any fund under the control of the PCC needs to be accounted for on this form. This does **NOT** include money transferred out of one PCC fund into another.

17 Costs of Generating Funds

Include the costs of fundraising events, which have contributed to the income recorded in box 9. Also include fees paid to a professional fund-raiser, the costs of a Christian Stewardship campaign and the costs of supporting regular giving e.g. envelopes.

Charitable Activities

18 Mission Giving / Donations to charities

Include donations to external missions and charities that come from the PCC's income. Collections that go directly to a charity and do not 'go through the PCC's books' should not be included.

Church Activities

19 Diocesan Parish Share / Common Fund paid

Include the total figure for the year from your accounts.

20 Salaries, wages and honoraria

Include sums payable to assistant staff, youth worker, vergers, administrator, sexton, organist and choir. Include NI/Pension costs where applicable.

21 Expenses (of clergy, staff, youth workers etc)

Working expenses of the incumbent: e.g. telephone, postage, stationery, travel costs (car and/or public transport), secretarial assistance, office equipment, maintenance of robes, hospitality.

Assistant staff: Include costs, as for the incumbent, that are associated with expenses incurred by assistant clergy, pastoral staff and youth workers.

Housing: All costs relating to clergy/staff housing paid by the PCC (including where applicable repair costs, water rates, council tax, & redecoration).

22 Mission and Evangelism Projects

Spending on local mission and evangelism. Include costs of outreach, courses and other costs incurred in ongoing or project work you would see as mission focused.

Exclude staff salaries (Box 20) and expenses (Box 21). Childrens'/youth work costs may be included here or in Box 23 depending on whether you see them as mission focused or as running expenses.

23 Church Running Expenses

Costs of insurance of the church building, cleaning, minor repairs, routine maintenance, Church/office phone, organ and piano tuning. *Also include costs for the church hall, unless there is income from lettings, in which case use box 25.*

Costs associated with the provision of services: e.g. altar requisites, service books, music, leaflets and choir robes. Costs of caring for church grounds, including routine maintenance, repair of mower and other equipment, and contracts for grass cutting.

24 Church Utility Bills

Total costs of gas, electricity, oil, water. (If church hall bills are separate, and there is letting income from the hall, bills for the hall should be entered in box 25.)

25 Costs of Trading

Include costs incurred in generating the trading income recorded in box 12, e.g. costs of books for the bookstall, printing and other costs of magazine.

Include the running and maintenance costs of the church hall if there is income from lettings. (Major Repairs to church halls should be included in Box 28).

26 Governance Costs

Costs relating to the governance of the PCC, including any fees for audit or Independent Examination, training of PCC members in their role of Trustees, the production of the annual report, hire charges for any PCC meetings etc.

99 Other Outgoing Resources

Include all other outgoing expenditure e.g. payment of costs to other parishes within a benefice.

(This question has been added at the request of users in order for payments and receipts balances to match.)

MAJOR CAPITAL EXPENDITURE

PLEASE RECORD ALL MAJOR SPENDING ON CHURCH FABRIC IN THE YEAR 2013

27 Major repairs and redecoration to the Church

Costs of major repairs (not routine maintenance) and replacement of items within the church buildings, and the cost of interior and exterior decoration.

28 Major repairs to Hall / Other PCC property

Costs of major repairs (not routine maintenance) and redecoration of church hall and other PCC property.

29 New building work

Expenditure by the PCC on new buildings, alterations or extensions to the church, the church hall or any other PCC property. Include the cost of professional fees and other associated expenses.

TOTAL RESOURCES EXPENDED

Please also record the TOTAL resources expended as shown on your financial statements. This should also be split between unrestricted and restricted expenditure.

30 ACCOUNTING BASIS

Were your accounts prepared using the "Receipts and Payments" method (approved for PCCs with income under £250,000), or under the "Accruals" method.

CASH AND INVESTMENT BALANCES

31 Cash and deposit balance at 31/12/13

Include all money held in bank accounts, building society accounts, cash in hand, petty cash floats and on deposit (including CBF / CCLA accounts). Include designated funds within your unrestricted balances.

If using an accruals account format, also include unrestricted creditors and debtors.

32 Investments at 31/12/13

Include all shares and any other investment assets (e.g. CBF Investment Funds) at current market values.

Do **NOT** include investment property.

Include designated funds, creditors and liabilities within your unrestricted balances.

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LAY EMPLOYEES

This question will only be asked on the 2013 return.

Background: In November 2012, General Synod passed a motion to “strongly encourage all Church of England institutions to pay at least the Living Wage” in order to ensure, as far as possible, that all employees have enough to achieve a decent standard of living for them and their families. This question will monitor how many parishes are already meeting this aim and to encourage other parishes to give this active consideration, whilst recognising the constraints on churches’ finances. For more information about implementing the Living Wage, please go to: <http://bit.ly/1alffCe> or contact the Economic and Social Affairs Advisor for the Mission & Public Affairs team of the Church of England: tom.sefton@churchofengland.org.

How many paid non-clergy staff do you employ in your parish, including part time workers?

Number of paid non-clergy employed directly by the parish. This may include: youth workers, office staff, cleaners, caretakers, vergers or anyone else employed for two or more hours a week.

Record the number of individuals NOT the full time equivalents (FTEs).

How many of these employees are paid at or above the current Living Wage of £8.55 per hour in Greater London or £7.45 per hour in the rest of the country (equivalent to a full-time annual salary of £15,600 in London and £13,600 elsewhere)?

Record the number of individuals NOT the FTEs.

For staff who are part-voluntary and part-paid, please calculate their hourly pay on the basis of their contracted hours only.