



# RETURN OF PARISH FINANCE for January to December 2007

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 2007.

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.

## Voluntary Income

### 1 Tax-efficient 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 through a standing order, by envelope scheme, or by cheque which has not been given by Gift Aid.

### 3 Collections at services

Collections at Sunday, midweek, wedding and funeral services, and Sunday schools. Include one-off gifts given in collections at services through envelopes that have a Gift Aid declaration printed on them (net amount), but exclude money given through planned giving envelopes.

Collections that go directly to a charity and do not 'go through the PCC books' should not be included.

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

### 6 All tax recovered through Gift Aid

The amount of tax actually recovered from HMRC on all money given to the PCC under Gift Aid. This should be split between Gift Aid recovered on restricted income, and that on 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.

## Activities for generating funds

### 9 Fund-raising

Money raised from sponsored activities, jumble sales, fetes, etc. for the PCC's general fund where goods sold have been donated to the church.

*In all cases income from trading should be stated gross.*

## Income from investments

### 10 Dividends, Interest, Income from Property

Bank, Building Society and Deposit interest including any reclaimed tax on investment income on the PCC's general fund. Include **dividends** from shareholdings. Include **rent** received from land or buildings owned by PCC.

## Church activities

### 11 Fees retained

by the PCC for weddings, funerals etc. excluding fees due to the clergy.

### 12 Bookstall, Hall Lettings, Magazine Sales etc.

All money received from trading activities, including Bookstall, money received from the sale of books, periodicals etc. Income from the hirers of church buildings, gross income from sales and advertising of church magazines

*In all cases income from trading should be stated gross.*

### 13 Other Incoming Resources

Include all other incoming resources, e.g. sale of fixed assets, insurance claims, etc.

## 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.

(continued)



# RETURN OF PARISH FINANCE (continued)

## RESOURCES USED (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.

### Fundraising Costs

#### 17 Fundraising Costs

Include the costs of fundraising events, which have contributed to the income recorded in box 9 e.g. the cost of fetes, bazaars, other fund-raising events (provision of materials, advertising, hire of equipment and the venue etc.). Also include fees paid to a professional fund-raiser, the costs of a Christian Stewardship campaign (printing, postage, speakers' expenses etc.) and the costs of supporting regular giving e.g. envelopes.

### Charitable Activities

#### 18 Mission Giving / Donations to charities

Include donations to 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/Quota 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, including National Insurance where applicable.

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

##### Working expenses of the incumbent

Include telephone, postage, stationery, car and public transport, secretarial assistance, office equipment, maintenance of robes, hospitality, provision of visiting speakers.

##### Parsonage/Staff houses

Where the PCC pays it, include repair costs, water rates, council tax, and interior redecoration.

##### Assistant staff

Include costs, as for the incumbent, that are associated with assistant clergy, pastoral staff and youth workers.

#### 22 Church Running Expenses

Include insurance, cleaning, minor repairs, routine maintenance, Church/office phone, organ and piano tuning.

Include costs associated with the provision of services: Include expenditure on altar requisites, the repair and replacement of service books, music, leaflets and choir robes.

Include costs associated with the care of the church grounds, including routine maintenance, wages and contracts, repair of mower and other equipment, and grass cutting.

#### 23 Church Utility Bills

Total costs of gas, electricity, oil, water.

#### 24 Costs of Trading

Include costs incurred in generating the income recorded in box 12. If you have a bookstall or similar function, include the costs of trading e.g. books and other materials. Include the printing costs for the magazine and other editorial costs.

Where they can be separated out, include the running and maintenance costs of the church hall, except for Major Repairs, when the costs should be put into Box 27.

### Governance Costs

#### 25 Governance Costs

Include 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.

## MAJOR CAPITAL EXPENDITURE

#### 26 Major repairs and redecoration to the Church

Major repairs that cannot be classified as routine maintenance. Include major repairs and replacements of items that are installed in the church buildings and the cost of interior and exterior decoration.

#### 27 Major repairs to Hall / Other PCC property

Major repairs that cannot be classified as routine maintenance and redecoration of Church Hall and other PCC property.

#### 28 New building work

Expenditure on new buildings, major alterations and extensions to the parsonage house, 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 resources.

## ACCOUNTING BASIS

#### 29 Accounting Basis

Please tell us whether your accounts were prepared using the "Receipts and Payments" method (approved for PCCs with income under £100,000), or under the "Accruals" method.