



## Annual Financial Calendar for PCC Treasurers

January	February	March	April
<p><b>Quarterly:</b></p> <ul style="list-style-type: none"> <li>Q4 (Oct-Dec) <a href="#">Gift Aid &amp; GASDS</a></li> <li>Pay Q4 <a href="#">Parochial Fees</a> &amp; send form to DBF</li> <li>Prepare Q4 accounts and present to PCC (or include as part of yearend accounts process)</li> </ul> <p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Final <a href="#">Parish Share</a> payment for previous year by 2<sup>nd</sup> week to DBF</li> <li>Update Parish Share SO / agree DD</li> <li>Pay Parish Share in full by 31<sup>st</sup> for max discount</li> <li>Prepare annual accounts for the previous year</li> <li>Plan Trustees Annual Report with PCC</li> </ul>	<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Finish accounts and write / review annual trustee report with PCC members</li> <li>Arrange for draft annual report and accounts to be independently examined / audited</li> <li><a href="#">Mission Parish Returns</a> by 31<sup>st</sup> Jan. Deadline is usually extended by CofE. Completing the Statistics for Mission is not usually the Treasurer's responsibility. However, this return includes the parish's Worshipping Community count, which is used to calculate the annual Parish Share. It is therefore important that the PCC reviews and agrees this information before it is submitted.</li> </ul>	<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Certificate should have been signed from Examiner/Auditor</li> <li>Present final accounts and annual report to PCC for approval</li> <li>If running a payroll – run year-end and prepare to send-out employee P60s</li> </ul>	<p><b>Quarterly:</b></p> <ul style="list-style-type: none"> <li>Q1 (Jan-Mar) Gift Aid and GASDS</li> <li>Prepare Q1 accounts and present to PCC</li> <li>Pay Q1 Parochial Fees &amp; send form to DBF</li> </ul> <p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Present final accounts to PCC for approval (if not done in March)</li> <li>Thank givers by sharing the impact of their donations and if appropriate, encouraging further or project-based giving. Use information from annual trustees report</li> </ul>
May	June	July	August
<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Present annual report and accounts to APCM by 31<sup>st</sup></li> <li>Complete 'Thank you' letters and or impact information</li> </ul>	<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>30<sup>th</sup> deadline for <a href="#">Parish Finance Return</a></li> <li>If a registered charity, file annual return and accounts with Charities Commission or by 31<sup>st</sup> Oct</li> <li>Send two paper copies or a digital copy of the approved annual accounts to the Deanery Treasurer within 28 days of the APCM</li> </ul>	<p><b>Quarterly:</b></p> <ul style="list-style-type: none"> <li>Q2 (Apr-Jun) Gift Aid and GASDS</li> <li>Prepare Q2 accounts and present to PCC</li> <li>Pay Q2 Parochial Fees &amp; send form to DBF</li> </ul> <p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Submit all parochial fees for the year to 30 Jun by 31<sup>st</sup>; 50% rebate from the next year's Parish Share.</li> </ul>	
September	October	November	December
<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Begin next year's annual budget process</li> <li>Review '<a href="#">15 questions trustees should ask</a>', including the use of Designated and Restricted Funds as well as all Finance policies at PCC meeting</li> </ul>	<p><b>Quarterly:</b></p> <ul style="list-style-type: none"> <li>Q3 (Jul-Sep) Gift Aid and GASDS</li> <li>Prepare Q3 accounts and present to PCC</li> <li>Pay Q3 Parochial Fees &amp; send form to DBF</li> </ul> <p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>If a registered charity, file annual return and accounts with Charities Commission by 31<sup>st</sup></li> </ul>	<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Complete next year's budget process with PCC approval. To include next year's Parish Share request letter from the DBF</li> </ul>	<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>Start preparation for yearend accounting process</li> <li>Ensure insurance is in place for next year</li> </ul>

## Regular tasks (weekly or monthly)

- Cash collection, counting, recording and banking
- Record and review income and expenditure
  - Keep accurate records that include amount, who from/to, reason or description, which fund is it from/to (General/Unrestricted, Designated, Restricted)
  - When making a payment, ensure there is legitimate documentation such as an invoice, receipts or expense claim
- Maintain (in strict confidentiality) Gift Aid and Planned Giving/Gift Aid envelope records
- Maintain Gift Aid Small Donations Scheme (GASDS) records
- Payment of Parish Share
- Printing off bank statements and complete the bank reconciliation(s)
- Payroll (if applicable)

## Contact information

Salisbury Diocesan Finance Team (DBF) email address: [accounts@salisbury.anglican.org](mailto:accounts@salisbury.anglican.org) or call 01722 411922

Who's Who in the Finance team: <https://www.salisbury.anglican.org/whoweare/dbfstaff/finance-/>

## Acronyms

APCM	Annual Parochial Church Meeting
CofE	Church of England
DBF	(Salisbury Diocesan Board of Finance)
DD	Direct Debit
GASDS	Gift Aid Small Donations Scheme
SO	Standing Order
WC	Worshipping Community