

TREASURERS' INFORMATION SHEET

December 2017

Please find below the latest contact details for our Finance Team, along with annual year end housekeeping information

<p>Malcolm Twigger-Ross - Director of Finance Malcolm.twigger-ross@winchester.anglican.org</p> <p><i>Malcolm has strategic oversight of the financial management of three dioceses – Guildford, Portsmouth and Winchester.</i></p>	<p>Carol Sullivan - Executive Assistant to FD carol.sullivan@winchester.anglican.org 01962 737336</p> <p><i>Supports Malcolm & provides the administrative back up for the team. responsible for the collation of statistics from the return of parish finance and the statistics for mission forms submitted each year by the parishes for the Diocese of Winchester</i></p>
<p>Fiona Wingent -Finance Assistant fiona.wingent@winchester.anglican.org 01962 737334</p> <p><i>receipts and payments processing, clergy pay and fees and Common Mission Fund collection.</i></p>	<p>Brenda Reeves - Finance Manager brenda.reeves@winchester.anglican.org 01962 737332</p> <p><i>transactions, staff payroll and management accounting.</i></p>
<p>Phil Lord - Finance Assistant phil.lord@winchester.anglican.org 01962 737335</p> <p><i>receipts and payments processing, including Trusts</i></p>	<p>Mary Makin – Finance Manager Analysis and Planning Mary.makin@winchester.anglican.org</p>

Outstanding Payments for 2017

Any outstanding 2017 parochial fees and Common Mission Fund contributions must be with us no later than 15th January 2018 to ensure they are included in our year end accounting. Payments can be paid directly into the Winchester DBF bank account using the following details:

NatWest Bank: Sort code: 55-81-26 Account no: 00342564

Please e-mail banktransfers@winchester.anglican.org, with the details to enable us to correctly identify your payment.

Life Events Parochial Fees

Updated guidance can be found on the Church of England website along with the latest [Parochial Fees 2018](#). If you are unsure as to where you are with your Parish's return of statutory fees for 2017, or need any assistance with the collection and repayment of the fees process going forward, please contact the finance team.

Common Mission Fund (CMF) Requests 2018

A complete breakdown of contributions to the Common Mission Fund for 2018 is attached to this e-mail. *If your Church paid by direct debit in 2017, we will continue collecting your 2018 contribution using the dates that you provided in 2017, unless you advise us otherwise.*

We ask that parishes aim to contribute at least 50% of their CMF payments by direct debit. Contributions can be made by direct debit in 10 or 12 monthly payments. Direct debit helps us to ensure adequate cash flow for the Diocese, and reduces administration. The direct debit instruction can be amended by you at any point by sending an e-mail to Brenda no later than the 15th of the month.

If your Church has **not** used direct debit to make contributions in the past, but you wish to do so please complete the attached 'one-off' direct debit mandate form and the schedule of payments for 2018 and return to Carol.

Your Annual Parochial Council Meeting & the Annual Report and Accounts 2017

The Parish Resources website has the most current guidance on producing your PCC accounts.

<http://www.parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/>

Your PCC's annual report and accounts for 2017 will be approved at your APCM, which must be held no later than 30 April 2018. Please send a copy of your report and accounts to the Diocese, preferably by e-mail, to Carol. This should be done no later than the end of May 2018.

Charity Commission Returns

For those PCCs registered with the Charity Commission, your accounts and annual return must be uploaded to their website, as soon as possible following your APCM. Please contact the Charity Commission directly if you don't have your login details. Parishes with income up to £100,000 are known as excepted charities and, currently, don't have to register with the charity commission. If you are not registered with the Charity Commission and your income exceeds the £100,000 threshold, even if this is due to a 'one off' legacy or grant, please read the guidance on registration <http://www.parishresources.org.uk/pccs/>

Submission of On-Line Parish Returns <http://parishreturns.churchofengland.org>.

This system is set up to receive the annual Statistics for Mission and the Return of Parish Finance. Users at parish level input their data directly into a common database and have immediate access to a wealth of data showing how their parish has progressed over the last ten years. As soon as the data is entered at parish level the statistics become available at diocese and national church level to help plan resource allocation.

Entry deadline dates:

31st January 2018, Statistics for Mission

31st May 2018 Return of Parish finance 2017

Help for this site including login and password details can be provided by Carol.

Loans, Trusts Statements & Values

Loans fund statements and copies of CBF Church of England investment statements will be sent out during February 2018, on receipt from CCLA. You can refer to the CCLA website www.ccla.co.uk to find the 31st December 2017 share values for your investments in the CBF Church of England Funds.

Fraudulent Phone Calls

Banks are warning that criminals are contacting customers by telephone, impersonating bank staff. The content of the calls can vary, but the bogus caller often claims either that:

- someone has accessed their Bank profile using an IP address based in a distant location and has keyed fraudulent payments which must be reversed.
- their PC is infected with a virus, and that test payments need to be keyed in order to check that the on line banking is working properly.

In reality, nobody has accessed the profile and there is no virus, but by following the caller's detailed instructions, a series of payments are created and authorised straight to the criminal's account.

If you receive a suspicious call supposedly from the bank, terminate it immediately and report the incident immediately to your bank.

Please do feel free to contact the finance team with any queries that you may have and, finally, we would like to take this opportunity of wishing you all a joyful Christmas and New Year.