



TREASURERS' INFORMATION SHEET

December 2018

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

CONTACTS	BANK DETAILS
Acting Finance Director : Mary Makin mary.makin@winchester.anglican.org 01962 737344	Nat West Bank, Winchester Sort Code: 55-81-26 Account No: 00342564 Winchester Diocesan Board of Finance (WDBF) Please help us to correctly identify your payment by e-mailing details of your remittance to: banktransfers@winchester.anglican.org If unsure of Parish fees / CMF codes please contact finance All Statutory fee codes are 7 digits & commence SF All CMF codes are 7 digits & commence 600
Executive Director to the FD : Carol Sullivan carol.sullivan@winchester.anglican.org 01962 737336	
Finance Manager : Brenda Reeves brenda.reeves@winchester.anglican.org 01962 737332	
Finance Assistant : Phil Lord Phil.lord@winchester.anglican.org 01962 737335	
Finance Assistant : Catrin Bucknall Catrin.bucknall@winchester.anglican.org 01962 737334	

Outstanding Payments for 2018

Please pay outstanding 2018 parochial fees and Common Mission Fund contributions no later than 15th January 2019 to ensure they are included in our 2018 year end accounting. Payments can be paid by cheque or directly into the Winchester DBF bank account (please see above).

Parochial Fees

[Parochial Fees Information](#) can be found on the Winchester Diocesan website along with the latest [Parochial Fees 2019](#). If you are unsure as to where you are with your Parish's return of statutory fees for 2018, or need any assistance with the fees process going forward, please contact Carol.

Common Mission Fund (CMF) Requests 2019

A complete breakdown of contributions to the Common Mission Fund for 2019 is attached to this e-mail. ***If your Church paid by direct debit in 2018, WDBF will continue collecting your 2019 contribution in the same way, 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 2019 and return to Carol.

Your Annual Parochial Council Meeting & the Annual Report and Accounts 2018

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

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

Your PCC's annual report and accounts for 2018 must be approved at your APCM which must be held no later than 30 April 2019. Please send a copy of your annual report and accounts to the Diocese for filing, preferably by e-mail, to Carol. This should be done no later than the end of May 2019.

Charity Commission Returns

For those PCCs registered with the Charity Commission, please upload your accounts and annual return 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 2019, Statistics for Mission

31st May 2019 Return of Parish finance 2018

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 2019, on receipt from CCLA. You can refer to the CCLA website www.ccla.co.uk to find the 31st December 2018 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:

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.