

# TREASURERS' INFORMATION SHEET

December 2019

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

<b>CONTACTS</b>	<b>BANK DETAILS</b>
<p>Finance Director : <a href="mailto:lisa.streeter@winchester.anglican.org">lisa.streeter@winchester.anglican.org</a>            Executive Assistant to the FD : <a href="mailto:carol.sullivan@winchester.anglican.org">carol.sullivan@winchester.anglican.org</a>            Financial Controller : <a href="mailto:sarah.bradbury@winchester.anglican.org">sarah.bradbury@winchester.anglican.org</a>            Projects Accountant: <a href="mailto:mary.makin@winchester.anglican.org">mary.makin@winchester.anglican.org</a>            Finance Officer: <a href="mailto:yvette.hoyland@winchester.anglican.org">yvette.hoyland@winchester.anglican.org</a>            Finance Assistant Payroll: <a href="mailto:amanda.bawn@winchester.anglican.org">amanda.bawn@winchester.anglican.org</a> / <a href="mailto:payroll@winchester.anglican.org">payroll@winchester.anglican.org</a>            Finance Assistant Payments &amp; Trusts: <a href="mailto:phil.lord@winchester.anglican.org">phil.lord@winchester.anglican.org</a> / <a href="mailto:payments@winchester.anglican.org">payments@winchester.anglican.org</a>            Finance Assistant Payments: <a href="mailto:elaine.allman@portsmouth.anglican.org">elaine.allman@portsmouth.anglican.org</a>            Finance Assistant Receipts &amp; Glebe : <a href="mailto:Catrin.bucknall@winchester.anglican.org">Catrin.bucknall@winchester.anglican.org</a> / <a href="mailto:banktransfers@winchester.anglican.org">banktransfers@winchester.anglican.org</a></p>	<p><b>Nat West Bank, Winchester</b>  <b>Sort Code: 55-81-26</b>  <b>Account No: 00342564</b>  <b>Winchester Diocesan Board of Finance (WDBF)</b>            Please help us to correctly identify your payment by e-mailing details of your remittance to:  <a href="mailto:banktransfers@winchester.anglican.org">banktransfers@winchester.anglican.org</a> If unsure of Parish fees / CMF codes please contact finance            All Statutory fee codes are 7 digits &amp; commence SF            All CMF codes are 7 digits &amp; commence 600</p>

## Outstanding Payments for 2019

Please pay outstanding 2019 parochial fees and Common Mission Fund contributions no later than 17<sup>th</sup> January 2020 to ensure they are included in our 2019 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, and the 2020 parochial fees can be found at this link [2020 Parochial Fees](#). If you are unsure as to where you are with your Parish's return of statutory fees for 2019, or need any assistance with the fees process going forward, please contact Carol.

## Common Mission Fund (CMF) Requests 2020

A complete breakdown of contributions to the Common Mission Fund for 2020 is attached to this e-mail.

**We are introducing a preferred payment method for 2020 collections, whereby we are asking you if you would be willing to make your contributions via standing order? For this payment method we ask you to liaise directly with your bank in setting up the monthly standing order to cover your collections over a 10 or 12 monthly period. If this method of payment is acceptable please can you email to confirm you will be paying via this process, to [banktransfers@winchester.anglican.org](mailto:banktransfers@winchester.anglican.org) , confirming when we are to expect your first payment, over how many months and the total of the regular monthly standing order.**

***If your Church paid by direct debit in 2019 and you will not be changing your payment method to standing order, WDBF will continue collecting your 2020 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 standing order / direct debit. Contributions can be made in 10 or 12 monthly payments. Regular continuity of standing order or direct debit payments 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 [Winchester.finance@winchester.anglican.org](mailto:Winchester.finance@winchester.anglican.org) no later than the 15<sup>th</sup> of the month & a standing order is in your control so amendments made directly to your bank.

If your Church has **not** used direct debit to make contributions in the past, but you wish to do so please complete the direct debit mandate form and the schedule of payments for 2020 and return to Carol.

### **Your Annual Parochial Council Meeting & the Annual Report and Accounts 2019**

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 2019 must be approved at your APCM which must be held no later than 30 April 2020. 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 2020.

### **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:**

31<sup>st</sup> January 2020, Statistics for Mission

31<sup>st</sup> May 2020 Return of Parish finance 2019

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 2020, on receipt from CCLA. You can refer to the CCLA website [www.ccla.co.uk](http://www.ccla.co.uk) to find the 31<sup>st</sup> December 2019 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.**