



TREASURERS' FINANCE INFORMATION SHEET

December 2020

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

CONTACTS	BANK DETAILS
<p>Finance Director: lisa.streeter@winchester.anglican.org</p> <p>Financial Controller: sarah.bradbury@winchester.anglican.org</p> <p>Projects Accountant: lynnmadondo@winchester.anglican.org</p> <p>Finance Officer: yvette.hoyland@portsmouth.anglican.org</p> <p>Finance Assistant Payroll: payroll@winchester.anglican.org amanda.bawn@winchester.anglican.org</p> <p>Finance Assistant Receipts & Glebe: banktransfers@winchester.anglican.org catrin.bucknall@winchester.anglican.org</p> <p>Finance Assistant Payments & Trusts: payments@winchester.anglican.org phil.lord@winchester.anglican.org elaine.allman@portsmouth.anglican.org</p>	<p>IMPORTANT UPDATE:</p> <p>Our preferred payment method is DD, SO or electronic bacs. Please do not issue cheques unless essential.</p> <p>NatWest Bank, Winchester Sort Code: 55-81-26 Account No.: 00342564 Winchester Diocesan Board of Finance (WDBF)</p> <p>Please state your unique Parish Code for reference (410__ __) along with details of what the payment is for (eg CMF, FEES, ETC). A full list of Parish codes can be found here.</p> <p>When making electronic payments please always email confirmation to: banktransfers@winchester.anglican.org</p>

Outstanding Payments for 2020

Please pay outstanding 2020 parochial fees and Common Mission Fund contributions no later than 17th January 2021 to ensure they are included in our 2020 year end accounting. Payments to be made directly into the Winchester DBF bank account (please see above).

Parochial Fees

[Parochial Fees Information](#) can be found on the Winchester Diocesan website. If you are unsure as to where you are with your Parish's return of statutory fees for 2020, or need any assistance with the fees process going forward, please contact luke.maudrell@winchester.anglican.org

Common Mission Fund (CMF) Requests 2021

A complete breakdown of contributions to the Common Mission Fund for 2021 is attached to the e-mail.

Changed working conditions in response to the current climate

Due to the COVID-19 pandemic, the finance team are now all based as home working. We have had to make some significant amendments to the way in which we operate, namingly everything moved to electronic processing. We strongly advise you to review the method of payment you have been using to pay CMF, fees etc and ask where you have previously paid via cheque that you now proceed to make electronic payment or sign up to our DD option. Or to set up standing order direct with your bank to cover your collections over a 10 or 12 monthly period. If you are changing your usual method of payment please can you email banktransfers@winchester.anglican.org to confirm how you will proceed to pay. If paying by standing order please confirm 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 2020 and you would prefer to continue with this method, please complete the

direct debit schedule attached and send this in to banktransfers@winchester.anglican.org.

We ask that parishes aim to contribute at least 50% of their CMF payments by either direct debit or standing order. 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 banktransfers@winchester.anglican.org no later than the 15th 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 2021 and return this to banktransfers@winchester.anglican.org

Your Annual Parochial Council Meeting & the Annual Report and Accounts 2020

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 2020 must be approved at your APCM which must be held no later than 31 May 2021. Please send a copy of your annual report and accounts to the Diocese for filing, preferably by e-mail, to luke.maundrell@winchester.anglican.org This should be done no later than the end of June 2021.

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 2021, Statistics for Mission 2020

31st May 2021 Return of Parish finance 2020

Help for this site including login and password details can be provided by luke.maundrell@winchester.anglican.org

Loans, Trusts Statements & Values

Loans fund statements and copies of CBF Church of England investment statements will be sent out during as early as possible in 2021. If you need this information quickly please refer to the CCLA website www.ccla.co.uk to find the 31st December 2020 share values for your investments in the CBF Church of England Funds.

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.