

TREASURERS' FINANCE INFORMATION SHEET

November 2021

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>Finance Assistant (Receipts & Glebe): banktransfers@winchester.anglican.org catrin.bucknall@winchester.anglican.org 01962 737334</p> <p>Finance Assistant (Payments & Trusts): payments@winchester.anglican.org lia.tilizde@winchester.anglican.org 01962 737335</p> <p>Finance Assistant (Payroll): payroll@winchester.anglican.org steve.mcgowan@winchester.anglican.org</p> <p>Finance Officer (CMF Direct Debit Queries): banktransfers@winchester.anglican.org</p>	<p>IMPORTANT UPDATE: Our preferred payment method is DD, SO or electronicbacs. 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 2021

Please pay outstanding 2021 parochial fees and Common Mission Fund contributions no later than 24th January 2022 to ensure they are included in our 2021 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

https://cofewinchester.contentfiles.net/media/documents/document/2021/11/CLERGY_INFORMATION_4_Parochial_and_Other_Fees.pdf . If you are unsure as to where you are with your Parish's return of statutory fees for 2021, or need any assistance with the fees process going forward, please contact luke.maudrell@winchester.anglican.org .

Common Mission Fund 2022

The 2022 request can be found on our website

https://cofewinchester.contentfiles.net/media/documents/document/2021/11/2022_CMF_Request_v2.pdf .

If you currently pay by direct debit **and do not wish for this to be updated to reflect the 2022 request** please email banktransfers@winchester.anglican.org by the **17th December 2021** with your preferred payment schedule using this form <https://www.winchester.anglican.org/documents/payment-schedule-2019/>. **If you currently pay by direct debit and we do not hear from you by the 17th December the payment will automatically be updated to reflect the 2022 request.** If you have any questions or need any help please get in touch as soon as possible.

If you would like to start paying by direct debit please complete this form along with the payment schedule above <https://www.winchester.anglican.org/documents/direct-debit-instruction-word/> and return to banktransfers@winchester.anglican.org or by post to the address included on the form. If you are 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. The direct debit instruction can be amended by you at any point in the year by emailing banktransfers@winchester.anglican.org. Requests must be received by the 15th for changes to be actioned that month (i.e. a change requested on the 17th March will be reflected in the April payment). Amendments to standing orders can be made by contacting your bank directly.

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.

Your Annual Parochial Council Meeting & the Annual Report and Accounts 2021

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 2021 must be approved at your APCM which must be held no later than 31 May 2022. You can upload a copy of your annual report and accounts to the parish portal. Please contact Luke Maundrell if you require support with this (01962 737323 / luke.maundrell@winchester.anglican.org).

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 2022, Statistics for Mission 2021

31st May 2022 Return of Parish Finance 2021

Help for this site, including login and password details, can be provided by Luke Maundrell (01962 737323 / 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 2022. If you need this information quickly please refer to the CCLA website www.ccla.co.uk to find the 31st December 2021 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.