**PCC Accounts and Returns Checklist**

This checklist is designed to enable the PCC Treasurer to ensure all year end responsibilities have been completed.

Accounts have been prepared on:

 Receipts & Payments basis **OR** Accruals basis

(If income is greater than £250k, your accounts must be prepared on an accruals basis)

 The accounts have been approved prior to the APCM, received at the APCM & signed by

the PCC Chairman.

All the following should form part of your accounts pack. Check the box to confirm this.

[ ]  PCC annual report approved prior to the APCM.

[ ]  Signed independent examiner’s certificate.

*Certificate template can be downloaded from*

[*https://www.gov.uk/government/publications/independent-examiners-report-template-sorp-frs-102*](https://www.gov.uk/government/publications/independent-examiners-report-template-sorp-frs-102)

[ ]  Statement of Assets & Liabilities / Balance Sheet as appropriate.


The Return of Parish Finance totals agree with the accounts (submit online)

 Is PCC income (total including all restricted funds and excluding transfers between funds)

above £100k for the year? (Yes/No)

If **YES**, the following further confirmation is required:

Either [ ]  The PCC is registered with the Charity Commission.

 The registration number is

 [ ]  PCC accounts and annual return have been filed at the

 Charity Commission / will be filed before the deadline (31st October).

Or [ ]  The PCC is currently applying for registration.

Or [ ]  This year is a ‘one off’ & the PCC has applied to the Charity Commission for

 dispensation not to register this year.

**Please return this checklist with your Year-end Accounts to:** **pccaccounts@bathwells.anglican.org**

**Please submit the Return of Parish Finance on** [**https://parishreturns.churchofengland.org/**](https://parishreturns.churchofengland.org/) **. In case of issues with your login, please email:** **returns@bathwells.anglican.org**

If you have any queries regarding the completion of your accounts or returns, there is guidance on the Diocesan [Accounting and returns - Bath and Wells Diocese](https://www.bathandwells.org.uk/parish-support/treasurer-support/accounting-and-returns/) and Parish Resources website [www.parishresources.org.uk](http://www.parishresources.org.uk)