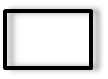
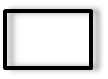
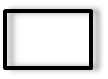
**PCC Accounts and Returns Checklist**

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.

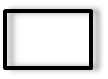
PCC annual report approved prior to the APCM.

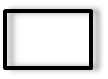
Signed independent examiner’s certificate.

*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**](mailto: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**](mailto: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)