

News and information for Parish Treasurers November 2018

NEWS

2018 Parish Share

At this time of year, we begin to review parish share receipts across the diocese in more detail and follow up with those parishes where we can see differences in Parish Share contribution patterns between 2018 and 2019. You may have heard from us directly to see if everything is looking OK in your parish for parish share to be met in full.

If there are any problems with your PCC meeting its Parish Share contribution this year, please do let us know as soon as possible so that we can offer any help or support to the PCC as required and also make any provisions within the DBF accounts.

2019 Parish Share

You should by now have received the Parish Share 2019 mailing. This mailing should provide all the information you may wish to share with your PCC members. The key information has also been copied to your incumbent (or first churchwarden if in vacancy).

The various forms you may need to return to us are included in your mailing pack. Please do ensure that you return the relevant forms promptly so your share payments are set up correctly for the start of January.

If you have not received the mailing by the 10th November, please contact jessica.cook@bathwells.anglican.org, so we can make arrangements to resend this.

2019 Parochial Fees

It is good practice to make sure that your Parochial Fee returns are up to date. Thank you to everyone who has sent in Q1, Q2 and Q3 returns already, and please could all other parishes, who have yet to submit their fee returns, forward them to yvonne.thompson@bathwells.anglican.org as soon as they can. Keep your eye out for the 2019 Parochial Fees Table and Form – these will be sent out in the next six weeks.

F.A.Q.: Can a deposit be taken by the PCC to reserve a wedding date?

A deposit cannot be taken for the wedding fee; if part of the fee has been paid upfront and the wedding is cancelled then whatever the PCC received must be paid back. The PCC is however able to take a deposit for the extra costs, such as the organist or choir fees – details of such must be put in writing.

Parish Trusts

The Diocese is custodian trustee for a number of PCC trusts and as part of a review we are encouraging local trustees (usually the PCC, but sometimes the incumbent and churchwardens) to close smaller parish trusts. This would release the capital (which is held by the Bath and Wells Diocesan Board of Finance) to the parish for the same purposes as is permitted for the income.

Under charity law, a procedure to enable capital to be spent is available where;

- the capital sum is what is termed investment permanent endowment, and
- either the value of the endowment is less than £10,000, or the annual gross income is below £1,000.

If you have a trust that is held by the Diocese that the local trustees wish to close and release the capital, please contact juliette.hill@bathwells.anglican.org .

Fund for Church Growth

The Fund for Church Growth in its current form will cease operation by the end of 2018. Any existing FCG grants/commitments will be fulfilled over their remaining years.

A task group is being set up in the autumn of this year to develop a new model and report its recommendations to Bishop's Council in the New Year.

Nick May, Diocesan Secretary says, "The aim during 2019 will be to create a financially self-sustaining body with both income and expenditure streams, with criteria for awarding of grants more fully aligned with diocesan strategic priorities."

More information will be released on the diocesan website in due course.

Small change at the Post Office and bank

Some Post Office Managers have made a decision to no longer accept small change when customers are paying in. They will now only accept full bags of cash.

Although this may be frustrating, there is no need to panic. As long as the total banked in the long term equals the record of collections, the audit trail should not be compromised.

Some PCCs have taken the decision to ask the congregation to give by Standing Order rather than cash on the plate. Giving by Standing Order encourages givers to plan their giving. This makes it easy for them to give because they do not have to find the correct money each week to put into an envelope and means that their giving still happens even if they miss a week at church. It also makes it easy for you as Treasurer, particularly with many rural bank

branches closing, by reducing the amount of cash which needs to be banked and saving you time counting money.

REMINDERS

Statistics for Mission

The online portal is now available for the online submission of the 2018 Statistics for Mission, which can be accessed at: <https://parishreturns.churchofengland.org/>. Please contact yvonne.thompson@bathwells.anglican.org if you require login details or have any queries.

PLEASE NOTE: the Statistics for Mission forms for 2018 are to be submitted online by **31st January 2019**. If there are any issues in submitting by this date then please do keep us informed and we will be happy to assist in any way we can.

BANKING MATTERS

Deposit Funds CBF Declared Rate Change

From 26 September 2018, the rate on the CBF Deposit Fund was increased to 0.65%.

NatWest One Cards

If you bank with NatWest they offer a parish credit card. Information and application forms are now available directly from the NatWest Commercial Team on 0117 943 5021.

This replaces the previous scheme where parishes had to apply via the Diocesan office for a parish credit card.

TRAINING AND SUPPORT

Training for Treasurers

Treasurer's Training Day for new treasurers and others who have not attended recently took place on Friday 5th October 2018 at The Old Deanery. The slides are available to view at <https://www.bathandwells.org.uk/wp-content/uploads/2018/10/Presentation-5th-October-2018.pdf> .

Cashbook

A useful resource for PCC treasurers is the Diocesan Cashbook, which you can download on the Treasurers page. We have held training on the simple Diocesan Cashbook for Receipts and Payments accounts, and for those who are more experienced in Cashbook. The notes from our Cashbook New Users Training can be downloaded from our Treasurers Page on the website at <https://www.bathandwells.org.uk/supporting-parishes/finances/for-treasurers/treasurers-training/> .

A further **Cashbook Training Day** will take place at The Old Deanery on Friday 11 January 2019. Please contact yvonne.thompson@bathwells.anglican.org if you would like to attend

and provide details of what training would be beneficial to you so that we can tailor the day to your needs: downloading Cashbook for the first time; entering all data; troubleshooting; Year End Accounts; Finance Return.

Cashbook Champions

There are currently two “Cashbook Champions” who can provide assistance with the day to day support and troubleshooting of the Cashbook. They can be contacted by emailing cashbooksupport@bathwells.anglican.org. If you are an existing user of the Cashbook and would be willing to become a champion to support other users, please email steve.thomas@bathwells.anglican.org .

Fees Training

For anyone who completes the Parochial Fees Return including clergy, administrators and treasurers, please register your interest in further training to yvonne.thompson@bathwells.anglican.org. Dates for training days are to be confirmed.

Independent Examiners

A huge **THANK YOU** to all of our Independent Examiners who have been helping lots of parishes with their year end accounts. We really do appreciate the time and support that you are able to provide, and we know the parishes you assist are ever so grateful too.

We are however, in **urgent need** of more Independent Examiners. So if you would be willing to train as an Independent Examiner and help other parishes, please let Yvonne Thompson know.

ROADSHOWS

Let the training come to you!

We will be visiting the three Archdeaconries during the beginning of December 2018. Topics will include Gift Aid, Fees, Cashbook, and speakers from NatWest Bankline and CCLA Investments. Please do let us know whether you will be able to join us and whether you would like us to provide any specific training at these Roadshows.

WELLS: The Old Deanery - Monday 3rd December 6-9pm
BATH: The Crypt, St Michaels Without – Thursday 6th December 1-4pm
TAUNTON: Trull Church Community Centre – Friday 7th December 10am-1pm

To book a place on any course or to register your interest for any training, please email yvonne.thompson@bathwells.anglican.org

OTHER NEWS

A new appointment!

We are pleased to announce that Steve Thomas has joined the team as Finance Manager at The Old Deanery.

New Treasurers

New treasurers should receive our "Welcome email" within three months of starting signposting you towards where you can find support in your role. If you are a new treasurer and have not yet received this, please email jessica.cook@bathwells.anglican.org.

Luke Group

Luke 14:28 is our Treasurers' Learning Network. The purpose is to support all treasurers across Bath & Wells, be they new in post or experienced in the role.

Luke 14:28 aims to:

- Help treasurers be more effective
- Share useful information, ideas and successes
- Provide a forum to ask questions
- Improve relationships amongst treasurers and with the diocese.

Details on how to join are available on the diocesan website at

<https://www.bathandwells.org.uk/supporting-parishes/finances/for-treasurers/treasurers-learning-network/>.

From the Parish Resources & Development team

The latest Stewardship News is attached and covers Card readers and Contactless giving terminals, new software from Data Developments and the Maintenance Booker service from National Churches Trust.

Funding Bulletin

The Parish Resources and Development Team can assist with grants available to churches - they produce a comprehensive Funding Bulletin which is updated on a regular basis. It is automatically posted on the Luke14:28 forum or you can sign up to receive it directly by contacting sue.whitehead@bathwells.anglican.org.

Let's meet

Email and phone conversations have their place but sometimes there is no substitute for talking through an issue face to face. If you would like to pop in and see us, please contact Steve Thomas tel. 01749 670777.

If you are receiving this Newsletter by post but have an email address and would be happy to receive an email version in future, please let us know by giving your email address to jessica.cook@bathwells.anglican.org.