

News and information for Parish Treasurers - January 2019

Happy New Year! This is the first Treasurers' News for 2019. Many PCC Treasurers will be busy now preparing accounts for the year ended 31 December 2018. Thank you for all you do at this busy time of year.

Parish Share contributions to Common Fund

2018: A huge thank you all for the work you and your PCCs have done to enable your contributions to be made promptly. Around 436 parishes have paid in full so far and we anticipate an excellent collection rate of nearly 99%. If your parish has been unable to make a full share contribution, any shortfall should be disclosed in your accounts. Payments can be made up to 28 February 2019. If you foresee not being able to make the full contribution, please make contact, if you have not already done so.

2019: As you know, the Common Fund is used to pay the monthly stipends, housing, pension contributions and training for the parochial clergy, so it is very helpful for your contributions to be made regularly. The first direct debit of the year will be drawn on the 17th January. If your PCC paid by direct debit last year and we have not heard from you, we are assuming that you wish to continue this practice and the direct debit will be taken from the PCC's bank account on the 17th.

If you want to move to regular payments, please contact jessica.cook@bathwells.anglican.org.

If you anticipate a problem meeting the 2019 Parish Share request in full, please do alert us at the earliest opportunity. In many cases we are able to assist in some way, but we can't help if we don't know about it!

Survey Form 2019 – Parish Share 2020

The 2019 Annual Survey form, together with the guidance notes and a letter from the Bishop, will be sent to your Churchwarden at the beginning of February. Copies of the letter and guidance booklet will be made available for download from the diocesan website in due course. If you need a copy of the survey form, please contact jessica.cook@bathwells.anglican.org.

Your 2019 Share will be based on the declaration made, so please do get involved and read the guidance carefully. Your signature will be required on the form and all boxes must be completed to avoid any resource being wasted on avoidable admin tasks.

The deadline for returning forms is **30 April 2019**.

Statistics for Mission

Thank you to those parishes who have completed their 2018 Statistics for Mission forms online. We have received some good feedback regarding the online system and the ease in which parishes were able to complete all the information. Please do give the online system a go; please contact yvonne.thompson@bathwells.anglican.org if you require login details.

Please note that the deadline for completion of the 2018 Statistics for Mission forms is **31st January 2019**, so please ensure you have submitted them by this date.

Parochial Fees

We are collecting in all the Parochial Fees for 2018. If you have not already done so, please ensure that you send your fee forms and payment to Yvonne Thompson; we would like to finalise the fees for 2018 as soon as possible and ideally by the end of January. If you have any queries then please do get in touch.

The new 2019 Fees Table and forms are available on the website at www.bathandwells.org.uk/finance-forms-returns. In order to make completion of the form easier, we have included a new Excel Fees form which has a drop down menu – which automatically inputs the fees according to which reference you choose. If a retired minister has officiated, then input the amount the retired minister receives in the relevant column and this is automatically deducted from the DBF fee. You will note that there are lots of ‘#Value’ cells, but these are automatically filled when a reference is chosen. If there are lines left on the form which are not needed, highlight these ‘#Value’ cells and press delete. The columns will then be totalled for you at the bottom of the form.

Hopefully you will find this new form easier to use, but there is still a plain excel form or pdf form available should you prefer. Please do contact yvonne.thompson@bathwells.anglican.org if you need any assistance.

Annual Report and Accounts and Return of Parish Finance

Hopefully parishes have started to compile their year end accounts for 2018. These need to be presented to the APCM and signed off by the PCC Chairman and an Independent Examiner. Please forward your Annual Report and Accounts, the Independent Examiner’s certificate and completed checklist for the attention of Yvonne Thompson, Finance Department, The Old Deanery, Wells, Somerset BA5 2UG by **31 May 2019**. A copy of the Independent Examiners Certificate can be found at www.bathandwells.org.uk/accounting-returns

The Parish Finance Return is completed online. Please visit the Church of England website at parishreturns.churchofengland.org/ to input and view your Parish Finance Return – if you require login details then please contact yvonne.thompson@bathwells.anglican.org

The information given in the Finance Return is used directly by the National Statistics and Research Department to create the Parish Finance Dashboards.

Gift Aid Small Donations Scheme (GASDS)

Gift Aid related items of note in Budget 2018 included an increase in the Gift Aid Small Donations Scheme (GASDS) donation which will rise from £20 to £30 with effect from 6th April 2019. This falls in line with the maximum contactless payment: so all contactless donations up to £30 can be included in the GASDS. Please note: any donations made using the 'Chip and Pin' up to £30 and over, are subject to Gift Aid and cannot be included within GASDS.

Cashbook Champions

There are currently three "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 .

Card Readers

With the continued decline in the use of cash, we are pleased to be highlighting the SumUp and iZettle card readers. Available from just £19 (+VAT) through Parish Buying with no contract, you can start taking card and contactless payments. Visit the Parish Buying website at <https://www.parishbuying.org.uk/categories/contactless-donations/attended-units> to find out more!

Other news

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 haven't yet received this, please email jessica.cook@bathwells.anglican.org.

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 .

Training for treasurers

Over 30 Treasurers attended our **Annual Treasurers Day** in Wells last October. If you were unable to join us you can view the presentations on the diocesan website at www.bathandwells.org.uk/treasurers-training.

Also two **Roadshows** were held in Wells and Taunton during December 2018: topics covered included CCLA Investment, Online Banking, Card Readers and Support. Please visit our website at <https://www.bathandwells.org.uk/supporting-parishes/finances/for-treasurers/treasurers-training/> if you would like to view the presentations.

Other training

Independent Examiner's Training

There will training for existing and new Independent Examiners on the morning of 1st February 2019, to be held at The Old Deanery, Wells. If you have the capacity to help others and become an Independent Examiner then please let yvonne.thompson@bathwells.anglican.org know – details of the training will be forwarded to those interested.

Fees Training - for anyone who completes the Parochial Fees Return including clergy, administrators and treasurers. Dates for training days are to be confirmed.

To register your interest in upcoming courses during 2019 please email
yvonne.thompson@bathwells.anglican.org

From the Parish Resources & Development team

Many of you will know that Andrew Rainsford, the Stewardship and Parish Resources Adviser, retires at the end of the month. We are advertising for a Giving and Funding Adviser to provide support to parishes in this important area of work. **This is a pivotal role in helping Parishes find resources – at the forefront of enabling mission.**

Please pray that we find the right person and share the information with anyone who might be interested.

The headlines are that we want to welcome an innovative team member who will support our churches by:

- engaging directly with parishes to champion Christian giving
- enabling fundraising for capital projects and encouraging new income streams
- inspiring teams of voluntary advisers

The full details are here on the Bath and Wells website and the closing date for applications is 27th January. Please do contact Julia Hill at Julia.hill@bathwells.anglican.org to register your interest.

We are marking Andrew's departure at cathedral evensong on Wednesday 30th January 2019 (5.15pm service followed by tea and cake). If you plan to come along, please let Sue Whitehead know at sue.whitehead@bathwells.anglican.org so that we can provide enough cake!

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@bathwells.anglican.org tel 01749 685136.

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.