

9 Useful Templates and Tables

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9.1 Report to PCC / Annual return /Accounts check list

This type of checklist is used by the Finance Advisers on behalf of the Archdeacons. It is provided as an aid to enable parishes to better comply with the requirements of the Charities Act.

Annual Report and Accounts Checklist			
		Parish St Mellitus, Londinium LDF Ref 29/03	
	Item	Done	Notes
1	Annual report (see Chapter 9 of the Green Book)		
2	Receipts and Payments (or SOFA) Current and previous year		
3	Statement of Assets & Liabilities or Balance Sheet		
4	All Funds included		
5	All funds marked as unrestricted, restricted or endowment		
6	Details of restriction		
7	Accounts signed as "Agreed by PCC"		
8	Independent Examiners Certificate or Audit certificate (appropriate format & signature)		
9	Notes to Accounts		
10	Accounting policies stated Including reserves and risk management if necessary		
11	Details of other connected charities		
12	Parochial Fee / Statutory fee income correctly reflects services provided		
13	Clergy portion of Statutory fees noted in both income and expenditure (if applicable)		

Additional comments

9.2 Expenses claim

This could be adapted for lay workers, readers etc.. One copy should be given to the PCC treasurer and a copy retained for submission to the Inland Revenue if required.

Parish of _____ St Mellitus, Londinium _____
Clergy expenses for the month of / quarter ending _____ 20____

Item / supplier	Receipt reference	Amount
Use of car, _____ miles @ _____ p per mile		
Public Transport		
Postage and stationery		
Office equipment		
Telephone bill (less personal calls)		
Robes		
Books		
Hospitality		
Training courses		
Fees and expenses paid		
Secretarial assistance		
Miscellaneous		
Sub-total		
Less personal items		
Net Claim		

Signed (Claimant) _____ *Date* _____

Signed (PCC Treasurer) _____ *Date* _____

9.3 Bank Reconciliation

Bank Account _____ **Month**

	£.p	£p																			
Closing Bank Statement balance		£A	A																		
Unpresented chqs	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Cheque #</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total</td> <td> </td> </tr> </tbody> </table>	Cheque #	Amount															Total			
Cheque #	Amount																				
Total																					
		£B	B																		
		A-B	C																		
Add bankings not on statement	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Ref number</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total</td> <td> </td> </tr> </tbody> </table>	Ref number	Amount					Total													
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Total																					
		£E	E																		
Final balance at the bank		C+D+E	F																		

		£G									
Balance from Cash Book			G								
Items on statement not entered	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total</td> <td> </td> </tr> </tbody> </table>							Total			
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Total											
		£H	H								
Final cash Book Balance		G+H	J								

The Bank and Cash Book totals at F and J should be the same

9.4 Example of Cash Book Format & Headings: Receipts / Payments / Summary

MONTH RECEIPTS

DATE	DETAILS	REF.	PLANNED GIVING	TAX	COLLECTIO NS	DONATIONS	GRANTS		FEES	INSURANCE CLAIMS	D. DONATIONS	TOTAL
	B/Fwd											

MONTH PAYMENTS

DATE	DETAILS	REF.	CHARITIES	COMMON FUND	CLERGY EXPENSES	PARSONAGE	RUNNING EXPENSES		DECORATION	SALARIES ETC.	FUND RAISING COSTS	TOTAL
	B/Fwd											

MONTH CASH BOOK SUMMARY

OPENING CASH
plus receipts
less payments
CASH BOOK

BANK ACCOUNT

Current Account
Deposit Account
less cheques
TOTAL

*Examples of other account headings that could be used:
Receipts Legacies / Fund Raising /Interest/Rent / Church Hall
Payments Church Maintenance Upkeep of services Upkeep of Church
Yard/ Hall Running Costs /Major Repairs / New Building*

9.5 Banking Analysis Sheet

Inward Cash Record

To reconcile with bank paying in slip #

Date

	Cash		Cheques		Total	
	£	p	£	p	£	p
Collections						
Sunday morning						
Sunday evening						
Weekday						
Other						
Stewardship						
Envelopes						
Boxes						
Books						
Candles						
Mission						
Parish Paper						
Subscriptions						
Parish friends						
Subscriptions						
Gifts						
details						
Bequests						
details						
Other						
details						
TOTAL for slip						

9.6 Envelope record sheet

Details linking envelope numbers to donors are confidential and should be kept separate from the giving record.

Env. #	05/04/2004	12/04/2004	19/04/2004	26/04/2004	03/05/2004	etc
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
Total						
Date Tax claimed						

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9.7 Cashflow / budget for year

Cashflow / Historic								
Dated as at	Notes	Jan	Feb	Mar	Apr	May	Total
Income								
Balance brought forward	A							
Income from donors	B							
Other voluntary income	C							
Trading income	D							
Investment income	E							
Other income	F							
Total income	G							
Expenditure	H							
Common Fund	I							
Grants	J							
Fund raising costs	K							
Church admin	L							
Other	M							
Total expenses	N							
Surplus (Deficit)	O							
Carried forward to next month	P							

The notes column could be used to make reference to explanatory details on a separate page

9.8 Short form budget for PCC

Shortform Budget for PCC					
Dated as at	Notes	Current year budget	Current year actual	Next year budget	
Income					
Balance brought forward	A				
Income from donors	B				
Other voluntary income	C				
Trading income	D				
Investment income	E				
Other income	F				
Total	G				
Expenditure	H				
Common Fund	I				
Grants	J				
Fund raising costs	K				
Church admin	L				
Other	M				
Total	N				
Budgeted Surplus (Deficit)	O				

The notes column could be used to make reference to explanatory details on a separate page

9.9 Pledge form

St Mellitus Londinium

I promise to make a regular, planned contribution to the work and mission of the above church of £..... each week/month/quarter/year starting on(date)

Full name.....

Address.....

.....Post Code.....

I would like to pay the contribution by:

Standing Order

Regular envelopes

By cheque, made payable to St Mellitus Londinium Fund.

Date..... Signed.....

9.10 Standing order

Standing Order	
(1)	To: the Manager _____ Bank plc
	Address _____
	Post code _____
(2)	Please pay to the Parochial Church Council of

	at _____ Bank plc
	Address _____

	Post code _____
	Sort code _____ Account number _____
	Any reference to be used _____
	The sum of £ _____
	(amount in words) _____
	commencing on the _____ day of _____ 20____
	and a like sum every month/quarter/year (delete as applicable) until further notice and debit my account with each payment when made.
(3)	Account name. _____
	Account number _____
	This standing order cancels any previous instructions in favour of (<i>church name</i>) Parochial Church Council
	Name _____
	Signed _____
	Address _____
	Post code _____ Date _____

(1) Donor's bank details (2) Church's bank and account details. (3) Donor's account and address details

9.11 Gift Aid declaration

Church's name
Gift Aid Declaration
Full name _____
Address _____

_____ Post Code _____
<ul style="list-style-type: none">• I want the Church to reclaim tax on all my donations since 6th April 2000• I note that I should tell the church if I don't pay an amount of income tax or capital gains tax that at least equals the tax deducted from my donations.
Date _____
Signed _____

On individual envelopes for visitors' use, for example for use at Baptisms or special services, the declaration below can be used. Envelope suppliers will overprint this type of declaration. The cost of overprinting is nominal in comparison with the potential tax reclaim.

Full name
Address
Postcode

I am a UK taxpayer intending tax to be reclaimed on the enclosed donation.
I note that I should tell the church if I don't pay an amount of tax that at least equals the tax being reclaimed on this donation.

Date

Note to Treasurer: if you create your own declaration wording you should obtain confirmation from the Inland Revenue that it is legally correct.

9.12 Thank you letters General

Dear ...

I am writing to enclose a letter from the Vicar. Please accept this as a personal letter from her to you as one of the Church's regular and committed donors. As we gave clear commitments about confidentiality the clergy do not know any details about donors and hence this slightly indirect approach. As Treasurer I add my thanks on behalf of the PCC and the whole parish for your contributions.

As the church has to review its financial commitments each year I am also taking this opportunity to ask you to review your giving in the light of your current circumstances. If you can increase your giving this would be greatly appreciated. Similarly if your circumstances have adversely changed then please be assured that a lesser contribution would be understood.

As the records that we now keep for tax reclaim purposes are more comprehensive and accessible than in previous years we are able to provide you with a written record of your contributions whenever you require one. Your donations toare greatly appreciated and the PCC is committed to seeing that they are well used. If there is any information about church finances which you would like to have please contact me.

Yours sincerely

Hon Treasurer to the PCC / Stewardship Recorder

9.12 Thank you letters Tax information

Dear

I am writing on behalf of the PCC to thank you very much for the regular donations you have made to

According to our records your total giving for the tax year20..... to 20..... was £ on which we were able to claim back £..... in tax from the Inland Revenue.

If these figures do not agree with your records please let me know.

Please keep this notice as a record of giving. You may be required to provide this information to the Inland Revenue.

Regular giving is absolutely essential to the parish if we are to meet current commitments. It also helps the PCC to plan and budget more accurately. As you will appreciate that the cost of running the church continues to rise we would ask you to review the amount that you contribute to the parish.

It is also a great help if you can make your donation by standing order, as this reduces the amount of time spent in counting money and record keeping. If you are able to give in this way please complete the enclosed Standing Order form and return it to the parish office.

Tax payers: If you have not already signed a Gift Aid declaration then please do so. As this will enable the parish to reclaim 28p for every £1 that you contribute. This does not cost you anything. If you need more information please contact the parish office.

Once again, Thank you for your valued support. Every donation, whether large or small, is important to us as a church since it all helps to enable the work of God to continue in this place.

Yours sincerely

PCC Treasurer / Stewardship recorder.

9.13 Credit Card Agreement

CORPORATE CREDIT CARD AGREEMENT

1. *Name of parish* ("the Church") has entered into a Business Credit Card arrangement with *Name of Bank PLC* under which selected individuals ("the cardholder") will be issued with credit cards. By his/her signature the cardholder accepts the terms set out below.
2. The cardholder will comply with all terms of the agreement with Barclays which apply to an individual cardholder. In particular s/he will take all reasonable steps to keep the card safe and to prevent misuse of the card. The cardholder shall, in his/her use of the card, work within his/her credit limit.
3. The cardholder may use the card issued to him/her ("the card") only for the purchase of goods or services on behalf of the Church. Before using the card the cardholder must have obtained any authority from the PCC or under any powers delegated by the PCC that is needed for the expenditure in question. A copy of the current expenditure authority is attached. It is also the cardholder's responsibility to comply with any budgetary controls which may be in force from time to time.
4. If the cardholder does use the card for any personal expenditure, the cardholder shall pay the Church the amount of such expenditure and any charges which may arise on the account in respect of it. Unless specifically authorised the card may not be used to draw cash.
5. The cardholder will receive a statement monthly. As soon as practicable, and within 7 days unless there are circumstances which reasonably preclude it, after the receipt of a statement (or a copy from the Treasurer) the cardholder will verify each of the transactions shown on the account. S/he will send to the Treasurer a copy of the statement confirming the verification, giving reasonable details of each transaction and attaching any bills or other vouchers in respect of each. Failure to comply with this provision will entitle the Church to treat the amount in question as a personal expense of the cardholder and the cardholder shall on demand reimburse the Church with the amount thereof.
6. If the cardholder is in breach of any of these provisions s/he shall indemnify the Church from the consequences. The Church may in those circumstances immediately terminate the cardholder's right to use the card. The Church may at any time decide to change the terms of these arrangements (including making a variation in the amount of the cardholder's credit limit) or withdraw them and if so will give notice to the cardholder. On the termination of the arrangements howsoever arising the cardholder will surrender the card to the Treasurer or if requested destroy it.

Cardholder:

SignedDate

9.14 Hall Booking form

Example of a church hall booking form which can be used for casual lettings.

Church Hall Booking Form

**Name of Organisation
/Individual:**

**Contact Name and
Address:**

Telephone:

Purpose:

**Approximate number of
persons:**

Day(s)/Date(s) of hire:

Times:

**Accommodation
Required:**

Other Requirements:

Cost of Hire:

Payable by:

Cheques payable to :

In addition the hirer shall pay, at the same time, a refundable deposit of £50. The deposit will be returned to the hirer, subject to the hall being left clean and tidy (or in the event of the PCC cancelling the booking). The PCC reserves the right to cancel a booking if exceptional/unforeseen circumstances arise.

If the hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees but shall be under no obligation so to do. In the event of the PCC cancelling the booking all fees (including the deposit) shall be refunded.

Please keep a copy of this form for your information and return the other, signed, once you have read the conditions on the reverse.

Should there be any queries please telephone _____

Example of Conditions of Hire

1. The hirer shall ensure that the "Guidance Notes for Hall Users" [attached] governing the use of the premises are complied with.
2. The hirer shall, during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
3. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
4. The hirer shall be responsible for the observance of all regulations affecting the premises imposed by Licensing Justices, the Fire Authority, the Local Authority or otherwise and must do nothing to contravene the laws of betting, gaming and lotteries.
5. The hirer shall be responsible for making adequate arrangements to insure against third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
6. The hirer shall not sub-let or use the premises for any unlawful purpose, or in any unlawful way, or do anything or bring on to the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
7. The hirer shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
8. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
9. The hirer acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.
10. **The parish of _____ regards the safe care and protection of children as of the utmost importance. Groups that hire or use Church premises are expected to share this concern and make appropriate provision for the protection of children within their care. The hirer, upon accepting and signing this agreement agrees to comply with these regulations.**

I/We undertake to meet the charges detailed overleaf, to take proper care of the premises and to leave them clean, tidy and in good order.

I/We undertake to comply with the "Conditions of Hire" [printed above].

I/We also undertake to comply with the "Guidance of Hall Users" [attached].

SIGNED _____ DATE _____

Please sign and return the form to: _____

Example of Guideline notes for Hall Users

- A. The Hall is available for hire between 0900 and 2230 (private parties must finish by). No hiring may be extended beyond this time. Hirers do not have access to other sections of the Church Hall that they have not booked.
- B. The Hall is not licensed for public performances, public dances, public discotheques, or for the sale of alcohol.
- C. Children are not allowed to play in the car park.
- D. PCC reserves the right to cancel or change a booking if the Hall is required for Church functions, use as a Polling Station (for a Parliamentary or Local Government Election), or any other exceptional need. Any fee paid for a booking which is subsequently cancelled by the church, will be refunded. The right is reserved for a representative of the PCC to enter the hall at any time.
- E. The maximum number of persons permitted in the Large Hall is limited to 100, whilst in the Small Hall the limit is 50.
- F. No electrical appliance or outlet may be altered, modified or tampered with in any way. Normal projection equipment and sound equipment may be used. All electrical equipment used should comply with Electrical Appliances at Work 1989 directive. The sound level should be kept low enough not to disturb people in neighbouring houses (or at other functions in the Hall or Church). Small electrical kitchen appliances may be used. The use of other electrical equipment is subject to the permission of the Bookings Secretary. Portable gas appliances or other equipment involving the use of a naked flame is not permitted.
- G. All damage and breakages must be reported to the Bookings Secretary. A charge may be made for the replacement of broken items.
- H. **At the end of each hire, the hirer should ensure that all external doors and windows are properly secured.** All the hirer's equipment must be removed from the premises and no rubbish/litter left anywhere on Church property. The Hall should be left in good order with all tables and chairs returned to the correct place.
- I. Limited car parking space is available at the hall. The car park must be vacated 30 minutes before the start of any Church Service (details available from the main Church notice boards). There is a large "free" car park in the Avenue, approximately 100 metres from the Hall.

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- J. Smoking and Alcohol consumption (except with/ by prior arrangement) is not permitted anywhere on Church property (including the car park).
- K. Adhesive tape or drawing pins must not be used to affix anything to the walls or woodwork. Cautious use of "blu-tac" is acceptable in the Large hall but not in the Small Hall
- L. Please do not leave any valuable items in the Hall (even if locked away in cupboards). The Church accepts no responsibility for the loss of personal possessions or injury sustained to any persons whilst the Hall/Car Park is in the use of the hirer. First Aid boxes and report books are located in both the small and large kitchens and the Hall Booking Secretary should be informed of any accident or injury occurring.
- M. Fire extinguishers are located along the wall of the Large Hall and at the outside entrance to the Small Hall. Users should familiarise themselves with fire regulations and appliances. The Fire Brigade should be called out to any outbreak of fire, however slight, and the incident reported to the Hall Booking Secretary. Highly flammable substances are not permitted in the Hall.
- N. Items may only be stored in the Hall with prior agreement of the Bookings Secretary.
- O. The right to refuse any application is reserved to the incumbent and the PCC.

9.15 Assigned fees / Quarterly return.

Parochial Fees Assigned to the Diocese	LDF
Quarterly Return	Parish Reference

Forms should be completed and returned each quarter.

Nil returns are required.

To be completed by, or on behalf of the Incumbent, Priest in Charge, Team Vicar, Team Rector or Associate Vicar.

Minister: _____ Period covered _____

The complete list of fees, available from the Ministry Division, details the variations in fees payable to the clergy and the PCC

Service		Number	Minister's Fee	Total
Baptisms	Certificate issued at time of Baptism			
Marriages	Publication of banns Certificate of banns Marriage service Certificate of marriage			
Funerals at church or churchyard	Funeral service in church Burial in churchyard following on from service in church Burial in churchyard or cemetery at a time other than following on from service in church			
Funerals without church service	Service in crematorium or cemetery Burial in churchyard Burial certificate			
Other Please state	e.g. monuments or searches in registers			
Total				

Please return this form to Elaine Saunders, Stipends and Common Fund Administrator, London Diocesan Fund, 36 Causton Street, London SW1P 4AU

Cheques should be made payable to the London Diocesan Fund.

If you wish to pay direct to the LDF bank account please contact Elaine Saunders for remittance details and the reference to be used. Tel 020 7392 1218 or email elaine.saunders@london.anglican.org

Signature _____ Date _____

9.16 Job Application

Sample headings to include in a job application form

Application for the post of

- Personal details
 - Surname/ Family name Christian /First name
- Address
- Date of Birth
- Gender
- Contact details
 - Home telephone/work/email
- Education
 - Date from / date to / name of school or college/
examinations passed
 - Other training undertaken
 - Date from / Date to / Training provided by / course
undertaken/ qualifications gained
 - Membership of professional institutions
 - Date obtained/ Institution details
- Employment history
 - Date from / to / Employer's name & address/ position
held, responsibilities/final salary / reason
for leaving
- Referees
- Health / Disability
- Experience and Abilities
- Hobbies and interests
- Other (Criminal convictions / summons/ prosecution)
- Return form to
- Deadline for applications

9.17 Declaration of self employed status

Sample

Parish

To
Name
Address
Date

Dear Name

I am asked to remind you that as you are not an employee of the parish but provide your services for it as a self-employed (singer) it is your responsibility to advise the Inland Revenue of all income that you receive from us and to pay any tax accordingly.

I am further requested to ask you to sign and return to me the enclosed copy of this letter signifying your understanding of your responsibility in this regard.

With grateful thanks for your significant contribution to the life and witness of (Parish)

With every good wish

Rev.....
Vicar

Mr/Mrs/Miss
Treasurer