



**Martin Bishop**

**Financial Secretary**

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**February 2013**

Dear Treasurer,

Enclosed (Paper version only):

- 1 Parish Share Statement of account to 7<sup>th</sup> February 2013
- 2 Proforma annual Return of Finance 2012 and accompanying notes  
(for those who prefer to continue submitting this on paper)
- 3 January 2013 Stipends Letter

Items for potential or immediate action, are indicated by side lines

### **Parish Shares Account and See Round**

I enclose an updated statement for your parish, showing the position as at **7<sup>th</sup> February 2013**. This includes all remittances received up to this date and also a debit in respect of the first quarter's parish share for 2013. I also enclose a copy of the See Round Statement account where applicable.

### **Annual Return of Parish Finance for 2012 and Annual Reporting**

For those of you who have registered their email address with us, you will have received, earlier this month, a separate email about submitting this return online.

For those who do not have access to the internet, please find enclosed proforma for the annual Return of Parish Finance and accompanying guidance notes.

In addition to the annual return, please make sure that your independently examined/audited accounts are submitted within four weeks after the date of your APCM, and in any case no later than **Friday 31<sup>st</sup> May**.

A useful guide for PCC Treasurers, "PCC Accountability: The Charities Act 2011 and the PCC - 4th Edition", has recently been published by Church House. This book provides essential and up to date guidance for all PCCs in the preparation and scrutiny of their annual financial statements and reports. This new edition is fully updated with regard to the Charities Act 2011 and the Charity SORPs' Regulations.

It includes guidance on:

- Technical compliance issues for larger PCCs aligned with current best practice
- Correlation with the current annual Return of Parish Finance
- Restructuring to clarify in clear and accessible language what smaller PCCs need to know

Additional features include:

- A complete guide to Receipts and Payment accounting
- Reworked specimen Annual Report & Accounts for small and large PCCs.

The Diocesan Office has pre-ordered a limited quantity of the new edition at a discounted price of £5.50. If you would like to purchase a copy, then please write to me at the Diocesan Office, enclosing your cheque, payable to St Albans DBF, for £7.00 per book (£5.50 + £1.50 to cover postage and admin)

For those of you who prefer online reference material, the parish resources website also contains guidance on annual reporting at:

<http://www.pariahresources.org.uk/resources-for-treasurers/accounting-and-reporting/>

### **Stipends Letter**

Please find enclosed a copy of the annual letter from the Diocesan Secretary that was sent in a recent “bundle” to Stipendiary and Clergy and Lay Ministers

(Electronic version available at: <http://www.stalbans.anglican.org/diocese/stipends-letter> )

### **Diocesan Common Fund Outturn 2012**

The total requested from parishes last year was **£11,673,396** (2011 - £11,218,072) of which **£11,018,672** (94.4% of the amount requested) was received by 25th of January (2011 - £ 10,630,460 – 94.8%) and therefore will be included in the annual accounts as received for 2012. In addition to this, a further £29,928 was received from parishes in respect of 2011 and earlier years.

Although the collection rate was slightly less than the previous year’s figure, the amount actually received was 3.7% higher than 2011. This is a testament to the ongoing commitment to supporting the mission and ministry of the churches in our diocese. Thank you, to those of you who make the regular payment of parish share a main priority.

For those of you who do not yet pay on a monthly basis, may I ask you to consider doing so in the future, even if it is a proportion of the total amount each month? If you would like a proforma for either a Standing Order or Direct Debit, please visit our website at:

<http://www.stalbans.anglican.org/finance/finance-forms/>

Alternatively please telephone the Finance Team on: 01727 818111

### **News from “Parish Buying”**

#### **Microsoft Office 2013 Professional is now available on Parish Buying Phoenix Software contract.**

Microsoft Office 2013 includes all your familiar Office applications and documents, business-grade email, calendar and video conferencing across nearly all your devices - from PCs to smartphones to tablets.

**Parish Buying price: £42.81**

Parishes are eligible to purchase software at significant discount due to their charitable status. A whole range of software licenses and packages are available through Phoenix Software including Microsoft, Adobe, antivirus solutions, web design and graphic design packages. Often the savings can be over 60% compared to high street prices.

For more information and/or to order this product login to [www.pariahbuying.org.uk](http://www.pariahbuying.org.uk) and visit the Phoenix Software page.

## News from “Parish Buying”(continued)

### Coming Soon - IT Hardware



**IT hardware including desktops, laptops, tablets, projectors etc will soon be available.** Within the next few weeks we will be adding an IT hardware contract to the Parish Buying service. Many parishes have asked if we could negotiate a national deal for laptops, printers etc and we are pleased to soon be offering this service. As with all our suppliers, you can have confidence that any new supplier has undergone a rigorous selection process, prior to being approved, to ensure excellent service and competitive pricing.

If you require IT hardware and would find it helpful to know more about this new contract email us at [info@parishbuying.org](mailto:info@parishbuying.org) and we will be in touch.

### Priorities for 2013

In 2013 Parish Buying aims to:

- Increase participation in the contracts delivered through the Parish Buying website
- Successfully launch an energy basket, more than doubling the savings parishes can make on energy.
- Continue working with Ecclesiastical to ensure parishes can buy insurance more cost-effectively.
- Add additional categories: IT Hardware and Telecoms
- Pilot a capital programme management training event for parishes running large capital projects which run the risk of cost overruns.

To find out more, [visit www.parishbuying.org.uk](http://www.parishbuying.org.uk) , email <mailto:info@parishbuying.org.uk> or ring 0800 368 0887

[Source: January 2013 Parish Buying News letter and 2012 Annual Report]

### CLAS Guide to VAT

[http://www.churcheslegislation.org.uk/files/publications/CLAS\\_VAT\\_guide\\_Nov\\_2012.pdf](http://www.churcheslegislation.org.uk/files/publications/CLAS_VAT_guide_Nov_2012.pdf)

This short guide is intended as a helpful summary of the VAT system as it affects the Churches – and no more than that. It is neither approved nor endorsed by HMRC.

Although these notes are intended to be helpful guidance, they have no binding force and decisions in individual cases depend on all the facts and circumstances. HMRC itself publishes on-line VAT guidance for charities and not-for-profit organisations.

[ <http://www.hmrc.gov.uk/charities/tax/index.htm> ]

The rules relating to VAT can be extremely complex; and any church about to embark on a new venture which might engage VAT (such as building work) should seek professional advice at the outset.

[Source Churches Legislation and Advisory Service]