



February 2015

Martin Bishop
Financial Secretary

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Dear Treasurer,

Enclosed (paper version only):

1. Statement of Parish Share Account / SEE Round Account as at 30th January 2015
2. Parish Share 2015
3. Direct debit and standing order forms (2 pages)
4. Annual Return of Parish Finance 2014 (3 pages) including guidance notes
5. Stipends letter (7 pages) (<http://www.stalbans.anglican.org/diocese/stipends-letter/>)

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

Parish Shares Account and See Round

Please find enclosed updated statement for your parish, showing the position as at **Friday 30th January 2015**. This includes all remittances received up to this date and also a debit in respect of the first quarter's parish share for 2015. A copy of the See Round Statement account is also enclosed where applicable.

An apology to those of you who receive these newsletters on paper

In December, we notified parishes by email, of the confirmed parish share calculations for 2015. We regret that, whilst circulating this information electronically, we overlooked to send out, on paper, the same information to those of you without email addresses. To rectify this, we enclose the relevant calculation for your parish. Please accept our apologies for this oversight.

Parish Share 2015 - Monthly Payment of Parish Share

Regular payment to us of parish share by either Standing Order or Direct Debit helps us in turn to meet our monthly commitments, in particular the monthly clergy stipend and pension payments.

For PCCs who have previously been paying the Parish Share by Direct Debit, you will have received a separate letter, last month, giving details of the planned collections for the coming year.

If your PCC would like to start paying parish share by Direct Debit, then please use the enclosed Direct Debit Mandate (<http://www.stalbans.anglican.org/finance/finance-forms/>) This should be returned to the Diocesan Office in the first instance. We will then write to you to let you know when the collections will start and confirm the amounts concerned.

If, however, you would like to pay some of the Parish Share in regular monthly amounts by Standing Order instruction to your PCC's bank, then please use the enclosed Banker's Order form (<http://www.stalbans.anglican.org/finance/finance-forms/>)

It would help us, when choosing the transaction date for your Standing Order, if you could avoid a period of 2-3 days at either end of the month. In some cases it can take up to 3 working days after the debit date on your statement for the funds to reach the DBF account. This may lead, at the year-end especially, to misunderstandings as to which accounting period a particular standing order payment was intended for.

Annual Return of Parish Finance for 2014 and Annual Reporting

For those of you with internet access, this return and copies of your parish's accounts can be filed online through our **new** portal at:

<https://myd.io/stalbans/annualreturn/finance/>

Before you use this portal for the first time, you will need to need to register with the website. To help with this, we have compiled some step-by-step instructions, which you can download from this page on our website:

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

We hope that you will find this redeveloped portal, easier to navigate around. We hope to be able to add further functionality to this portal as a service to parish officers, during the course of this year.

The information provided will be automatically transferred to the diocesan database, so that it can be shared more easily with the Bishops, Archdeacons and other diocesan officers. From there, the information will also be passed electronically to colleagues at the National Church (who devised the returns). Our aim is to build up a clearer, and more up to date, view of the state of the diocese's financial and missional health at the individual parish level.

For those who do not have access to the internet, and therefore receiving this letter in the post, please find enclosed proforma for the annual Return of Parish Finance and accompanying guidance notes. We would be grateful if this form could be submitted to us no later than **Monday 25th May 2015** in order that the data can be compiled and transmitted to Church House by the end of that month.

In addition to the annual return, please make sure that your independently examined/audited accounts are submitted within 28 days after the APCM, and in any case no later than **Friday 25th May 2015**.

Thank you, in anticipation of your help with this exercise.

Registration with the Charity Commission

If your parish has crossed the £100,000 threshold in terms of income last year, you are reminded that you will now need to register with the Charity Commission. The Archbishops' Council have produced a guide on how to do this:

<http://www.parishresources.org.uk/pccs/registration/>

If your PCC parish has registered with the Charity Commission, it is important that the contact details for the "registered correspondent" are kept up to date and that the annual returns to the Charity Commission are also up to date.

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>)

ACAT (Association of Church Accountants and Treasurers) (<http://acat.uk.com>)

Under an arrangement with the diocese, each parish treasurer is automatically a member of this organisation. In order to make use of the membership-only pages of this website, you will need a password which can be provided on request, by email.

New Videos

A newly established resource is the suite of training videos. ACAT realises that not everybody is able to attend their training courses so they have started putting some of the material online. There are at present six videos on the website at <http://acat.uk.com/membership/onlinetraining.php> covering budgeting, preparing an annual report and independent examinations. ACAT welcomes your feedback, so please use their contact form <http://acat.uk.com/membership/advice.php> to let them know what you think of these videos.

Training

ACAT are currently preparing the training programme for Spring 2015. Please keep looking at the ACAT website for dates, locations and subjects for this series of training.

Advice Line

ACAT also has an advice line: 0845 564 2280 or you can submit your query by filling in the form on the ACAT site <http://acat.uk.com/membership/advice.php>