

**Martin Bishop****Financial Secretary**

Tel: 01727 818111

Fax: 01727 844469

e-mail: mbishop@stalbans.anglican.org

May 2015**Dear Treasurer,**Enclosed (Paper version only):

[1] Return of Parish Finance, incorporating guidance notes

Items included below, for potential or immediate action, are indicated by side lines**Filing Annual Returns due by 25th May**

Thank you to those of you who have already sent in a copy of their PCC's Accounts for last year, and have also submitted the annual Return of Parish Finance. The information contained in these returns is used by the National Church, and ourselves, to inform planning in support of parish ministry.

To date, the return rate is around 55%, for the Accounts and 35% for the Finance Return. To those of you who have not yet sent in the Accounts or the Finance Return, may I remind you to do both as soon as possible, as we would like to make the data which we collect and send on to the National Church, as representative and comprehensive as possible. I am happy to receive a copy of the (ideally signed) Accounts either in the conventional post, or as a scanned email attachment (preferably "pdf"). If you need a copy of the Finance Return, you can find links to the proforma, and guidance notes, from here:

<http://www.stalbans.anglican.org/finance/annual-returns-finance/>. You will also find, on this page, information about submitting the accounts and finance return online. Just a reminder that if you were using the online return portal *last year*, you will need to register with the new portal, obtaining a new password before using the new portal. Instructions on how to do this can be also be found on the annual returns web page referred to above.

Dr Bev Botting, Head of Research and Statistics at the Archbishops' Council wrote to dioceses recently as follows:

I am writing to remind you that all 2014 parish finance returns should be submitted by 31 May. All parishes should have had their annual meetings by then so their accounts will be agreed. Please do encourage your parishes to submit their return on time as we will then be able to provide you with your diocesan data in as timely way as possible. We do work hard to try to align the finance form with the forms used by parishes for their accounts, but of course there are different accounting tools used which generate different forms. As ever, we genuinely welcome comments from those submitting forms - and in particular welcome positive suggestions on how we can help make easier the completion of the finance returns.

Dr Bev Botting Head of Research and Statistics

Archbishops' Council Church House Great Smith Street London SW1P 3AZ Direct dial: 020 7898 1542

ACAT Newsletter

ACAT are pleased to advise you that their April Newsletter is now available on the ACAT website. The direct link is: <http://acat.uk.com/membership/newsletter.php> Some of the subjects covered in this issue are Budget changes that affect churches, a change to the audit threshold for England and Wales and a helpful reminder from the charity commission to review the effectiveness of our charities.

Treasurer's Guidelines

ACAT have also published their 2015 Treasurer's Guidelines, this document covers tax, benefit and employment rates for the current year. It can be accessed here: http://acat.uk.com/membership/treasurers_guidelines.php

Training

ACAT are offering four foundation courses and two workshops with more planned for the early Autumn. Please visit <http://acat.uk.com/training.html> to find out more and book your place.

Conference

The theme for the ACAT Conference this year will be Balancing Stewardship with Mission. Please keep Saturday, October 17th free in your diary and make plans to join what ACAT expects to be their biggest and best Conference yet.

Replacement Handbooks

Some ACAT members have asked how they can purchase a replacement Handbook. If you send a cheque for £22.00 made payable to ACAT to the address below ACAT will send one out to you.

Please send your cheque, together with your name and address to:

Mrs S Bye
ACAT Handbook
22 Byrne Court
Arnold
Nottingham
NG5 6RN