

# Help for New Treasurers

May 2017

## Diocesan website

Here is a link to a section of the diocesan website for PCC Treasurers:

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

From this page you will find links to material on various topics, including: Parish Share, Parochial Fees, Finance Forms, Annual Return of Parish Finance, PCC Annual Reporting, Charity Registration, External Links, Parish Buying, Mission Support Fund and Other Sources of Finance.

## National Church resources

### Parish Resources website

This link provides resources for newly appointed Treasurers:

<http://www.parishresources.org.uk/resources-for-treasurers/getting-started/>

There is a useful New Treasurers Guide from the Association of Church Accountants and Treasurers (ACAT). It covers a wide range of topics for new treasurers, and can be read or downloaded here: <http://www.parishresources.org.uk/wp-content/uploads/ACAT-New-Treasurers-Guide.pdf>

### Parish Resources quarterly newsletter

Four times a year, a newsletter is published by parish resources to update you on the latest news for:

- Parish Treasurers - including information on changes to the accounting rules
- Gift Aid - including changes from HMRC
- Charity Registration - updates on what your parish is required to do if you are registered with the Charity Commission
- Encouraging Giving - good practice for those nurturing giving in their parishes
- Funding and Legacies - funding opportunities and promoting legacy giving
- Sharing Good News - sometimes it's just nice to hear what other parishes are doing, and doing well

To subscribe to this please following this link: <http://www.parishresources.us1.list-manage.com/subscribe?u=f462c63ccbb6f06672cc1f6e0&id=e1573341bf>

### Annual reporting

There is also some useful guidance on annual reporting for PCCs:

Receipts and Payments Accounts:

<http://www.parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/receipts-and-payments-accounts/>

Accruals Accounts:

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

The Trustees Annual Report:

<http://www.parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/the-annual-report/>

You can find the electronic version of “PCC Accountability -The Charities Act 2011 and the PCC” (latterly known as the “Green Book”) on the C of E site here:

<https://www.churchofengland.org/clergy-office-holders/pcc-information/pcc-accountability.aspx>

There is also information on this site about the Gift Aid scheme:

<http://www.parishresources.org.uk/giftaid/>

This particular part of the site is being regularly updated in the light of the recently announced changes to claiming Gift Aid Online and also the new Gift Aid Small Donations scheme.

### **Parish Buying**

The C of E National Procurement Group have launched the following website which you may find helpful: <http://www.parishbuying.org.uk/>

## **Other sources of reference and help**

### **Association of Church Accountants and Treasurers (ACAT)**

Under an arrangement with the diocese, each parish treasurer is automatically a member of this organisation. Here is a link to their website: <http://www.acat.uk.com/>

There is an online handbook, giving guidance to church treasurers. This is accessed by logging in to the members' section. The login information can be obtained on request, by emailing [finance@stalbans.anglican.org](mailto:finance@stalbans.anglican.org) identifying which parish you are from.

Also, within the membership section of the ACAT website, members can ask for advice using the form on this page: <http://acat.uk.com/membership/advice.php>

ACAT will pass the enquiry straight to one of their expert officers. They will email back and, if the matter is more complex requiring individual help, then one of their officers may be in touch by telephone if appropriate.

### **HMRC**

Now that the HMRC stand-alone website has been subsumed into the “Government Portal” the web links have changed. Here are some links to HMRC pages of particular interest to charities and employers:

HM Revenue & Customs - GOV.UK

<https://www.gov.uk/government/organisations/hm-revenue-customs>

PAYE and payroll for employers - GOV.UK

<https://www.gov.uk/payee-for-employers>

Charities and tax - GOV.UK

<https://www.gov.uk/charities-and-tax>

Charities: detailed guidance notes - Publications - GOV.UK

<https://www.gov.uk/government/publications/charities-detailed-guidance-notes>

Charities forms - GOV.UK

<https://www.gov.uk/government/collections/charities-and-community-amateur-sports-clubs-forms>

VAT Notice 708: buildings and construction - Publications - GOV.UK

<https://www.gov.uk/government/publications/vat-notice-708-buildings-and-construction>

### **Stewardship Organisation**

You may like to be aware of some useful information on the following site published by the organisation known as Stewardship:

<https://www.stewardship.org.uk/resources/resources>

There is a commercial element to this site, and this link does not imply endorsement by the diocese in any way.