

 <b>Return of Parish Finance</b>		Parish code (6 digits):	If the form is NOT completed on behalf of the entire parish, please list below the churches included:		Deanery:
January to December 2017		Parish name:			Diocese: St Albans
RECEIPTS		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)	PAYMENTS	
		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
<b>Voluntary receipts</b>				<b>Costs of generating funds</b>	
1	Tax efficient planned giving			17	Fundraising activities (costs and payments)
2	Other planned giving			<b>Church activities</b>	
3	Collections at services			18	Mission giving and donations
4	All other giving and voluntary receipts, including Special Appeals (recurring and one-off)			19	Diocesan parish share contribution
6	Gift Aid recovered			20	Salaries, wages and honoraria
7	Legacies received (capital value)			21	Clergy and staff expenses
8	Grants (include recurring and one-off)			<b>Church expenses</b>	
	<b>TOTAL Voluntary receipts:</b>			22	Church expenses: Mission and evangelism costs
<b>Activities for generating funds</b>				23	Church running expenses (including Governance)
9	Gross receipts from fundraising activities			24	Church utility bills
<b>Investment income</b>				25	Cost of trading
10	Dividends, interest, receipts from property etc.			<b>Major capital expenditure</b>	
<b>Church activities</b>				27	Major repairs to the church building
11	Statutory fees retained by the PCC (weddings, funerals etc.)			28	Major repairs to church hall or other PCC property, including redecoration
12	Gross receipts from trading (e.g. hall lettings, magazine, bookstall) NOT fundraising.			29	New building work to the church, church hall, clergy housing or other PCC property
<b>Other receipts</b>				<b>SUB-TOTAL of all expenditure payments above:</b>	
13	Other receipts not already listed			99	Other payments not already listed
<b>TOTAL RECEIPTS (FROM FINANCIAL STATEMENTS)</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>TOTAL PAYMENTS (FROM FINANCIAL STATEMENTS)</b>	
A					<b>Unrestricted</b>
B	<b>COMBINED TOTAL</b>				<b>Restricted</b>
<b>PLANNED GIVERS AND LEGACIES</b>				<b>COMBINED TOTAL</b>	
14	Number of tax efficient planned givers			<b>Cash and Investment Balances</b>	
15	Number of other planned givers			31	Cash and deposit balance as at 31/12/17
16	Number of new legacies received			32	Investments as at 31/12/17
100	<b>Weekly average planned giving per planned giver</b>			<b>Accounts basis: on which basis were your accounts prepared? (indicate ONE)</b>	
				30	Receipts and payments [ ]
					Accruals [ ]
Please refer to the notes on the following pages to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in PCC Accountability, 2017.		<b>Date</b>			
		<b>Name</b>			
		<b>Position</b>			
		<b>Telephone or email</b>			
<b>Looking back across 2017, were there any exceptional circumstances or significant changes that may have led to unusual figures? Please provide details in the box below.</b>					

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- 1 **Tax efficient planned giving:** Money that is given regularly under Gift Aid through a standing order, by envelope scheme, or by cheque. Figures should be net, i.e. receipts planned giving excluding any tax recovered. Also include money given through charity vouchers (gross amount) e.g. CAF or Sovereign Giving and money given through Payroll Giving (gross amount).
- 2 **Other planned giving:** Money given regularly without Gift Aid through standing order, by envelope scheme, or by cheque.
- 3 **Collections at services:** Collections at Sunday, midweek, wedding, baptism and funeral services, and Sunday schools. Include one-off gifts given in collections at services through Gift Aid envelopes (net amount), but exclude money given through planned giving envelopes. Do NOT include collections that go directly to a charity and do not 'go through the PCC books' e.g. Christian Aid Week.
- 4 **All other giving & voluntary receipts:** Other Recurring Giving /Donations: Gift Days, money given in church boxes and wall safes, and other ad-hoc donations from individuals which are likely to recur in future years. Non-recurring Giving/Donations: Include one-off donations given outside services. Include the proceeds of all special appeals (which are usually restricted), but also one-off Gift Days for general funds. Include gifts of shares at market value. [Combines previous RPF 4 and 5]
- 6 **Gift aid recovered:** The amount of tax recovered from HMRC on all money given to the PCC under Gift Aid. This should be split between Gift Aid recovered on restricted and unrestricted donations and allocated to the appropriate fund. This should include claims through the Gift Aid Small Donation Scheme, on small (less than £20) cash donations <http://www.hmrc.gov.uk/charities/gasds/records.htm>. If no tax has been recovered through Gift Aid, an explanatory note should be provided in the financial statement.
- 7 **Legacies received:** The capital amount of a legacy, together with interest from the probate process, should be recorded in the year(s) that it appears in the accounts. (Note that the legacy may have been included as an asset in last year's Statement of Assets and Liabilities.) Any interest from legacy investments should be recorded as investment income
- 8 **Grants:** External grants received from trusts and other funding bodies for the PCC's general fund or for a restricted purpose. Include VAT recovered through the Listed Places of Worship scheme. This does not include transfers within a benefice. Include one-off and recurring grants. [Combines previous RPF 8 and 8A]
- 9 **Fundraising:** Money raised from sponsored activities, jumble sales, fetes, and other activities where the primary purpose is fundraising. Income should be stated gross, and any costs must be recorded separately as payments.
- 10 **Dividends, interest & receipts from property:** Bank and other deposit interest including any reclaimed tax on investment income. Include dividends from shareholdings and rent received from land or buildings owned by PCC.
- 11 **Statutory Fees retained by PCC:** PCC Fees for weddings, funerals etc. Do not include fees received on behalf of the DBF and organist etc. as these are not PCC funds.
- 12 **Trading:** Money raised from bookstalls, lettings of the church hall, sales and advertising of church magazines. Receipts received from other church activities which are not fundraising activities e.g. membership fees for groups, payments for events etc. All trading receipts must be stated as gross figures. The costs must be recorded separately as payments.
- 13 **Other receipts:** These are often 'capital' in nature: sale of buildings, investments, insurance claims, transfers from term deposits, loans received, repayment of loans made by the church to others; but will also include contributions from other churches in the benefice to shared costs.
- A **TOTAL UNRESTRICTED and RESTRICTED** receipts as shown on your examined/audited financial statements, excluding any revaluation of assets.
- B **COMBINED TOTAL** incoming resources as shown on your examined/audited financial statements, excluding any revaluation of assets.
- 14 **Tax efficient planned giver:** Each tax efficient giver should only be counted ONCE. If more than one person is associated with a Gift Aid donation, only ONE person should be counted.
- 15 **Other planned giver:** Each planned giver should only be counted ONCE. If more than one person is associated with a planned giving, only ONE person should be counted.
- 16 **New legacies:** A legacy should only be counted in the first year that money from it is received. Each legacy should only be counted once, even if payments from the estate are spread over several years.
- 100 **Weekly average planned giving per planned giver:**  $(TEPGiving + other\ planned\ giving)/(TEPGivers + other\ planned\ givers)/52$
- 17 **Fundraising:** Include the costs of fundraising events, which have contributed to the income recorded in Fund-raising income box above. Also include fees paid to a professional fundraiser, the costs of a Christian Stewardship campaign and the costs of supporting regular giving e.g. envelopes.
- 18 **Mission Giving & Donations:** Include donations to external missions and charities that come from the PCC's receipts. Collections that go directly to external charities should not be included.
- 19 **Diocesan parish share contribution:** All payments made during the year, whether for current or previous years Share.

- 20 **Salaries, wages & honoraria:** All payments to assistant staff, youth worker, verger, administrator, sexton, organist and choir. Include NI/Pension costs where applicable.
- Clergy & staff expenses:** Working expenses of the incumbent: e.g. telephone, postage, stationery, travel costs (car and/or public transport), secretarial assistance, office equipment, maintenance of robes, hospitality. Assistant staff: Include costs, as for the incumbent, that are associated with expenses incurred by assistant clergy, pastoral staff and youth workers. Housing: all costs relating to clergy/staff housing paid by the PCC. (including where applicable repair costs, water rates, council tax, and redecoration).
- 21
- 22 **Mission & Evangelism:** Cost of outreach, courses, excluding staff salaries.
- Church running expenses:** Routine repairs, maintenance and insurance. Miscellaneous: cleaning materials etc. church /office phone. Churchyards all costs involved in their maintenance. Upkeep of services: organ tuning, worship materials, choir robes etc. **Please also include costs relating to the governance of the PCC, including any fees for audit or independent examination, training of PCC members in their role of Trustees, the production of the annual report, hire charges for any PCC meetings etc.**
- 23
- 24 **Church utility bills:** Total costs of electricity, gas, oil, water etc.
- 25 **Trading:** Include the costs associated with the receipts for bookstall, hall lettings, magazine income etc.
- 27 **Major repairs to church building:** Include repairs that are not routine and internal and external decoration.
- 28 **Major repairs to other PCC property:** Including repairs that are not routine and/or internal and external decoration.
- 29 **New building work to the church:** New buildings, major alterations and extensions to church or other PCC property and including all associated professional fees and expenses.
- 99 **Other outgoing payments:** Mainly of a "capital" nature: purchase of fixed assets for church purpose, purchase of investments, transfer to term deposits, loans made and repayment of loans etc.
- C **TOTAL UNRESTRICTED AND RESTRICTED** payments, as shown on your financial statements.
- D **COMBINED TOTAL** payments, as shown on your financial statements.
- 31 **The cash deposit balance** as at 31/12/17 (all current and deposit accounts). This should be split by restricted and unrestricted.
- 32 **Investments** as at 31/12/17. Include shares, bonds, long term interest bearing accounts and investment fund holdings (it should be split by restricted and unrestricted.)