



## **Generous Giving Top Tips on Cost Minimisation during COVID-19**

While it is important to explore ways to raise awareness of the importance of giving at this time, we recognise that some income streams may be affected. It is therefore good practice to also review your expenditure, and look at ways that might be possible to minimise cost. The following list is a suggestion of things you might want to consider for your parish.

### **Turn off unnecessary electrical devices**

- Turn off and unplug all unnecessary electrical equipment (copiers etc.).
- Check manufacturers' instructions about turning off kitchen equipment.
- If you turn off the mains supply, check there are no unexpected consequences, such as turning off any alarms, communications devices powered from the church supply, heating controls including WiFi access for remote control, the turret clock or organ humidifier, for example. These devices should be left operational.

### **Turn the heating down**

- If your heating has controls that make it possible, a minimum temperature to protect from frost should be maintained within the property. Ecclesiastical Insurance recommend a minimum of 7c.
- If you are one of the small number of churches running a conservation heating regime this should be left in operation.

### **Suspend waste collection**

- Check with your supplier as to whether or not it is possible to suspend waste collection as the site is closed and there will be no waste to collect. It will may help them to reduce their travel and exposure to the virus.

### **Explore options on [Parish Buying](#)**

- [Click here](#) to register for an account and sign up to their regular newsletter, which enables you to see the latest discounts and offers.
- They also have a range of [buying guides](#) to help with the procurement process.
- Particularly while online giving is important, it is worth looking at the offers from [Data Developments](#), including MyGiving.Online Donations Software.

## **Adopt advice from Ecclesiastical Insurance regarding the safety and maintenance of church buildings**

- Ecclesiastical Insurance, who cover over 90% of Parish Churches, have produced a [helpful safety and maintenance checklist](#) for those responsible for church buildings which are currently out of use, Their advice is applicable whoever insures your building.
- Further advice on securing and caring for your church buildings during COVID-19 is available from the [Archbishops' Council Cathedral and Church Buildings Division](#) and the [Diocesan Church Building webpages](#) where you will find further help and advice.

## **Consider furloughing employees**

- [The Coronavirus Job Retention Scheme](#) is a temporary scheme designed to support employers whose operations have been severely affected by COVID-19.
- Employers can use a portal to claim for 80% of employees on a leave of absence – referred to as “furloughed” – usual monthly wage costs, up to £2,500 a month, plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on that wage.
- The Scheme is open to all UK employers – including charities – that had created and started a PAYE payroll scheme on 28 February 2020.

## **Discounted version of Zoom**

- For parishes who are exploring ways of offering online worship, or meetings with homegroups or business, there is a [discounted version of Zoom](#) available for charities and churches. If you are going to be using it a lot, it's definitely worth investing in.

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## **Support for Treasurers and PCCs**

### **Generous Giving Team**

The Generous Giving Team are able to support you remotely, and are [happy to be contacted](#) with any needs or questions. During the impacts of COVID-19, there is also plenty of advice on the [Generous Giving pages](#) including our [Top Tips for sustainability to maintain church income](#).

### **Parish Resources**

The Parish Resources website is another excellent place full of useful information for [PCCs](#) and [Treasurers](#). There is a special section dealing with [Covid-19](#) issues and [APCMs](#). We encourage you to sign up the Parish Resources quarterly [email newsletter](#) to get the latest new and updates.

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

Do not forget every Treasurer and DFA in the Diocese of York have membership of ACAT, which is paid annually by the Diocese meaning that you won't have anything to pay individually. Your membership gives you access to help and advice on all matters relating to advice, training and information on accounting, financial, legal and other related issues. ACAT are functioning as normal but may take a few days to reply to queries as they use a network of expert volunteers to deal with such enquiries.

The membership includes full access to:

- [Website](#)
- [The ACAT Handbook](#)
- [An Introductory Guide for New Church Treasurers](#)
- [Informative videos](#)
- The Members' advice line
- E-newsletters and member updates
- Training courses nationwide
- The Annual Conference
- [Maureen Diggins](#) can provide you with the login details if you have forgotten them.

We encourage you to take full advantage of this membership to get help and support.

## **Charity Commission**

The Charity Commission has announced that any charity that needs an extension to its annual return deadline during the coronavirus pandemic [can request one](#).

In a bid to help charities at a time when they themselves are assisting some of the most vulnerable in society, the commission said that “as an immediate step, charities due to submit an annual return imminently, but feel unable to do so, can call us to request a filing extension.”