

The Church Year for a PCC Treasurer

January	February	March	April
<ul style="list-style-type: none"> • 31 is deadline for Mission for Statistics submission • Prepare Previous year 31 December accounts • Present draft accounts to PCC • Prepare accounts for Examiner/Auditor • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • Certificate form independent examiner/auditor • Present final accounts to PCC for approval • Pay monthly DBF fees or inform DBF if nil return • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • GADS/Gift Aid claim thank you letters to be issued prior to claim • Run payroll year end and issue P60s • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC finance report if necessary
May	June	July	August
<ul style="list-style-type: none"> • APCM by 31st May • 31st May deadline for Parish Return of Finance submission • Gift Aid/GASDS claim to complete online • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • File Annual Reports & Accounts with Diocese Finance team 30th June • Pay monthly DBF fees or inform DBF if nil return • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary
September	October	November	December
<ul style="list-style-type: none"> • Commence next year budget process. • Prepare FWO report for PCC • 30 deadline Submit FWO to Diocesan House • Pay monthly DBF fees or inform DBF if nil return • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary • File Annual Reports & Accounts with Charity Commission 31st October (If registered) 	<ul style="list-style-type: none"> • Complete next year budget process • Pay monthly DBF fees • Pay Freewill Offer • Complete bank reconciliation • Issue PCC report if necessary 	<ul style="list-style-type: none"> • Get budget approved by PCC • Pay monthly DBF fees or inform DBF if nil return • Pay Freewill Offer • Setup FWO Standing order for next year • Complete bank reconciliation • Issue PCC report if necessary • Select a month to run a Generous Giving campaign/Annual renewal

- Please note this is a guide to the Year for a treasurer and you may wish to do things differently. It is an aide to help avoid forgetting critical tasks.
- Sources of further information are available from [Diocesan website](#) and the [Church of England Parish Resources website](#).