**Diocese of York**

**Guidance on Finance returns:**

Two separate returns are needed:

1. **The Return of Parish Finance**

This relates to the completion of the online form required by the National Church in order to understand the finances of the Church of England across the Country. The target date they have set for this is 28 June, the same as the Annual Report and Accounts. Parishes are asked to submit returns by this deadline where the previous year’s information has been prepared and examined, or as soon as possible thereafter. There is no need to wait until after they have been reviewed by the Annual Parochial Church Meeting (APCM) before these returns are submitted.

The online form can either be completed at an individual church level or at an aggregated parish level; when you go in to enter data, if it covers more than one church you just need to tick to say which it includes.

For further details and guidance please see the FAQ section of the “Annual Parish Return and Accounts” page of our website at [Annual Parish Returns and Accounts - Diocese of York](https://dioceseofyork.org.uk/support/for-churches/finance/apr-accounts/).

 **The ‘Annual Report and Accounts’**

Under Charity and Church rules this needs to be completed at the PCC level (individual accounts at church level can still be prepared as well if you choose to, but the legal requirement is for an aggregated set at PCC level).

The PCC return should contain the following four sections:

* + Trustees’ Annual Report - this is the responsibility of the whole PCC and needs to include certain specific information including:
	+ Aims & purposes
	+ Objectives & activities
	+ Achievements & performance
	+ Financial review
	+ Reserves policy
	+ Structure, governance & management
	+ Administrative information
	+ Receipts and Payments (or Statement of Financial Activities for larger PCCs)
	+ Statements of Assets & Liabilities (or Balance Sheet for larger PCCs) - i.e. this will show bank balances and investments
	+ Independent Examination (or audit) report is required for all PCCs regardless of size.

**We also ask for a copy of the current year’s budget to be submitted at the same time.**

Once all the above are ready, a signed copy should be emailed to finance@yorkdiocese.org within 28 days of the APCM (or **28 June** at the latest).

For those PCCs with aggregated income of over £100k please ensure that you are registered with the charity commission. It is no longer possible to apply to the charity commission for a dispensation from registration.

If your PCC is registered then accounts should be filed with the Charity Commission within **ten months** of the year end.

**Diocese of York Finance Team**

**finance@yorkdiocese.org**

*Updated October 2024*