

The Church Year - a guide for Treasurers

This document is intended as a helpful guide and many treasurers will want to flex it to suit them/their parish. In addition to the time specific tasks identified by month, there are some tasks that you will need to do more frequently, such as:

- Complete the bank reconciliation
- Send Parochial Fees to DBF
- Report to the PCC
- Pay employed staff (if any)
- *Send FWO to DBF (or set up a Standing Order)
- *Claim Gift Aid/GASDS



You can find more helpful information on the Diocese of York website (<https://dioceseofyork.org.uk/parish-support/finance/>) and on the Parish Resources website (<https://parishresources.org.uk/>) or contact the finance team on finance@yorkdiocese.org or your Deanery Finance Adviser (DFA)

* Non-financial tasks included for completeness, but often undertaken by other members of the PCC

January

- Complete Statistics for Mission via portal by 31 January*
- Prepare accounts for prior year ended 31 December
- Present draft accounts to PCC
- Submit accounts to Independent Examiner/Auditor

February

March

- Ensure audit/independent examination is complete and obtain final report
- Present final accounts to PCC for approval

April

- Issue thank you letters for Gift Aided donations in tax year
- Run payroll year end and issue P60s

May

- APCM by 31 May
- Plan a Generous Giving campaign/Annual Review of Giving

June

- Email copy of Annual Report & Accounts to the Diocese Finance team (finance@yorkdiocese.org) by 30 June
- Complete Return of Parish Finance via portal by 30 June
- Complete Energy Footprint Tool via portal by 30 June*

July

- Begin process of agreeing next year's Free Will Offer with PCC
- Commence next year's budget process - work with clergy/PCC to develop vision and strategy for future

August

September

- Submit next year's Free Will Offer to DBF

October

- Registered Charities must also submit their Annual Report & Accounts to the Charity Commission and complete their Annual Return

November

- Complete next year's budget process (including PCC approval)

December