



DIOCESE OF WINCHESTER

Treasurers

Resource Pack

December 2011

Dear Treasurer,

Greetings and very best wishes to you as you continue in your role as Church Treasurer!

The year-end is almost upon us, and January will see the beginning of the intense work which results hopefully in a set of independently-examined PCC financial statements for 2011 being approved and adopted at the Annual Parochial Church Meeting some time before 30 April 2012. Please accept my thanks on behalf of the Diocesan Board of Finance for the patient and often unsung ministry which you offer especially at this time of year.

I hope that the information in this Resource Pack will help you in all of this, and please feel free to get in touch with any of my colleagues listed on the back page if there is any other information or help we can provide in connection with your duties.

We had a good session for Treasurers at the recent PCC Officers training day held in Bursledon—do look out for further such days in 2012! In the meantime, may I wish you a joyful Christmastide, and a happy new year!

Stephen Collyer

Receipts and Payments Accounts

A new guide to drawing up PCC financial statements on a receipts and payments basis can be found on the Parish Resources website <http://www.parishresources.org.uk/acc/randp.htm>

Accruals accounts must be prepared where the PCC's gross annual income is over £250,000, and the new guide for accruals accounts will be available in late 2012.

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Parish Share 2011

Thank you to all parishes which have already completed their parish share payments for 2011—it is a great help both in terms of cash flow and in terms of not having to send reminders! If your parish hasn't yet completed its parish share payments for 2011, please would you arrange this as soon as possible.

We will be closing our 2011 records for parish share payments on 16 January 2012: payments of 2011 parish share after that date will still be welcome but will show up on the published summaries as late.

The summary of parish share paid to 30 November 2011 showed that on average parishes were 0.6 months, or about £540,000, behind—slightly better than in 2010.

Please pass on my thanks to your Church on behalf of the Diocesan Synod for all the parish share which has been paid so far this year, and my encouragement to bring this shortfall down before we close the books on 2011. As you know, the parish share is a very tangible sign that we are all involved in the mission and ministry of the Church to people in all of our parishes, and beyond—a sign of our discipleship and response to God who is loving, gracious and generous.

Statistical Returns for 2011

The following items are due **no later** than 31st May 2012:

- **The Return of Parish Finance**

This will need to be completed on-line using the new Church of England's system

This system has been designed to improve the way in which annual parish statistical and financial data is collected, and is capable of checking and verifying figures for accuracy, based on previous years' data. As long as data has been provided in the past by PCCs, reports can be produced which give instant feedback on how the Church's data has changed over the last 10 years.

Representatives from each parish have already been provided with details and passwords for the system, and will be using this method to record the October 2011 Statistics for Mission figures. Should you require further information contact Carol Sullivan.

- **PCC's Annual Report & Financial Statements**

These need be sent to the Finance Department, either via e-mail to carol.sullivan@winchester.anglican.org or post to:

Diocesan Office, Old Alresford Place, Alresford, SO24 9DH

Parish Share 2012

Deanery Synods have now agreed the apportionment of 2012 deanery share totals among benefices and parishes and we enclose the usual porch poster showing your church's agreed parish share for 2012. Queries about the amount shown should be directed in the first instance to your Deanery Finance Committee Chairman.

Please complete the summary of your Church's local budget in the space provided on the poster, and display it in a prominent place for all to see!

Payment arrangements for parish share in 2012 remain the same as for 2011. The preferred method is by direct debit (as this minimises bank charges and reduces the probability of bank processing errors), with you as Church Treasurer informing us how much should be collected from your Church's bank account each month using the enclosed form or by email, and this instruction can be amended at any point. If your Church has not used direct debit to pay in the past, please do consider a change for 2012—the direct debit mandate form may be found on the diocesan website. If you would like to talk about changing to this method of payment please contact Hilary Davies.

Parish Buying

Each year parishes spend over £200 million, in addition to paying for clergy and local ministry. In the main parishes buy as independents without being able to harness the economies of scale that exist with the Church. A new service from the national church aims to change that. **Parish Buying** has recently launched (quietly) offering access to a range of national deals specifically negotiated for parishes. These include energy (electricity / gas / oil), office products, IT software and fire safety, all focussed on saving parishes time and money! You will also find a range of buying guides which include helpful tips and guidance on good buying practice.

The reason for the quiet launch is to allow a pilot phase where users can offer feedback on the site prior to the "loud launch" in the New Year. If you are interested feel free to register on the site and utilise any of the national deals or buying guides to help with your parish purchases.

For further details and to register please visit www.parishbuying.org.uk

Year-end Statements and Values

Loans Fund statements will be sent out by early February. Copies of CBF Church of England investment statements will be sent out during January, once received by us from CCLA. At the year end please refer to the CCLA website www.ccla.co.uk to find the 31st December 2011 share values for your investments in the CBF Church of England Funds. As I am sure you are aware, the first few months of the year are very busy for the department as we complete our year end work.

Does your Church want to increase its regular sustainable income?

Over the year's parishes across the Diocese of Winchester have seen a steady increase in stewardship and planned giving. Behind this lies the dedicated and careful guidance of many committed individuals who generously encourage, facilitate and administer local parish finances. This is a story of considerable commitment and skilful management which has become increasingly important as we seek to grow as disciples of Jesus Christ and develop mission and ministry across our Diocese

It is important we take seriously this crucial area of ministry within the Diocese and recognise the commitment and hard work of many who have contributed to it encouraging and helping us steward God's resources to fund His mission. Looking forward, we want to make sure every parish is able to access and to optimise the material and support which can help them promote Christian Stewardship and to belong to a vibrant and effective network of local Stewardship Promoters.

Over the last 18 months a number of Stewardship Promoter workshops have been run enabling 70 Stewardship Promoters to be trained and helped to encourage this important area of ministry within their local parish. As a consequence your parish may already have a Stewardship Promoter in place in which case I offer my thanks for making this happen. However, if this is not the case please can I urge you to consider encouraging an appropriate individual to take on this important ministry?

A number of Stewardship Promoter workshops have been scheduled for 2012. Previous workshops have been well received and I want to warmly invite all PCCs to seriously consider appointing someone to take on this potentially very fulfilling ministry and attend one of these workshops and then benefit from ongoing support offered to all existing Stewardship Promoters

The following link provides more information about Stewardship Promoters and the dates when workshops will be run. <http://www.cofewinchester.org.uk/diocesan-life/stewardship-promoters/>

Please also feel free to contact me directly on 01962 737323 or gordon.randall@winchester.anglican.org

With my thanks and best wishes

Gordon Randall
Stewardship Adviser

As such, please use the CCLA as your first point of contact for investment valuations, they can be contacted either by telephone on 0800 022 3505 or by e-mail at

clientservices@ccla.co.uk.

Please do not hesitate to contact us if you require any further details. clientservices@ccla.co.uk

Mary Makin

The Diocese of Gloucester have approached this Diocese and invited us to adopt their Parish Giving Scheme (PGS).

The PGS offers a professional, effective donation management system to our parishes to properly support them in coping with the modern funding reality of the Church. It helps to take away a burden of work from our parish volunteers and provides a professional service for our generous donors. It also uniquely enables the donor to sign up to inflationary giving, overcoming the static nature of cash and standing order gifts. It does this at a fraction of the cost of envelope schemes. Please note the PGS would continue to be operated through our Gloucester Colleagues.

The introduction of the PGS to a parish also gives an excellent opportunity to talk openly and honestly about funding the Church and levels of giving. In the Diocese of Gloucester an introductory series of materials (called "Giving for Life" but different from the national scheme of the same name) has been produced which has been very well received by parishes and has enabled significant increases in giving levels. We have been offered all this support literature which encourages Christian giving and a greater sense of Diocesan unity. It will be possible for us to adapt this well crafted and effective material so it reflects our own diocese.

The PGS is a centrally run donations management system which enables a donor to donate to any church registered with the scheme. Donations can be made on a monthly, quarterly or annual basis. They are collected by direct debit on the first day of the month. The gift plus any related Gift Aid is then passed on to the specified church by the tenth of the month. Gift aid is prepaid to enable this. The actual gift on the donation is collected by the PGS usually within one month.

The unique feature of the scheme is the option for the donor to commit in principle to increase their gift annually in line with inflation. This is done on an opt-in basis and is a popular choice.

Donors receive an initial letter confirming their details and welcoming them to the scheme. All those who have requested to inflate their giving annually will then receive a letter one month before the anniversary of the first gift informing them of their soon to be inflated gift (giving the option to vary it at this point).

The scheme has now been working in the Diocese of Gloucester for over two years, including a year long pilot, and is still showing rapid growth in numbers of parishes and donors involved. By adopting the PGS we avoid any development costs of setting up our own scheme and an on-going share of a tried and trusted model. The Diocese of Gloucester is not seeking to make any profit from us and on-going costs will be minimal. They recognise what they have developed should be made available more widely across the Church of England and they believe we are well placed to be the first outside their own borders to adopt this excellent scheme.

Basic offering to parishes

The scheme will have considerable positive benefits for the parish:

- The scheme is delivered locally (parish), but administered centrally reducing the administrative burden on parishes
- It is available to all parishes however large or small
- All gifts are welcome however large or small the amount
- It can sit alongside other ways to give e.g. envelopes/standing orders etc.
- The gross donations are returned to the parishes within 10 days of the collection along with any eligible Gift Aid
- It improves parish cash flow
- Ensures effective Gift Aid administration again reducing parish admin
- Donors can opt to remain anonymous to their parish - an additional comfort feature for some
- Direct Debit offers greater flexibility with regards managing giving; increases and decreases can be made easily
- The PGS is complementary to any locally developed stewardship programme both at the point it is introduced and in subsequent years.

Parishes receive a monthly statement which lists all donors, the amount collected, any related gift aid paid, the gross amount, the frequency of gift and whether the donor has agreed to inflationary increases. On this statement an anonymous donor is listed individually as 'anonymous'. This report will reconcile to the amount paid to the nominated bank account for that month.

Parish Pilot

Whilst we have tremendous confidence in the system and materials already developed by our Gloucester colleagues it is clearly appropriate and wise first to seek dialogue and feedback from a selected number of parishes before we push further forward. This will enable us to ensure what is then offered to the wider Diocese has been properly tested and if necessary adjusted to meet the requirements of our own worshipping communities. As a diocese we are therefore initially asking 10 parishes (5 in the Northern Archdeaconry and 5 in the Southern Archdeaconry) to provide 10 people each who would be willing to try the scheme out over a number of months. Once the pilot has taken place and its findings properly evaluated we will hopefully be in a position to offer this scheme across the entire diocese. If in the meantime you have any questions or queries please do not hesitate to contact me.

<http://www.gloucester.anglican.org/downloads/1378.pdf>

Parochial Fees

The Archbishops' Council has decided to submit to the General Synod in February a Fees Order which will propose changes to fees for 2013 and 2014. Revised draft guidance will also go to the Synod at the same time.

It is not proposed to increase fees during 2012, so the 2010 Fees Order, which set fees from 1 January 2011, will remain in force until a new Fees Order comes into force. It is expected that the proposed draft Order, if approved by General Synod, will come into force from 1 January 2013.

Who's Who in the Finance Department

Stephen Collyer Director of Finance

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(Schools fund accounting, parish trust accounting, Diocesan Loans Fund, cash management scheme)

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Enclosures:

- A3 Financial Commitment Sheet for your Parish confirming parish share for 2012
- Direct debit payments schedule form to be completed by all parishes paying by direct debit
- Master form for use in 2012 when sending cheques to the DBF
- A brief outline of what every PCC member needs to know about church finances—produced by Archbishop's Council.

Contact information

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Winchester Diocese Website

This resource pack and other finance resources are on the Diocesan website, the link for treasures can be found through the following link.

<http://www.cofewinchester.org.uk/parish-life/resources-for-treasurers>