

Autumn Briefing

Key Aspects of Treasurer Role

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Key Tasks for Treasurer

- Carry out the financial decisions made by the PCC. The responsibility for both raising and spending money to meet the PCC's responsibilities lies with the PCC. The Treasurer implements their decisions.
- Draft an annual budget to assist the PCC to plan how it will fulfill its objectives for the coming year.
- Record all financial transactions carried out on behalf of the PCC and ensure they are properly authorised.
- Create and maintain a reserves policy (Diocese recommends 3 months cover)
- Monitor and run gift aid scheme – we recommend the Parish Giving Scheme which gives administration and cash flow advantages. Make sure claim goes into HMRC if not using scheme

Key tasks for the Treasurer

- Monitor the PCC's finances throughout the year, and alert the PCC if any difficulties are likely.
- Work with the PCC to meet all its financial obligations, especially Parish Share, clergy expenses and insuring the church buildings against fire, theft and public liability.
- Maintain, and set-up if needed, a book-keeping system. **Any feedback on favourite software packages?**
- Prepare the annual financial statements for approval by the PCC and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements. Send a copy to the Diocese, and complete the national financial information return.
- It can be a thankless task – but know that the PCC, congregation and Diocese really appreciate all you do, thank you!

APCM and submission to Diocese / Charity Comm



- The PCC annual report and accounts should always contain:
 - Annual report of the activities of the PCC and parish – content must comply with the Charities Act
 - The receipts and payments account / SOFA
 - Statement of assets and liabilities / Balance Sheet
 - Statement of cash flows if relevant
 - Independent examination/audit report
- Please send the full report and accounts to the Diocese!

Where to get Help – Diocese Website



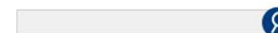
The screenshot shows a web browser displaying the "Parish finance" page of the Diocese of Oxford website. The browser's address bar shows the URL "oxford.anglican.org/parish-support/parish-finance/". The website's header includes the Diocese of Oxford logo and navigation links: "Contact us", "News", "Learning hub", "Safeguarding", and "Education". A search bar is also present. The main navigation menu is open, showing "Parish support" as the selected category. The "Parish support" dropdown menu lists: "Advice and support", "PCC guidance", "Parish HR Toolkit", "Church buildings", "Property & land", and "Parish finance". The "Parish finance" section is highlighted. The main content area features a large image of a brass collection plate with a "TAP TO GIVE" sign and a £5 coin. Below the image, the text reads: "Welcome to the parish finance section of the site. Our Finance team performs a number of essential statutory functions on behalf of ODBF and is also here to support and serve the deaneries and parishes. There's lots of information to help you here on the website, where we hope you'll find answers to most of your questions. If you need further help, please do get in touch." The contact information for Andrew Green, Director of Finance (for strategic matters), is provided, including an email link and the phone number 01865 208 205. The footer shows the URL "https://www.oxford.anglican.org/parish-support/parish-finance/#", the weather "11°C Sunny", and the date "10:24 22/09/2025".

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Where to get Help – Diocese Website



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The Oxford Diocesan Board of Finance is a company limited by guarantee, registered in England (No. 142978)
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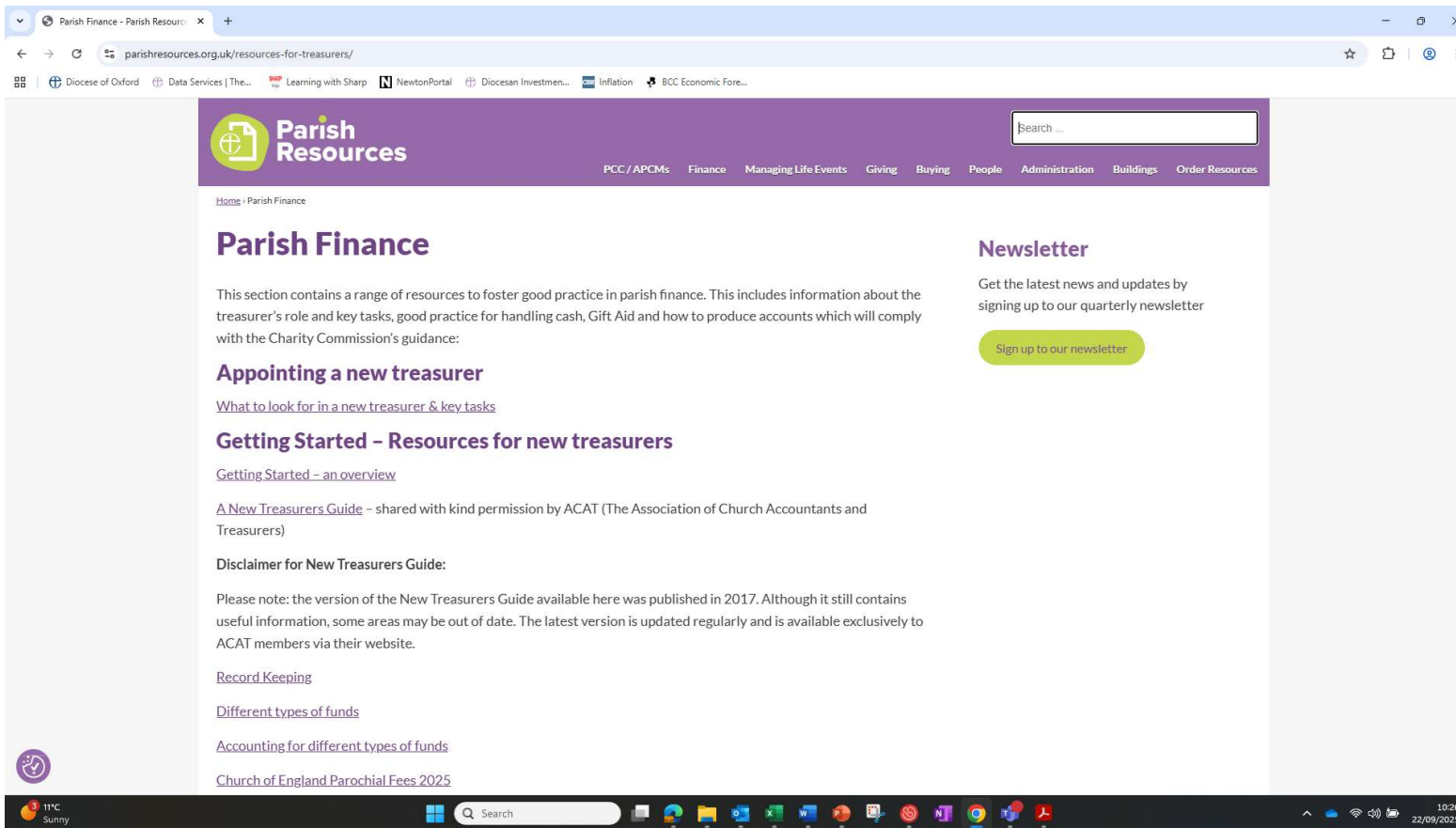
[Back to top](#)

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Where to get help – Parish Finance

- [Parish Finance - Parish Resources](#)



The screenshot shows a web browser displaying the 'Parish Resources' website. The browser's address bar shows the URL 'parishresources.org.uk/resources-for-treasurers/'. The website has a purple header with the 'Parish Resources' logo and a search bar. Below the header, there is a navigation menu with links: PCC / APCMs, Finance, Managing Life Events, Giving, Buying, People, Administration, Buildings, and Order Resources. The main content area is titled 'Parish Finance' and includes a paragraph about the resources available. It also features a 'Newsletter' section with a 'Sign up to our newsletter' button. The footer of the website is not visible in the screenshot.

Parish Finance - Parish Resources

parishresources.org.uk/resources-for-treasurers/

Diocese of Oxford | Data Services | The... | Learning with Sharp | NewtonPortal | Diocesan Investmen... | Inflation | BCC Economic Fore...

Parish Resources

PCC / APCMs Finance Managing Life Events Giving Buying People Administration Buildings Order Resources

Home > Parish Finance

Parish Finance

This section contains a range of resources to foster good practice in parish finance. This includes information about the treasurer's role and key tasks, good practice for handling cash, Gift Aid and how to produce accounts which will comply with the Charity Commission's guidance:

Appointing a new treasurer

[What to look for in a new treasurer & key tasks](#)

Getting Started – Resources for new treasurers

[Getting Started – an overview](#)

[A New Treasurers Guide](#) – shared with kind permission by ACAT (The Association of Church Accountants and Treasurers)

Disclaimer for New Treasurers Guide:

Please note: the version of the New Treasurers Guide available here was published in 2017. Although it still contains useful information, some areas may be out of date. The latest version is updated regularly and is available exclusively to ACAT members via their website.

[Record Keeping](#)

[Different types of funds](#)

[Accounting for different types of funds](#)

[Church of England Parochial Fees 2025](#)

Newsletter

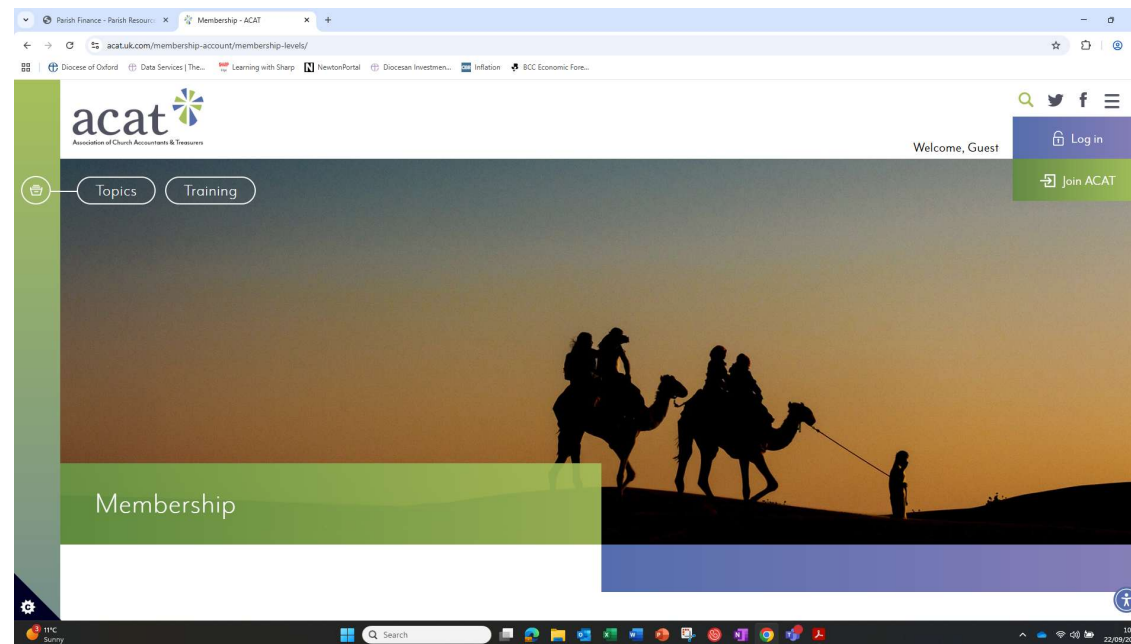
Get the latest news and updates by signing up to our quarterly newsletter

[Sign up to our newsletter](#)

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ACAT membership

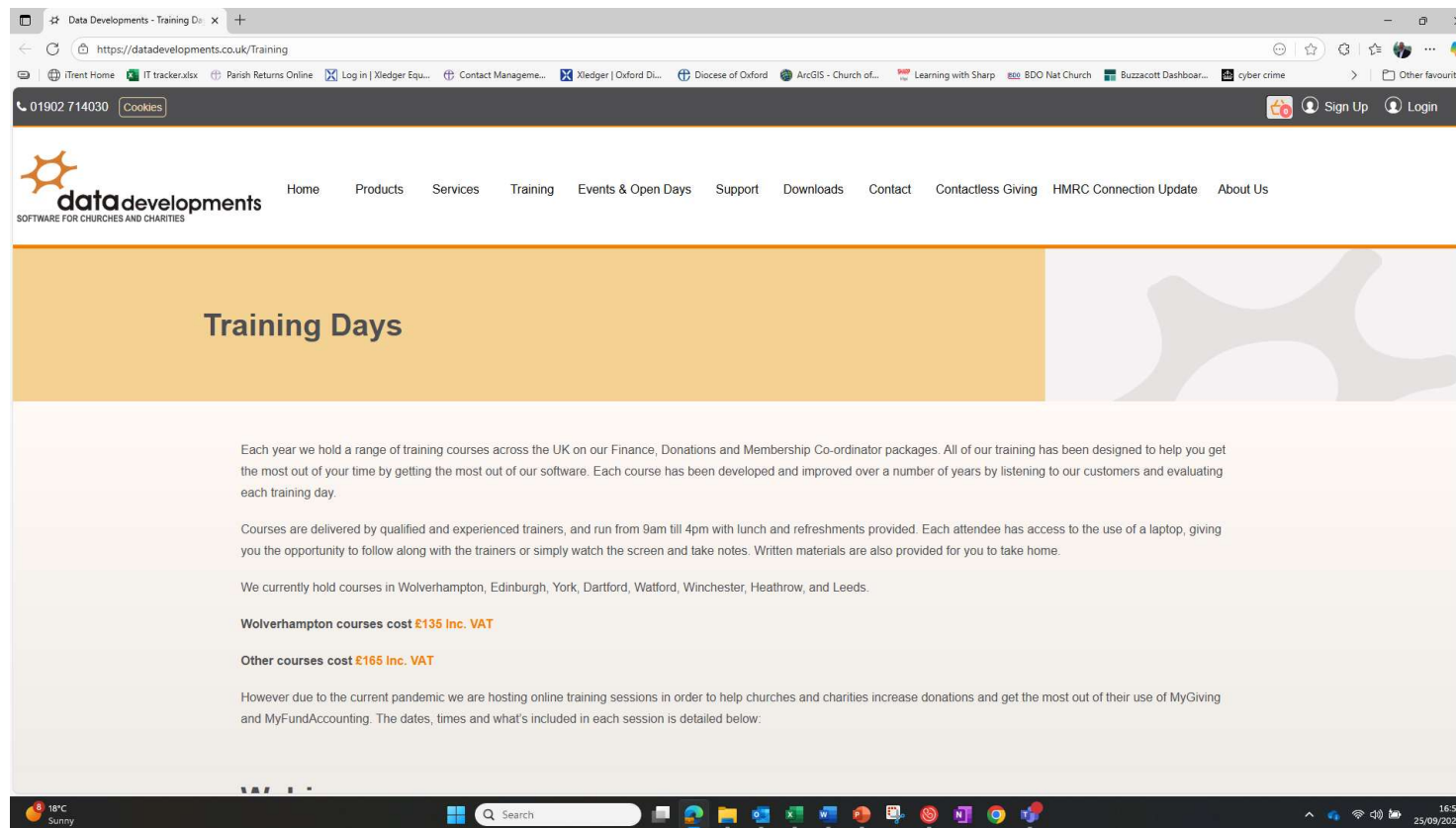
- Membership costs £24 per year – has current resources regularly updated
- Possible Diocese training day if enough interest
- Make sure you choose the Association of Church Accountants & Treasurers – there are a lot of ACATs online!



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Training help – Data developments

- Training resources – quite cheap with some free materials



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Annual responsibilities (published on our website)



January	February	March	April
✓ Prepare 2024 accounts ✓ Pay 4th quarter Parochial Fees to ODBF by 28 Jan & send return form ✓ Plan Trustees Annual Report wording with other PCC members ✓ Pay Parish Share. Discount for parishes who contribute full allocation by 31 January ✓ Bookkeeping and bank reconciliations	✓ Finish accounts and annual report ✓ Arrange for draft annual report and accounts to be independently examined/audited ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations	✓ Present final accounts to PCC for approval ✓ Pay Parish Share: deanery rebate deadline of 20% contribution by 31 March ✓ Bookkeeping and reconciliations ✓ If running a payroll – run year end and send-out employee P60s ✓ Claim gift aid from HMRC	✓ Present final accounts to PCC for approval (if not in March) ✓ Prepare 1st quarter management accounts and present to PCC ✓ Pay 1st quarter parochial fees to ODBF & send return form ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations
May	June	July	August
✓ Present annual report and accounts to APCM by 31 May ✓ Send approved accounts to ODBF Finance team 28 days after APCM ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations	✓ Complete Church of England Parish Finance Return online by end of June ✓ Pay Parish Share: deanery rebate deadline of 50% contribution by 30 June ✓ Bookkeeping and bank recs ✓ Claim gift aid from HMRC ✓ If a registered charity, file annual return and accounts with Charities Commission	✓ Prepare 2nd quarter management accounts and present to PCC ✓ Pay 2nd quarter parochial fees to ODBF & send return form ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations	✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations
September	October	November	December
✓ Begin 2026 budget process ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations ✓ Claim gift aid from HMRC	✓ Prepare 3rd quarter management accounts and present to PCC ✓ Pay 3rd quarter parochial fees to ODBF & send return form ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations	✓ Complete budget process with PCC approval of 2026 budget ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations	✓ Pay Parish Share: deanery and parish rebate deadline of 100% contribution by 31 December ✓ Bookkeeping and reconciliations ✓ Start preparation of 2025 accounts ✓ Ensure insurance is in place for 2026 ✓ Claim gift aid from HMRC

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Trusts

- If you are fortunate enough to have a trust or more there are a few things you can do to help
- Make sure the Trust is accounted correctly in the financial statements
- If the trust is held as custodian by Oxford Diocese make sure you allow time to create any withdrawals etc.
- If there is a Trust fund in the name of Incumbent and Wardens – we recommend the following
 - Include in the PCC accounts as a restricted fund
 - Alternative may mean setting up the trust as an independent charity
 - Make sure appropriate visibility – the main issue is forgetting to update the mandates when those in post change leading to stranded or forgotten funds

Protection

- Many common sense things can be overlooked for example:
 - Use a bank that allows multiple people to sign transactions (different to 2 factor authorisation)
 - Ensure any cash transactions are always counted and checked by 2 independent people
 - Send bank statements to an alternative address than the treasurer – sending to a second signatory or trusted individual creates a double check
 - Keep everything transparent (especially with Trusts as per previous slide)
- Controls give protection and reduce accusation potential
- Make sure your Independent Examiner really is independent
- If in doubt please contact the Diocese Finance Team for advice

We would like to hear from you



Training

When works best? Autumn briefings are currently 1 daytime in person and 2 evening zooms – would an online daytime meeting help?

How to help encourage discussion and support with other local Parishes in the Deanery



Communications

What works best?

How often?



Any other feedback?

We would love to help as best we can

What can we do within reason to support better

Appendix

FINANCE RETURNS

PCC Treasurers - Finance Returns

- Annual Returns
 - Parish Finance Return – online return to National Church
 - Energy Footprint Tool – online return to National Church
 - Annual Report and Accounts – copy sent to ODBF and the Charity Commission (if applicable)
- Quarterly Returns
 - Parochial Fees – form and payment sent to ODBF

PCC Treasurers - Finance Returns

- We appreciate these are yet more tasks that you are asked to complete on top of many others.
- Good quality data is essential to good quality decision-making at a local, diocesan and national level
- Thank you for faithfully providing this information, year after year.
- If you need help with the completion of the returns, please contact the Finance Team and we will do all that we can to help you.

Annual Parish Finance Returns

- Sent to National Church - via The Church of England Online Parish Returns System
- Deadline: usually end of June
- Data requested is based on the annual accounts approved by the PCC
- Identifies financial trends and helps understand the local context
- Parish Dashboards
- Share with your PCC to help you reflect and encourage discussion on:
 - trends in financial data
 - opportunities to grasp and challenges to focus on
 - what to celebrate

Energy Footprint Tool

- Sent to National Church – via The Church of England Online Parish Returns System
 - Deadline: usually end of July. Opens on 1st January.
- Allows the parish to calculate the efficiency of its energy use and its carbon footprint
- The tool offers helpful tips to reduce the parish's carbon emissions.
- At a diocesan level it helps us to:
 - identify which churches would particularly benefit from an energy audit
 - Discover examples of good practice to share
- On the Church of England's Routemap to Net Zero Carbon by 2030, the first milestone for churches in 2023 is to start use the Energy Footprint Tool if you haven't already.

Annual Report and Accounts

- Sent to ODBF – please email to finance@oxford.anglican.org
 - Deadline: within 28 days of your APCM (usually held between 1st January and 31st May)
- Every PCC in the Diocese of Oxford, regardless of size or whether they are registered with the Charity Commission, are bound by charity law.
- Every PCC has a legal duty to produce a Trustees' Annual Report and Accounts and make them publicly available
- PCCs with aggregated annual income over £100,000 must register with the Charity Commission and file accounts with them within 10 months of the financial year end.
- Every PCC, regardless of size, are required to submit a copy of the Annual Report and Accounts to the Diocese. This is a legal requirement under the Church Representation rules.

Parochial Fees

- Sent to ODBF
 - Deadline: at the end of each quarter
- Table of fees and return forms are on our website
<https://www.oxford.anglican.org/parish-support/parish-finance/parochial-fees/>
- Parochial Fees are legally payable and set by Archbishop's Council in November each year
- Parochial Fees received by ODBF are reimbursed through the Parish Share scheme and can inform deanery parish share allocations

PCC Treasurers - Finance Returns

Please do not hesitate to contact the Finance Team at any time with requests for support in completion of your PCC's finance returns.

We are here to help!

finance@oxford.anglican.org

Thank you