

**Finance Department**  
Oxford Diocesan Board of Finance  
Church House Oxford  
Langford Locks, Kidlington  
Oxford OX5 1GF

5<sup>th</sup> December 2022

To: PCC Treasurers

Copied to: Deanery Treasurers and Archdeacons

Dear Treasurers,

Firstly, please may I thank you for all that you do in your role as PCC treasurer to support mission and ministry in your parish. We do not underestimate the responsibilities that come with the role and the consequential commitment from yourselves – please do remember that myself and the finance team are here to support you.

With the end of the financial year fast approaching, we thought that it might be helpful to give you a few reminders and guidance.

This newsletter covers the following areas: -

1. 2022 and 2023 Parish Share
2. 2022 and 2023 Parochial Fees
3. 2023 Fee for Service in Vacancy
4. 2022 Annual Report and Accounts guidance
5. 2022 and 2023 Autumn Financial Briefings

1. **2022 and 2023 Parish Share**

For parishes making a contribution in December, **the last date of our financial year is 31 December** and so in order for contributions to be included in 2022 report and accounts either the bank transfer needs to have taken place by 30 December or the cheque dated 31 December (or earlier) and posted to us to be received by the end of Friday 6<sup>th</sup> January 2023. Please make your cheque payable to Oxford Diocesan Board of Finance and send it to ODBF Finance Department, Church House Oxford, Langford Locks, Kidlington OX5 1GF. If you would prefer to make a bank transfer, the details are as follows

Bank: NatWest  
Account name: Oxford Diocesan Board of Finance Consolidated Fund Account  
Sort code: 60-03-57  
Account number: 78802938

Please quote your parish share reference number so that we can identify your payment.

Your Deanery treasurer will be confirming your 2023 Parish Share allocation shortly, if they have not already done so.

We will continue to offer a 1% discount for all parishes contributing their full allocation (or 99%) by 31<sup>st</sup> January 2023. We also give a 1% discount on your allocation for all parishes who contribute their full parish share allocation, in monthly instalments, by direct debit.

If you would like to set up a direct debit mandate with us, please contact Liz Holloway at [liz.holloway@oxford.anglican.org](mailto:liz.holloway@oxford.anglican.org).

## 2. 2022 and 2023 Parochial Fees

Many thanks to those who have submitted parochial fee returns for weddings and funerals to date, please do continue to send these in quarterly. Our Diocesan Parochial Fees webpage can be found by clicking on the following link:

<https://www.oxford.anglican.org/support-services/finance/parochial-fees/>

**The last day for any Parochial Fee returns and payments relating to 2022 is 31 January 2023.** Please send a nil return if no fees were received. Please email your return to [finance@oxford.anglican.org](mailto:finance@oxford.anglican.org) or send it to ODBF Finance Department, Church House Oxford, Langford Locks, Kidlington OX5 1GF, and send cheques payable to ODBF or a bank transfer to the bank details as above for Parish Share. Please quote your Fees Account number on all payments. A list of Fee account numbers is available on our Parochial Fees webpage.

The new rates for 2023 Parochial Fees are now available on the Diocesan website. We will upload the 2023 return form in the new year, prior to the end of the first quarter 2023.

**From 1<sup>st</sup> January 2023 SSMs and LLMS may claim 2/3<sup>rd</sup>s of the parochial fee due to ODBF.** As with occasional offices taken by retired ministers with permission to officiate, please ensure that you pay the minister directly as soon as possible after the service and remit the 1/3<sup>rd</sup> balance of the ODBF portion of the fee with your usual quarterly return.

If an SSM or LLM takes a funeral service at a crematorium and there is no fee payable to a PCC, it is the responsibility of the SSM/LLM to pay ODBF 1/3<sup>rd</sup> of the parochial fee due, in accordance with the table of fees.

If you do have queries regarding Parochial Fees, please refer to our website or email [finance@oxford.anglican.org](mailto:finance@oxford.anglican.org).

## 3. Service in Vacancy Fee Reimbursement

The fee for Service in Vacancy will increase to £43.00 for 2023. Guidelines and the claim form can be found at the bottom of the page of the following link.

<https://www.oxford.anglican.org/support-services/finance/parochial-fees/>

## 4. 2022 Annual Report and Accounts

I am sure many of you will be beginning to think about the financial year end of 31 December and producing your Annual Report and Accounts. Guidance on producing PCC Accounts is available at the links below.

<https://www.oxford.anglican.org/parish-support/parish-finance/treasurers/>

<https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide/pcc-accountability-guide-contents>

It is a requirement of the Charity Commission that we hold copies of all PCC Report and Accounts here at Church House Oxford so please remember to send us a copy once it has been confirmed at your APCM.

We have produced a one-page summary of the annual church financial calendar that we hope will help you in identifying what needs to happen when.

<https://d3hgrlq6yacptf.cloudfront.net/61f2fd86f0ee5/content/pages/documents/church-financial-year-23.pdf>

## 5. 2022 and 2023 Autumn Financial Briefings

I hope that you were able to attend one of the recent Financial Briefings but if not, the presentation slides and recordings from the meetings are on the website here - <https://www.oxford.anglican.org/financial-consultations/>

Following on from your feedback, we will be holding four Autumn Financial Briefings in 2023. There will be two face to face and two taking place on Zoom. The meetings in 2023 will not be area specific, so please feel free to attend the briefing which suits you best.

Tuesday 19th September 2023 – Church House Oxford, Kidlington, OX5 1GF – 2pm to 4.30pm

Wednesday 20th September 2023 – Zoom – 6.30pm to 9pm

Thursday 21st September 2023 – Zoom – 6.30pm to 9pm

Saturday 23rd September 2023 – Waddesdon, Aylesbury HP18 0JE – 9.30am to 12 noon

In case you have not previously received the link to the new Diocesan document called 'On the Money', you can find it here <https://www.oxford.anglican.org/who-we-are/how-we-are-governed/diocesan-finance/>. This is one of a number of resources that explain diocesan finances and the difference we make together.

As always, please do not hesitate to contact us here in the Finance Department at Church House Oxford if we can be of any help, tel. 01865 208206 or email [finance@oxford.anglican.org](mailto:finance@oxford.anglican.org)

Thank you again for your hard work throughout the year in supporting your Parish and in assisting us here at the Diocese.

With best wishes to you all,

**John Orridge, Director of Finance**

**Oxford Diocesan Board of Finance (ODBF)**

Church House Oxford

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