

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

10th December 2024

To: PCC Treasurers

Copied to: Deanery Treasurers and Archdeacons

Dear Treasurers,

Firstly please allow me to introduce myself, I am the new Director of Finance for Oxford Diocese, in post since the beginning of September.

I would like to take this opportunity to 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 the finance team and I are here to support you.

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

This newsletter covers the following areas: -

1. 2024 and 2025 Parish Share
2. 2024 and 2025 Parochial Fees
3. 2025 Fee for Service in Vacancy
4. 2024 Annual Report and Accounts guidance
5. CCLA account 2024 statements

1. **2024 and 2025 Parish Share**

The last date of our financial year is 31 December and so in order for parish share contributions to be included in our 2024 report and accounts the contribution they need to be in our bank account by **14th January 2025** at the latest. For any payments received between 1st January and 14th January that you wish to go towards your 2024 parish share allocation, please reference your payment as “2024 parish share” (as well as including your parish share account number) otherwise we will be required by our auditors to put your contribution towards your 2025 parish share allocation.

For contributions by 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 include your parish share account number in your payment reference so that we can identify your payment.

Your Deanery treasurer will be confirming your 2025 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 31st January 2025. 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 make your parish share contributions by direct debit, please complete the mandate form and we will set up your instruction with your bank via BACS.

If your benefice has a post in vacancy or you go into vacancy during 2025, you will receive diocesan vacancy support towards your parish share allocation. This will automatically be applied to your parish share account and the amount collected by direct debit adjusted accordingly where applicable.

For any queries relating to parish share please contact Liz Holloway at liz.holloway@oxford.anglican.org.

2. 2024 and 2025 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 (return form and payment). 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 2024 to be included in our 2024 accounts is **28th January 2025**. Please send a nil return if no fees were received.

The new rates for 2025 Parochial Fees are now available on the Diocesan website. We will upload the 2025 return form in the new year, prior to the end of the first quarter 2025.

If you do have queries regarding Parochial Fees, please refer to our website or email finance@oxford.anglican.org.

3. Service in Vacancy Fee Reimbursement

The fee for Service in Vacancy will increase to £46.50 for 2025. Guidelines and the claim form will be available at the bottom of the page of the following link.

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

4. 2024 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>

I would like to remind you that annual returns and accounts should be submitted to us at the Diocese as well as to the charity commission (if applicable). We do have some gaps for 2022 and 2023. If you have not submitted for those years, then please consider doing so. You can send the accounts / returns to finance@oxford.anglican.org and we will do the rest. We will be considering inspecting some Parishes that have not complied by submitting these to us in 2025.

5. CCLA 2024 statements

We will be sending out the 2024 statements for all accounts held with CCLA where we are custodian trustee as soon as they are received (likely end of January/mid-February). These will be sent by email but if you would like a paper copy, please let us know at finance@oxford.anglican.org. Please note that following the change in transfer agency used by CCLA at the end of last year, Q4 interest will be credited to your account in early January so will not be shown on your statement as at 31/12/24.

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 [Resources for treasurers - Diocese of Oxford](#).

In case you have not previously received the link to the 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

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,

Andy Green, Director of Finance

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