

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

15th December 2025

To: PCC Treasurers

Copied to: Deanery Treasurers and Archdeacons

Dear Treasurers,

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 diocesan finance team are here to support you throughout the year.

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. Apologies for the length of this email but we hope that you find the information, guidance and signposts useful.

This newsletter covers the following areas: -

1. 2025 and 2026 Parish Share
2. 2025 and 2026 Parochial Fees
3. 2026 Fee for Service in Vacancy
4. 2025 Annual Report and Accounts guidance
5. Independent Examination
6. SORP 2026
7. CCLA account 2025 statements
8. Financial Calendar

1. **2025 and 2026 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 2025 report and accounts the contribution they need to be in our bank account by **14th January 2026** at the latest.

For any payments received between 1st January and 14th January that you wish to go towards your 2025 parish share allocation, please include in your payment reference “2025 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 2026 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

Your Deanery treasurer will be confirming your 2026 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%) before 31st January 2026. 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 on the parish share section of our website 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 2026, 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. 2025 and 2026 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 2025 to be included in our 2025 accounts is **31st January 2026**. Please send an email confirming a nil return if no fees were received.

The new rates for 2026 Parochial Fees are now available on the Diocesan website. We will upload the 2026 return form in the new year, prior to the end of the first quarter 2026.

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

3. Service in Vacancy Fee Reimbursement

The fee for Service in Vacancy will increase to £48.50 for 2026. 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. 2025 Trustees 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.

[Accounts & financial controls - Diocese of Oxford](#)

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

I would like to remind you that a copy of your 2025 annual report as well as the accounts should be submitted to us at the Diocese (as well as to the charity commission, if applicable) within 28 days of your APCM. Please email a copy to finance@oxford.anglican.org.

5. Independent Examination of 2025 accounts

We are aware that it can be difficult finding an independent examiner. If you are willing to independently examine another PCCs accounts in return for their treasurer independently examining yours, please let us know and we will put you in touch!

Alternatively, a number of IEs advertise their services here [Association of Charity Independent Examiners - Find an IE in England](#).

6. Charities Statement of Recommended Practice (SORP) 2026

The new Charities SORP 2026 (FRS102) will come into effect for the 2026 accounting period commencing on or after 1st January 2026, so the first year-end to be affected will be 31 December 2026. The main objective of the new SORP is to make charities' financial reporting more proportionate. A summary of the key

changes has been included in the December edition of Church House Quarterly, but more detail can be found in the Charity Commission press release here [Changes to charity accounting and reporting - GOV.UK](#)

7. CCLA 2025 statements

We will be sending out the 2025 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.

8. Financial Calendar – key 2026 dates

In our Autumn briefing this year we were delighted to see the response to our summary of the year's financial due dates. We have again 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](#).

We will again be running our Autumn Financial Briefing meetings at the tail end of September and beginning of October 2026. This year we received really positive feedback from those who attended but we would love to hear from you with how we can make this as relevant and helpful as possible. Do get in touch and we can plan to cover as much as we can.

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

We appreciate that often the role of Treasurer can be a thankless task, despite a huge effort it takes to fulfil the duties that you have. Thank you again for your hard work throughout the year in supporting your Parish and in assisting us here at the Diocese. We have appreciated many of the interactions we have had with local Parishes this year and meeting many of you. We hope to continue a positive interaction into 2026.

May God bless you and your loved ones this Christmas season,

Andy Green, Director of Finance

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