

# The Church Financial Year – Guidance for PCCs in Oxford Diocese

January	February	March	April
<ul style="list-style-type: none"> <li>• Prepare 31 December accounts</li> <li>• Pay 4th quarter parochial fees to ODBF by 31 Jan ,send summary form</li> <li>• Present draft accounts to PCC</li> <li>• Plan Trustees Annual Report wording with PCC</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for draft annual report and accounts to be independently examined &amp; statement signed by the examiner</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Present final accounts to PCC with recommendation for approval at APCM</li> <li>• Pay Parish Share: deanery rebate deadline of 20% payment by 31 March</li> <li>• Bookkeeping and reconciliations</li> <li>• If running a payroll – run year end and send-out employee P60s</li> <li>• Claim gift aid from HMRC</li> </ul>	<ul style="list-style-type: none"> <li>• Present annual report and accounts to APCM by 30 April</li> <li>• Prepare 1st quarter management accounts and present to PCC</li> <li>• Pay 1st quarter parochial fees to ODBF &amp; send summary form</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li>• Send approved accounts to ODBF Finance team</li> <li>• Complete Parish Finance Return online</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Parish Share: deanery rebate deadline of 50% payment by 30 June</li> <li>• Bookkeeping and bank reconciliations</li> <li>• Claim gift aid from HMRC</li> <li>• If a registered charity, file annual return and accounts with Charities Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare 2<sup>nd</sup> quarter management accounts and present to PCC</li> <li>• Pay 2nd quarter parochial fees to DBF &amp; send summary form</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>
September	October	November	December
<ul style="list-style-type: none"> <li>• Commence next year budget process</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> <li>• Claim gift aid from HMRC</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare 3rd quarter management accounts and present to PCC</li> <li>• Pay 3rd quarter parochial fees to ODBF &amp; send summary form</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Budget process with PCC approval of budget</li> <li>• Pay Parish Share: deanery rebate deadline of 100% payment by 30 Nov</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Parish Share</li> <li>• Bookkeeping and reconciliations</li> <li>• Start preparations for year-end accounts production.</li> <li>• Ensure insurance is in place for next year with Church Wardens</li> <li>• Claim gift aid from HMRC</li> </ul>