

To PCC Treasurers and Incumbents

Copied to Deanery Treasurers, Deanery Lay Chairs, Area Deans, Archdeacons and PBSC members

Dear colleagues

With the APCM deadline now behind us we would like to thank all those who have already sent us copies of your **Annual Reports and Accounts for 2017** as well as those of you who have also completed your **Parish Finance Return** online via the *Parish Returns Online System*.

This year we have already seen a good increase in submissions both of the Accounts and of the Finance Returns. We greatly appreciate the extra time taken to ensure these 2 tasks are completed as part of your year-end procedure – thank you!

As a reminder for anyone yet to submit either of these 2 items, please see below:

- **Annual Reports and Accounts for 2017** should be submitted, preferably electronically, to finance@oxford.anglican.org. Alternatively, hard copies can be sent to our usual *Church House Oxford* address in Kidlington (FAO Finance Department).
- The deadline to submit **Parish Finance Returns** is **31st May**. These should be submitted directly by Parishes, wherever possible, using the National Church's *Parish Returns Online System* (<https://parishreturns.churchofengland.org/>).

The system has been improved this year and is more user friendly. The Finance Return itself has also been split into 2 alternative versions; 1 for Parishes using the *Receipts & Payments* method of accounting for their Parish Accounts and the 2nd is an *Accruals* version for Parishes whose Parish Accounts follow this format instead. You should find this separation helpful in identifying more easily the information requested within your Accounts. More information is available on our website at: <https://www.oxford.anglican.org/support-services/parish-support/mission-statistics/>

If you require help or assistance, or if you are unable to complete this Return online, please contact the *Parish Returns Team* at parishreturns@oxford.anglican.org.

Changes of PCC Treasurer

Following your APCM please remember to advise us of any change in PCC Treasurer. Notifications of a change in Officer should be sent to finance@oxford.anglican.org. Please note that it is important that all Treasurers have access to an active e-mail address to receive all relevant communications relating to Parish Finance. We would request that any Treasurer who does not have their own active email account, kindly asks another member of their PCC to act as their *email contact* and to notify us of the email address that can be kept on their record for this purpose. This should avoid any communications not reaching the Treasurer.

Save the dates- Financial Briefings

Looking further ahead we have now confirmed our dates for our 2018 Autumn Financial Briefings. Venues are still to be confirmed and more information will be sent closer to the time. You may wish, however, to make a note of these dates in your diaries now:

- Dorchester Archdeaconry **Thursday 27th September** (18.00 – 21.00)
- Oxford & Dorchester Archdeaconry **Thursday 4th October** (18.00 – 21.00)
- Berkshire Archdeaconry **Tuesday 9th October** (18.00 – 21.00)
- Buckingham Archdeaconry **Saturday 13th October** (9.00 – 12.00)

You are very welcome to attend whichever meeting is most convenient to you, however please note that there may be some focus on the Archdeaconry hosting each event.

Communications from Banks – FATCA

One PCC recently received a letter from Barclays Bank asking them to fill in a form in relation to the Foreign Account Tax Compliance Act (FATCA). It may be that the banks are again asking PCCs to complete these forms.

These are not straightforward – indeed the legislation is complex, different banks use different forms, and the identification numbers that they seek (tax identification, HRMC charity number, Charity Commission registration number) varies between PCCs.

We're grateful to our colleagues in the national team who have produced some guidance on this, have filled out some sample forms as examples, and have drafted a covering letter that you may wish to send to your bank with the form in case you've not quite filled it in correctly.

If you do receive one of these requests, please look at this link to Parish Resources which should give you some background information and, hopefully, helpful advice.

<http://www.parishresources.org.uk/fatca/>

& Finally...

As you will probably already know the National Church's *Parish Resources* website is an excellent source of information for all matters relating to the running and governance of PCCs. They also produce a quarterly newsletter which aims to inform PCCs of new and updated information. The Spring newsletter has recently been released and can be accessed by clicking on the following link:

<http://us1.forward-to-friend.com/forward/preview?u=f462c63ccbb6f06672cc1f6e0&id=71d63f54c8#PCC>

You can also opt to receive their newsletter automatically by clicking on the following link:

<http://bit.ly/2p9CiUb>

Best wishes,

Alison

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