

To: PCC Treasurers

Copied to : Incumbents, Deanery Treasurers, Area Deans, Lay Chairs, Archdeacons

Dear Treasurers,

The end of the year is fast approaching and with it the end of your and our financial year. In light of this we thought that it might be helpful to give you a few updates and reminders.

We would also like to take this opportunity to thank you all sincerely for your hard work throughout the year in supporting your Parish and in assisting us here at the Diocese – thank you!

This newsletter covers the following areas - to avoid information overload you may want to scroll down to the sections relevant to you.

1. Parish Share 2018
2. Parochial Fees 2018 and 2019
3. 2019 Fee for Service in Vacancy
4. 2018 Annual Report and Accounts guidance

#### 1. **2018 Parish Share**

The November share statements are now on the diocesan website, please follow link below. These statements include December direct debits and regular CBF transfers, as agreed by Diocesan Synod for rebate purposes – the actual collection day of December direct debits will be 17 December.

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

For parishes making payment in December, the last date of the financial year is 31 December and so in order for payments to be included in 2018 reports and accounts either the bank transfer needs to have taken place by 31 December or the cheque dated 31 December (or earlier) and posted to us to be opened at the start of January at the latest. 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

**Sort code:** 60-03-57

**Account number:** 78802938

Please quote your parish share reference number and parish name so that we can identify your payment – and if you need to find your share reference number, you will find this in the detailed share statements by archdeaconry/deanery following the web link above.

We will send a separate email about 2019 parish share in January.

#### 2. **2018 and 2019 Parochial Fees**

Many thanks to those who have submitted parochial fee returns for weddings and funerals to date, please do continue to send in these in quarterly. The quarterly fees return form is attached for reference. If you do have queries regarding your fees returns remember that our website includes a link to the National Church fees pages that should assist in answering most queries that might arise. The fees form is attached to this email for reference.

Our diocesan Fees webpage can be found by clicking on the following link:

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

We have posted a report here showing the fees received to date from each parish or benefice during 2018. Please look at this report to see the current status for your own parish. If you have any questions, such as if a fee return appears to be missing or too much has been allocated to your parish, please email [finance@oxford.anglican.org](mailto:finance@oxford.anglican.org). In particular, if there is a balance in the end column of the report for your parish, this means we either have received only the return paperwork or the money and are missing the

other, so we would be grateful if you could send this in (or let us know the date you sent the money, in case it's lost in the post or is one of our unidentified receipts).

Looking ahead, the last day for fee returns and payments relating to 2018 is the **31 January 2019**. 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 share. Please note, however, that the reference number for fees payments by bank transfer should be your Fees Account number and not your Share Account number. A list of Fees Account numbers is also available on our Fees webpage.

The new rates for **2019 fees** are now available on the Diocesan website. We will upload the 2019 forms in the new year - the first returns for 2019 will be due at the end of March.

### 3. Service in vacancy

The fee for Service in Vacancy will increase from 1 Jan 2019 to £41, the updated forms are now on our website at the link below

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

### 4. 2018 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. We have produced a one page summary of an annual church financial calendar that we hope will help you in identifying what needs to happen when.

<https://www.oxford.anglican.org/wp-content/uploads/2017/12/The-Church-Financial-Year.pdf>

Guidance is available on producing PCC Accounts which you may find helpful, see link below.

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

In particular, we would like to draw to your attention to the structure of the annual report and accounts as sometimes we only receive partial versions – as you will see in the Parish Resources guidance, the full document should have 4 elements:

- The Trustees Annual Report
- The Receipts and Payments Account
- The Statement of Assets and Liabilities
- The Independent Examiners Report

With best wishes to you all this Advent,

Maxine

*Maxine Hobill*

**On behalf of Alison Jestico, Director of Finance**

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

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