



DIOCESE of OXFORD

Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes

May 2019

To PCC Treasurers and Incumbents

Copy 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 2018** as well as those of you who have also completed your **Parish Finance Return** online via the *Parish Returns Online System*. We greatly appreciate the extra time taken to ensure these two tasks are completed as part of your year-end procedure – thank you!

To date we have received approximately 30% of parish accounts and the Online Parish Return System shows that 39% of Oxford parishes have submitted their finance return, so we have some way to go.

For anyone yet to submit either of these two items, please see below:

1. **Annual Reports and Accounts for 2018** should be sent in to finance@oxford.anglican.org. Alternatively, hard copies can be sent to our usual *Church House Oxford* address in Kidlington (FAO Finance Department). It is a requirement of charity legislation that we hold a copy of all PCC accounts and, therefore, your prompt attention to this matter would be much appreciated.
2. The deadline to submit the **Return of Parish Finance** is **31st May**. This should be done using the National Church's *Parish Returns Online System* (<https://parishreturns.churchofengland.org/>). The diocese has been asked to avoid entering figures on behalf of parishes if possible, as the software stores the last user's contact details only, resulting in the parish contact details being over-written. However, please do not hesitate to contact the Finance Department (finance@oxford.anglican.org) if you need any help completing your return. If you do not have log-in details, we can provide those.

People often find it easier to fill in a printed version of the form first by hand, ahead of logging on to the website. I attach a copy of the form for your convenience.

More information is available on our website at: <https://www.oxford.anglican.org/support-services/parish-support/mission-statistics/>

Changes of PCC Treasurer

Please remember to advise us of any change in PCC Treasurer. Please could the new treasurer complete the attached Data Collection Form (M4) and send it to us here at the Finance Department.

It is important that Treasurers have access to an e-mail address to receive relevant communications relating to Parish Finance. If a Treasurer does not have their own email account, please could they ask another member of their PCC to act as an email contact.

Save the dates - Financial Briefings

Looking further ahead we have now confirmed our dates for our 2019 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 **Tuesday 1st October** (6.00 for 6.30pm start to 9.00pm)
- Buckingham Archdeaconry **Saturday 5th October** (9.15 for 9.30am start to 12.00 noon)
- Berkshire Archdeaconry **Tuesday 8th October** (6.00 for 6.30pm start to 9.00pm)
- Oxford Archdeaconry **Monday 14th October** (6.00 for 6.30pm start to 9.00pm)

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.

Making Tax Digital

You may have seen reference in the media recently to Making Tax Digital. May I reassure you this refers to organisations registered for VAT and it is very unusual for this to apply to a parish.

& Finally...

As you will probably already know the National Church's *Parish Resources* website - <https://www.parityresources.org.uk/> - is an excellent source of information for all matters relating to the running and governance of PCCs.

Best wishes,

Alison

Alison Jestic

Director of Finance