

The Church Financial Year – Guidance for PCCs in Oxford Diocese

January	February	March	April
<ul style="list-style-type: none"> • Prepare 31 December accounts • Pay 4th quarter parochial fees to ODBF by 31 Jan, send summary form • Plan Trustees Annual Report wording with other PCC members • Pay Parish Share • Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> • Finish accounts and annual report • Arrange for draft annual report and accounts to be independently examined & statement signed by the examiner • Pay Parish Share • Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> • Present final accounts to PCC for approval (or in April) • Pay Parish Share: deanery rebate deadline of 20% payment by 31 March • Bookkeeping and reconciliations • If running a payroll – run year end and send-out employee P60s • Claim gift aid from HMRC 	<ul style="list-style-type: none"> • Present final accounts to PCC for approval (if not in March) • Prepare 1st quarter management accounts and present to PCC • Pay 1st quarter parochial fees to ODBF & send summary form • Pay Parish Share • Bookkeeping and bank reconciliations
May	June	July	August
<ul style="list-style-type: none"> • Present annual report and accounts to APCM by 31 May • Send approved accounts to ODBF Finance team 28 days after APCM • Complete Parish Finance Return online • Pay Parish Share • Bookkeeping and bank recs 	<ul style="list-style-type: none"> • Pay Parish Share: deanery rebate deadline of 50% payment by 30 June • Bookkeeping and bank reconciliations • Claim gift aid from HMRC • If a registered charity, file annual return and accounts with Charities Commission 	<ul style="list-style-type: none"> • Prepare 2nd quarter management accounts and present to PCC • Pay 2nd quarter parochial fees to DBF & send summary form • Pay Parish Share • Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> • Pay Parish Share • Bookkeeping and bank reconciliations
September	October	November	December
<ul style="list-style-type: none"> • Commence next year budget process • Pay Parish Share • Bookkeeping and bank reconciliations • Claim gift aid from HMRC 	<ul style="list-style-type: none"> • Prepare 3rd quarter management accounts and present to PCC • Pay 3rd quarter parochial fees to ODBF & send summary form • Pay Parish Share • Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> • Complete Budget process with PCC approval of budget • Pay Parish Share: deanery rebate deadline of 100% payment by 30 Nov • Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> • Pay Parish Share • Bookkeeping and reconciliations • Start preparations for year-end accounts production. • Ensure insurance is in place for next year with Church Wardens • Claim gift aid from HMRC