

Finance Department
Oxford Diocesan Board of Finance
Church House Oxford
Langford Locks, Kidlington
Oxford OX5 1GF

To: PCC Treasurers

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

Dear Treasurers,

With the end of your and our financial year fast approaching, we thought that it might be helpful to give you a few updates and reminders.

This newsletter covers the following areas - please scroll down to the sections relevant to you.

1. Parish Share 2019
2. Parochial Fees 2019 and 2020
3. 2020 Fee for Service in Vacancy
4. 2019 Annual Report and Accounts guidance

1. **2019 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 2019 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. 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.

We will send a separate email about 2020 Parish Share in January.

2. **2019 and 2020 Parochial Fees**

Many thanks to those who have submitted parochial fee returns for weddings and funerals to date, please do continue to send these in quarterly. The quarterly fees return form is attached 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 2019. 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. 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 2019 is 31 January 2020**. Please send a nil return if no fees were received. Please email your return to 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 Parish 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 2020 fees are now available on the Diocesan website. We will upload the 2020 forms in the new year - the first returns for 2020 will be due at the end of March.

If you do have queries regarding your fees returns, our website includes a link to the National Church fees pages that should assist in answering most queries that might arise.

3. Service in vacancy

The fee for Service in Vacancy will remain at £41 for 2020. Information and claim form can be found at the following link.

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

4. 2019 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. Thank you to those treasurers that recently attended our End of Year PCC treasurer's training – we hope that you found it useful. Guidance on producing PCC Accounts is available at the 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

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/2020/01/The-Church-Financial-Year-2020-update.pdf>

Finally, 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!

With best wishes to you all,

On behalf of Alison Jestico, Director of Finance

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