

# The Church Financial Year – Guidance for PCCs in Oxford Diocese

January	February	March	April
<ul style="list-style-type: none"> <li>• Prepare 31 December accounts</li> <li>• Pay 4th quarter Parochial Fees to ODBF by 31 Jan, send summary form</li> <li>• Plan Trustees Annual Report wording with other PCC members</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Finish accounts and annual report</li> <li>• Arrange for draft annual report and accounts to be independently examined &amp; statement signed by the examiner</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Present final accounts to PCC for approval</li> <li>• Pay Parish Share: deanery rebate deadline of 20% contribution by 31 March</li> <li>• Bookkeeping and reconciliations</li> <li>• If running a payroll – run year end and send-out employee P60s</li> <li>• Claim gift aid from HMRC</li> </ul>	<ul style="list-style-type: none"> <li>• Present final accounts to PCC for approval (if not in March)</li> <li>• Prepare 1<sup>st</sup> quarter management accounts and present to PCC</li> <li>• Pay 1st quarter parochial fees to ODBF &amp; send summary form</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li>• Present annual report and accounts to APCM by 31 July</li> <li>• Send approved accounts to ODBF Finance team 28 days after APCM</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Parish Finance Return online by 18<sup>th</sup> June</li> <li>• Pay Parish Share: deanery rebate deadline of 50% contribution by 30 June</li> <li>• Bookkeeping and bank recs</li> <li>• Claim gift aid from HMRC</li> <li>• If a registered charity, file annual return and accounts with Charities Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Present annual report and accounts to APCM by 31 July</li> <li>• Prepare 2<sup>nd</sup> quarter management accounts and present to PCC</li> <li>• Pay 2nd quarter parochial fees to ODBF &amp; send summary form</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>
September	October	November	December
<ul style="list-style-type: none"> <li>• Commence 2022 budget process</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> <li>• Claim gift aid from HMRC</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare 3<sup>rd</sup> quarter management accounts and present to PCC</li> <li>• Pay 3<sup>rd</sup> quarter parochial fees to ODBF &amp; send summary form</li> <li>• Pay Parish Share</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Budget process with PCC approval of budget</li> <li>• Pay Parish Share: deanery rebate deadline of 100% contribution by 30 Nov</li> <li>• Bookkeeping and bank reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Pay Parish Share</li> <li>• Bookkeeping and reconciliations</li> <li>• Start preparations for year-end accounts production.</li> <li>• Ensure insurance is in place for next year with Church Wardens</li> <li>• Claim gift aid from HMRC</li> </ul>