



# Treasurers' Newsletter

Diocese of Gloucester

May 2007

## Second Quarter Newsletter - 2007

Dear Colleague,

This is the second instalment of the Treasurers' Newsletter, and the first one to be sent out by email to many of the Treasurers in the Diocese and other interested parties. If you have received this in the post, but wish to receive it by email in the future, please contact me and I will add you to the emailing list. We have also had interest around the Diocese from other laity, administrators and Deanery representatives, so if you know anyone who is not the registered Treasurer but wishes to receive this newsletter, again, please let me know and they will be added to the list.

The second quarter is always a funny time of year for the Treasurers, as many look forward to the finishing the previous year's accounts and having a restful summer in the role. Here in the Diocese we are striving to make every part of the year as easy as possible for you, and any suggestions and comments about training, documentation or other help are always welcome.

In this quarter's newsletter, some of these needs are addressed with details about the imminent arrival of the new Diocesan Website and information about a series of Treasurer's workshops being run in July.

In the meantime, I hope you enjoy the summer and I look forward to meeting some of you at the workshops.

Matt Brunt  
Finance Officer

### Contents:

- 1 Second Quarter Newsletter - 2007
- 2 Parish Accounts & Statistics for 2006
- 3 Parish Share 2007
- 4 Diocesan Website
- 5 Diocesan Cashbook - update
- 6 Treasurer's Workshop
- 7 Gift Aid Claim Changes and Envelopes

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## **Parish Accounts and Statistics for 2006**

Thank you to all the parishes that have sent in all their completed statistics forms and signed accounts. Unfortunately there are still quite a lot of parishes which have only sent in some forms, and even a few who have sent in nothing at all.

I realise that the statistic forms are a pain to fill in and I appreciate that they may be of low priority for many incumbents, Church Wardens and Treasurers, but it is important that these are completed and sent back to the Diocese promptly.

The statistic forms are passed onto the Statistical Division of the Archbishops' Council in London, and are used to make up vital information about the current state of the Church of England in terms of finances, congregation numbers, weddings and baptisms.

The deadline for the Finance Returns and Parish Accounts to be submitted into Church House was the **11<sup>th</sup> May**. If you are unsure as to whether your Finance Return and/or Parish Accounts have been submitted, please contact the Finance department and we will be happy to help.

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## **Parish Share 2007**

The Diocese had a shortfall of 5.78% at the end of April, compared with a shortfall of 6.92% at the same point in 2006. We have also received additional contributions of £68k towards last year's shortfall, leaving a deficit of £75k (1.45%). Unfortunately the Diocese has unallocated Parish Share of £429k for 2007, which means that it is even more important that parishes contribute the amount that they have committed to at the start of the year, or to keep their Deanery and the Diocese informed if they don't think they will be able to make the original commitment.

There are still a large number of parishes who are yet to make any contributions this year. I would like to ask that even if you are struggling to make contributions, please keep the Diocese informed of your situation. We are here to help you all, and are able to come and see individual parishes to discuss possible ways forward. I would also like to say thank you to all of you who are paying regularly, as it makes the Diocesan cashflow so much easier to control.

## **Diocesan Website**

The new Diocesan website is currently under-production and is scheduled to be up and running in July this year.

The new Website is designed to be very user friendly, and it will be a lot easier for us to update information held on it. The Finance section will hold all the forms that you may be required to use, as well as up-to-date Parish Share information. It will also contain Regulations and Policies that the PCC needs to adhere to, and a section on Frequently Asked Questions.

If you have any suggestions about what may prove to be helpful within the Finance section of the new website, please contact me within the next month, and I will put it forward for inclusion.

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## **Diocesan Cashbook - update**

On the 4<sup>th</sup> April a group of Treasurer's met with me in Church House to discuss the Diocesan Cashbook. The meeting was very useful, and I would like to thank those of you who were able to join me.

The outcome of this discussion group was that generally the Cashbook worked well for all sizes of parishes. Rather than make any changes or deletions to the Cashbook, several additions were requested. These included a previous year column to the Receipts and Payments sheet, Parish headings, a monthly breakdown of income and expenditure, a space for brought forward balances to the Funds sheet, and an additional analysis sheet. The analysis sheet will allow the parish finances to be displayed in graphical format, as well as an option to budget for the forth coming year.

As the new Cashbook will not change the basic workings of the current version, it was decided to prepare these updates ready for Autumn 2007, from which point the Cashbook would be available to those Treasurers which request it, and not sent out automatically to everyone with the 1.6 version.

I will keep you informed of the Cashbook's progress, but in the meantime any suggestions will still be welcome. If you don't have a copy of the Cashbook, but are interesting in viewing it, or if you have any questions, please contact me and I will be happy to help. I am still offering one-to-one training for using the Cashbook to any Treasurer who would like it, so if this would interest you, feel free to drop me a line to agree a mutually convenient meeting date.

## **Gift Aid Claim Changes and Envelopes**

The Inland Revenue Gift Aid claim forms changed in April 2007. The old style claim forms are still acceptable and can be used until the end of the calendar year.

The new-style form can be printed from the web-site at the following link:

[www.hmrc.gov.uk/charities/forms.htm](http://www.hmrc.gov.uk/charities/forms.htm)

Please note:

-PCCs are classed as companies and not as trusts

-The accounting period is 1 Jan to 31 Dec

-If the last claim was to 5 April 2006, and the PCC expects to make a claim to this 5 April 2007 using the new forms, it is necessary to complete one claim for 6 Apr to 31 Dec 2006, and a second claim for 1 Jan to 5 April 2007.

-It is possible to make as many claims in a year as the PCC wishes as long as the amount claimed each time is over £100 – We suggest claiming quarterly to the end of March, June, Sept and Dec if the claims warrant it.

For any queries regarding this change, the Gift Aid helpline number is 0845 3020203 or feel free to phone Joan Pugh in the Finance department.

For one off donations, Gift Aid envelopes are available from Church House, at a cost of £2.50 for a pack of 50 envelopes. Please phone Jessica Ahern in the Finance department if you wish to purchase envelopes.

## **Treasurers' Workshop**

After the success of the workshops we held in December, the Finance Department has decided to hold a series of further workshops in July.

We are intending to hold these during the week beginning 16<sup>th</sup> July, and each workshop will have discussions on Parish Share, Fees, Accounts, as well as a section on General Training for Treasurers.

As in December, we hope to hold these workshops at Glenfall House in Cheltenham, the Viney Hill Christian Adventure Centre, and in Church House, Gloucester. If you are interested in attending one of the workshops, please write in with preferred dates, venue, and whether an evening or afternoon would suit you best. We will then see which dates will best suit which venues and let you know more precise details. Please provide possible alternative dates that you are available, in case we are unable to hold a workshop at the venue you wish on your preferred date.

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