**Making the most of PCC Assets: a Self-Study Document for Parochial Church Councils**

In addition to encouraging generous giving, many PCCs have assets that they own (such as church halls or houses) that bring in regular income. As charitable trustees in financially stretching times, you will no doubt be concerned that you are maximising their income from these.

This is not about the Church being greedy, but about charitable trustees (which all PCC members are) ensuring that they are making the most of their potential sources of income. This is so that you can fulfil your core purpose as a charity: running the parish church as a local centre of worship and mission.

This is a short questionnaire, intended to help PCCs, with self-study, i.e., it is NOT intended that the results should be sent in to your archdeacon or Church House. Some of the questions may seem very obvious and be ones that you consider routinely: if so, that is all well and good and this questionnaire need detain you no further.

However, it may raise issues that lead you to wonder whether you need to review your financial strategy. It is also possible that it may raise questions about which you feel you need some advice: in which case you may want to consult, for example, a local estate agent or, in certain circumstances, contact your archdeacon who, if necessary, can direct you to an appropriate officer at Church House or the Diocesan Board of Finance. For matters relating to church buildings or churchyards, the Church Buildings Department can advise on what permissions, such as faculties or planning permission, are required.

The questionnaire is not intended to be prescriptive: in different places, different policies will need to be adopted on the matters it covers.

1. **Church Buildings**
	1. Do you hire out your church building to other groups, such as community groups or other congregations? If so, do you review the rates regularly?
2. **Church Halls**
	1. If you own a church hall, do you rent out the space when you are not using it. If so, do you review the rent regularly?
	2. Are there other comparable facilities locally and, if so, is your hall rent adjusted by comparison with them?
	3. If there are others that offer better hall facilities locally have you considered if it would be sensible/possible to refurbish the property so that you could charge a higher rent for the space?
	4. Do you operate a dual rate in which some groups (e.g., church sponsored uniformed organisations and charities) pay a lower ‘charitable’ rate, whilst others (especially those who are making money themselves) pay a full commercial rate?
3. **Houses and flats**
	1. If you own a flat or a house, do you review the rent regularly, taking the advice of a local letting agent?
	2. Would it be sensible/possible to refurbish the property so that you could charge a higher rent?
	3. If you own a large property have you considered selling it to purchase two smaller ones? This may help to mitigate the impact of having a property empty (when say a tenant leaves).
4. **Parking**
	1. Are cars regularly parked on church property by people who are not participating in church activities without any charge or a donation requested?
	2. Do you review the donation that is requested/rent that is charged for parking spaces that you rent out by comparison with other comparable parking spaces locally?
5. **Investments**
	1. Does the PCC hold equity and/or bond investments? If so, does the PCC have an investment policy and does the PCC regularly monitor the performance of the investments against the policy and benchmarks?
	2. Does the PCC have spare funds, not needed as working capital, which could be invested to earn a higher return than bank deposit rates?

See <https://cofechichester.contentfiles.net/media/documents/document/2020/02/Investments_for_PCCs.pdf> for further guidance.

1. **Development Potential**
	1. Do you have any more wide-ranging thoughts how your land or buildings could or should be (re)developed in order to serve the Church’s mission and ministry and/or release funds for this purpose?
	2. Would you welcome some (informal) advice about this?

If the answer to 5b is ‘yes’, please could you in the first instance contact your archdeacon (preferably by e-mail in case the inquiry needs to be forwarded)?