

A Year in the Life of a PCC Treasurer

- April**
- The Treasurer is appointed at the first PCC meeting after the APCM
- May**
- **31st DEADLINES** - Annual Reports for the previous year submitted to Diocese.
 - Parish Returns finance form completed online
 - If applicable, begin the registration process with Charity Commission (*INCOME > £100k*)
- September**
- Parish Ministry Costs for following year available **from Deanery Treasurer**.
 - Calculate what your church can afford for the following year and agree this at the next PCC meeting
 - Attend your Deanery Treasurer's meeting and inform **Deanery Treasurer** of your parish contribution
 - Ask congregation to review their giving in preparation for next year
- October**
- Begin budgeting process for following year with PCC
 - Finalise budget
 - **31st DEADLINE** for filing accounts with Charity Commission and for registering if applicable
- December**
- Make Gift Aid Claim
 - Insurance policy and other information arrives
 - Check arrangements for paying Parish Contribution the following year.
 - Try to pay all invoices, Parish Contribution, etc by 20th and, bank all funds before 30th
- January**
- Chase in all invoices, incumbent's expenses and other outstanding income or expenditure.
 - Reconcile bank accounts
 - Obtain investment valuations
 - Prepare Financial Statements
 - Encourage Incumbent and PCC to draft Trustees' Annual Report for discussion and approval
- February**
- Finalise Financial Statements. Contact Church House, Hove for help with any problems.
 - Write Financial review for Trustees' Annual Report and present Annual Financial Statements to PCC for approval at same time as Trustees' Annual Report
 - Make sure current year (i.e. next year) accounting is up to date!
- March**
- Contact Independent Examiner with PCC approved Trustees' Annual Report & Financial Statements
 - Obtain signed Independent Examiner's Report before all Reports are given out at APCM.