

April

- 5th April: End of the Income Tax year. Gift Aid refund claims to be made up to this date. Consider making claims more frequently, they do not have to be done only once per income tax year.
- 30th April: Last possible date for holding the APCM to receive the PCC financial statements and annual report for the previous year. (These will need to have been approved by the PCC at a meeting prior to the APCM and displayed for at least 7 days continuously before the APCM on a notice board either inside or outside the church building.)
- Meeting of Diocesan Grants, Loans and Review Sub-Committee.

May

- 28th May: If not already done, this is the latest date for PCC Treasurers to send a copy of the PCC financial statements and annual report to the Diocesan Secretary.
- 31st May: Deadline for submission of accounting information to the Deputy Secretary (Finance), using the format sent to you in March.

June

- 1st June: Last date for the number on the Electoral Roll at the date of the Annual Parochial Church Meeting (APCM) to be certified by a Parish Officer to the Diocesan Secretary.

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Birmingham Diocesan Board of Finance. August 2009.

A Calendar for PCC Treasurers

A calendar of the important actions and dates for PCC treasurers in parishes in Birmingham Diocese, together with information on the dates of key diocesan meetings affecting parish finance.

Second Edition

www.birmingham.anglican.org

July 2009

- Diocesan Synod approves the total amount of 2010 Common Fund required to fund the Diocesan budget.
- Meeting of Diocesan Grants, Loans and Review Sub-Committee.

September 2009

- Meeting of Diocesan Grants, Loans and Review Sub-Committee.
- During this month the Diocesan Secretary sends a mailing to incumbents that includes instructions regarding the counting of this year's Average Sunday Attendance (ASA).
- 30th September: Last date for eligible PCCs to register with the Charity Commission.

October 2009

- Sundays on which the ASA count is to be performed (see September).
- Bishop's Council approves the allocation to parishes of the 2010 Common Fund.
- During this month the 2010 Common Fund leaflet becomes available.
- 31st October: *If registered at 31st December 2008*, deadline for filing PCC accounts and Annual Return with the Charity Commission.

November 2009

- 3rd November: PCC Treasurers' Meeting (organised by the diocese). Details of next year's Common Fund asking by parish will be available at this meeting.
- Meeting of Diocesan Grants, Loans and Review Sub-Committee.
- Consider making a Gift Aid claim for part of the current income tax year and getting the tax refund before the year end (see also April).
- During this month PCC Treasurers should present to their PCC a review of its expected financial position for the current year. It is also time to prepare a financial plan or budget for next year.
- The PCC should consider preparations for a stewardship renewal campaign for the next year (see also February).

December 2009

- During this month PCC Treasurers should be preparing for the financial year-end, and ensuring that all current year moneys are collected and expenses paid including Common Fund.
- The PCC budget for next year should be approved if this has not been already done.
- 31st December: PCC financial year-end.

January 2010

- During this month PCC Treasurers are preparing the accounts of their PCC for the year just ended.
- Meeting of Diocesan Grants, Loans and Review Sub-Committee
- 31st January: Last possible date for receipt of payments of last year's Common Fund by the Diocesan Board of Finance for inclusion in last year's diocesan accounts.
- 31st January: Last date for submission of numbers for the ASA to the Diocesan Secretary (see October).

February 2010

- As hopefully most of last year's financial year-end work has been done, and you know your financial situation, this is a good time for a stewardship renewal campaign (see also November).

March 2010

- During this month the Diocesan Office sends you a package of schedules, asking you to transfer your recently completed accounts into a standard format. The Diocesan Office then uses this information to report data that is collected nationally by the Church of England. An Excel based version is available if it would help you.