Parish Finance & PCC Governance





The Stewardship Team



Janet Edmond Senior Stewardship Officer janet.edmond@leeds.anglican.org Beth Vickers-Smith

Stewardship Officer

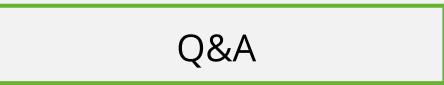
beth.vickers-smith@leeds.anglican.org

Agenda

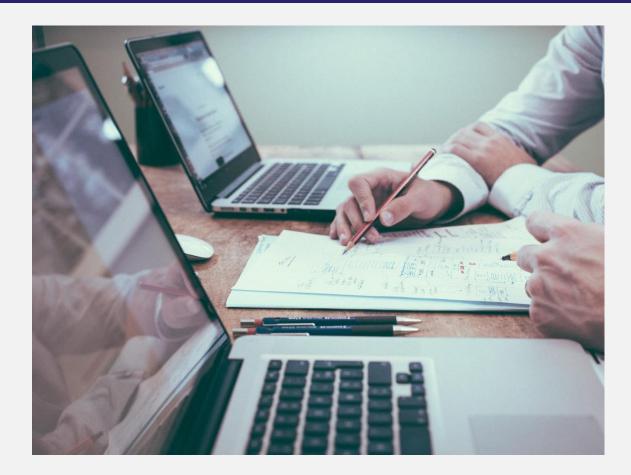
1: Understanding Parish Finances & Governance

2: Parish Share Explained

3: Exploring A Parish Financial Dashboard



Understanding Parish Finances & Governance





Outline

- PCC Charity Status
- PCC & Incumbent Responsibilities
- Breakdown of Parish Finances
- Financial Dashboards
- Return of Parish Finance
- Role of the Treasurer
- Parish Accounting
- Key Financial Tasks & Dates
- Financial Resources





PCC Charity Status

- ✓ All PCCs are currently "excepted" Charities
- ✓ PCC members are Trustees of Charity
- ✓ Proof of Charity Status available on A Church Near You
- ✓ <u>Charity Commission registration</u> for all charities required by March 2031



Shelf: St Michael & All Angels is a church which is the responsibility of a parochial church council duly constituted under the Parochial Church Council Powers Measure (1956) as amended, and the Church Representation Rules

The Church is registered with code 646526 in the diocese of Leeds in the parish of Shelf St. Michael with Buttershaw St. Aidan

The Parochial Church Council of Shelf St. Michael with Buttershaw St. Aidan is a charity for the purposes of the Charities Act 2011

The church address is Carr House Road, Shelf, Halifax, HX3 7QE



Parochial Church Councils (Powers) Measure 1956

PCC Responsibilities

PCC accountability

The Charities Act 2011 and the PCC

5th editior

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The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer. While it may delegate some of its duties, for example, to District Church Councils (DCCs), this does not remove its legal responsibilities.

(PCC Accountability The Charities Act 2011 & the PCC 5th Edition)

PCC & Incumbent Responsibilities

- \circ Incumbent is Chair of PCC
 - "The minister is the chair of the PCC" (M19(1))
- Charity Trustees of the Parish
- Exercise wise Stewardship over finances
- Maintenance of proper accounting records
 e.g. financial statement for AGM
- Collective Responsibility



Parochial Church Council Measures (Powers) Measure 1956 Parish Governance Model Rules Church Representation Rules online -The Church of England (Part 9)



Parish Governance 1

- Defines functions of Council
- Appointment/Employment
 of members
- Misc. Powers of Council
- \circ Accounts of Council





Parish Governance 2

- Rules that govern parochial, diocesan & national governance of CofE
- Part 9 3 sections
 - Annual Parochial Church Meeting (APCM)
 - o Parochial Church Council
 - o Joint Council

Parish Governance Model Rules Church Representation Rules online - The Church of England (Part 9)



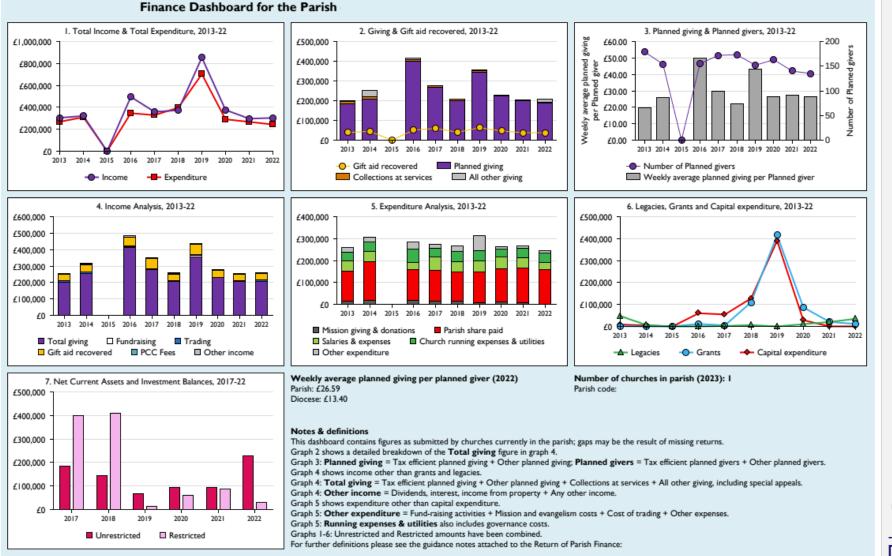
Understanding Parish Finances







Financial Dashboard



Variations from year to year may be the result of changes in the number of churches that submitted returns, or changes in parish/benefice structure. Number of churches included in returns: 2013 1;2014 1;2015 1;2016 1;2017 1;2018 1;2019 1;2020 1;2021 1;2022 1.

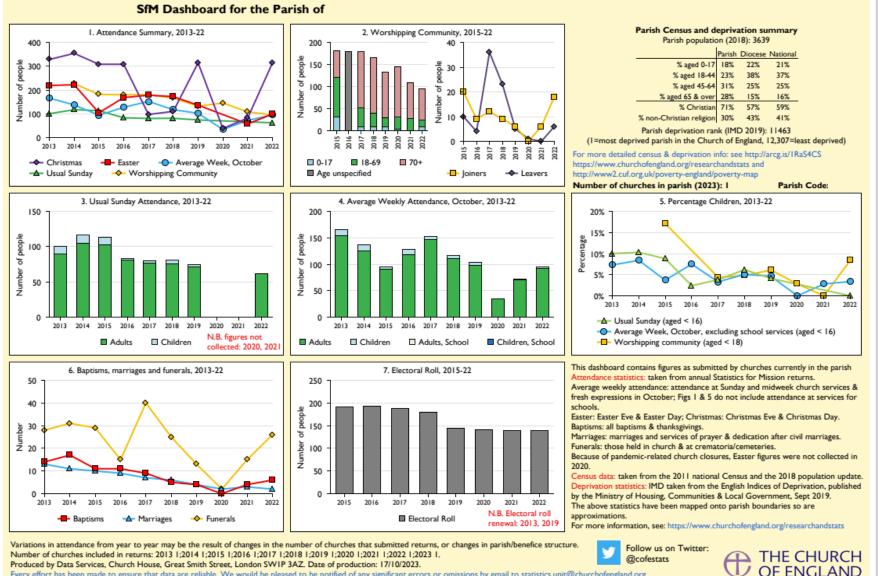
Follow us on Twitter:

https://parish returns.churchof england.org/



Diocese of Leeds

Statistics for Mission Dashboard

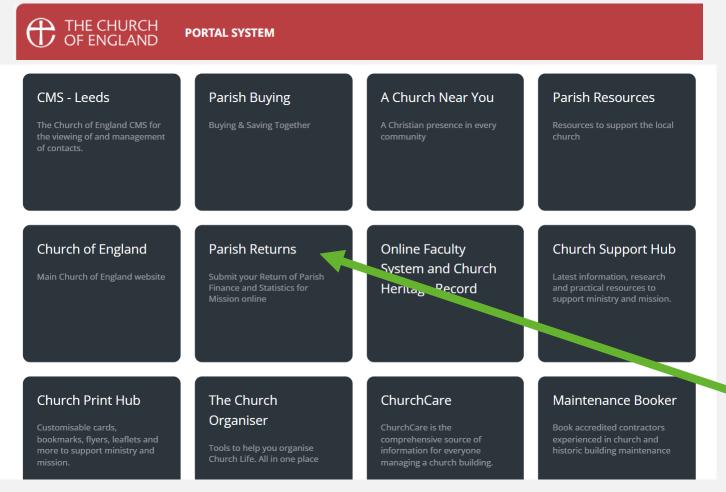


THE CHURCH OF ENGLAND Diocese of Leeds

Number of churches included in returns: 2013 1;2014 1;2015 1;2016 1;2017 1;2018 1;2019 1;2020 1;2021 1;2022 1;2023 1. Produced by Data Services, Church House, Great Smith Street, London SWIP 3AZ, Date of production: 17/10/2023.

Every effort has been made to ensure that data are reliable. We would be pleased to be notified of any significant errors or omissions by email to statistics.unit@churchofengland.org

Return of Parish Finance



- Login needed to access Parish Returns
- Stewardship team can provide financial & mission statistics dashboards if treasurer can't.

https://parishreturns.churchofengland.org



The Role of the Treasurer

- To keep the books straight and so maintain accounting integrity
- To manage the money ensuring there is sufficient to pay the bills
- To plan the finances and support the future work of the church
- To be open and transparent in everything that is done
- ✓ To prepare the annual accounts as and when is required Diocese of Leeds

"A key role in the effective governance of most charities is that of the Honorary Treasurer (treasurer) as an 'office-holder' among the charity trustees."

"While financial matters are the responsibility of all trustees, it is often the treasurer that the other trustees look to for advice, guidance and reassurance on all aspects of the charity's financial management"

"It is also of critical importance for the effective governance of the church that the treasurer has a good working relationship with the chair of trustees. In many, if not all cases this may be the minister"

"The treasurer therefore has to support the minister in the role of chair of the governing body by ensuring that he or she understands the financial issues as they arise and before they are discussed in detail at their periodic meetings"

Role of the Treasurer

From ACAT New Treasurer's Guide



Key Financial Tasks

- Return of 2024 Parish
 Finance 28th June 2025
- Accounts Prepared for Annual Parochial Council meeting (APCM) Jan - May: <u>Checklist</u>
- Independent
 Examination of accounts





Financial Resources



THE CHURCH OF ENGLAND Diocese of Leeds

Association of Church Accountants & Treasurers

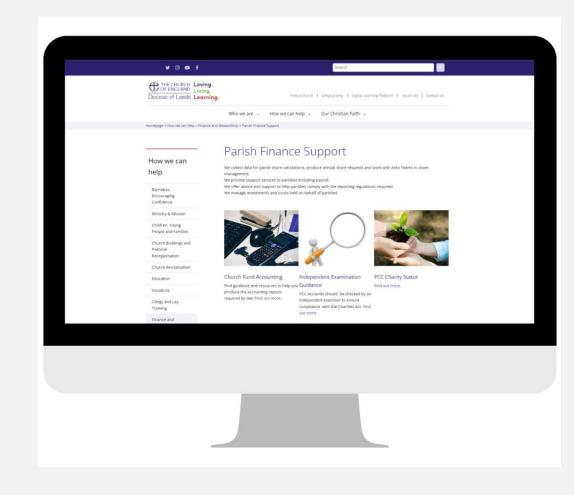
Introductory Guide for New Church Treasurers



<u>ACAT-New-Treasurers-</u> <u>Guide.pdf</u> (parishresources.org.uk)



Resources from the Diocese



Website - <u>https://www.leeds.anglican.org/how-we-</u> can-help/finance-and-stewardship/finance-support/

- Church Fund Accounting
- Independent Examination Guidance
- PCC Charity Status
- PCC Funds
- Custodian Trust Administration
- Payroll Services
- Parish Share Explained
- Share Reports
- Non-Safeguarding Serious Incidents
- Useful Resources
- Treasurer Forum



XXXX PCC						
Receipts and Payments Accounts						
		Unrestricte d	Restricted	Endowme nt	TOTAL	FUNDS
	Note	Funds	Funds	Funds	2016	2015
		£	£	£	£	£
RECEIPTS						
Voluntary Receipts:						
Planned giving		29,400	-	-	29,400	27,200
Collections at services		9,900	-	-	9,900	10,600
All other giving/voluntary receipt	ts 5a	2,700	5,800	-	8,500	7,050
Gift Aid recovered		8,700	-	-	8,700	8,300
		50,700	5,800	0	56,500	53,150
Activities for generating funds	5b	3,500	-	-	3,500	4,250
Investment income	Se	4,600	950	-	5,550	5,300
Church activities	5d	5,400	-	-	5,400	5,150
Total receipts		13,500	950	0	14,450	14,700
PAYMENTS						
Church activities:						
Diocesan parish contribution		41,500	-	-	41,500	37,050
Clergy and staffing costs		1,900	-	-	1,900	1,800
Church running expenses	Se	13,700	1,850	-	15,550	15,250
Hall running costs		1,200	-	-	1,200	1,200
Mission giving and donations	5f	2,550	1,350	-	3,900	2,550
		0.050	2 200	0	64.050	E7.0E0

Model Accountancy Spreadsheet for Treasurers



Treasury Support

West Yorkshire Community Accountancy Service (<u>WYCAS</u>)



 Jennifer Robinson – Parish Support Accountant Email: <u>resourcingparishes@leeds.anglican.org</u>





TREASURER FORUM

Treasurer Forum - Diocese of Leeds



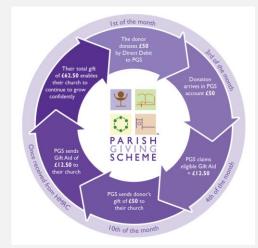
Key Objectives Of Forum

- $\circ~$ Provide training and resources for Treasurers
- Platform for feedback and ideas to improve our Treasurer Resources
- Enable better communication between Diocese and Treasurers
- Networking opportunity for Treasurers/ Treasurer Ambassadors
- June 2024 (67 attendees) Sept 2024 (50 attendees)

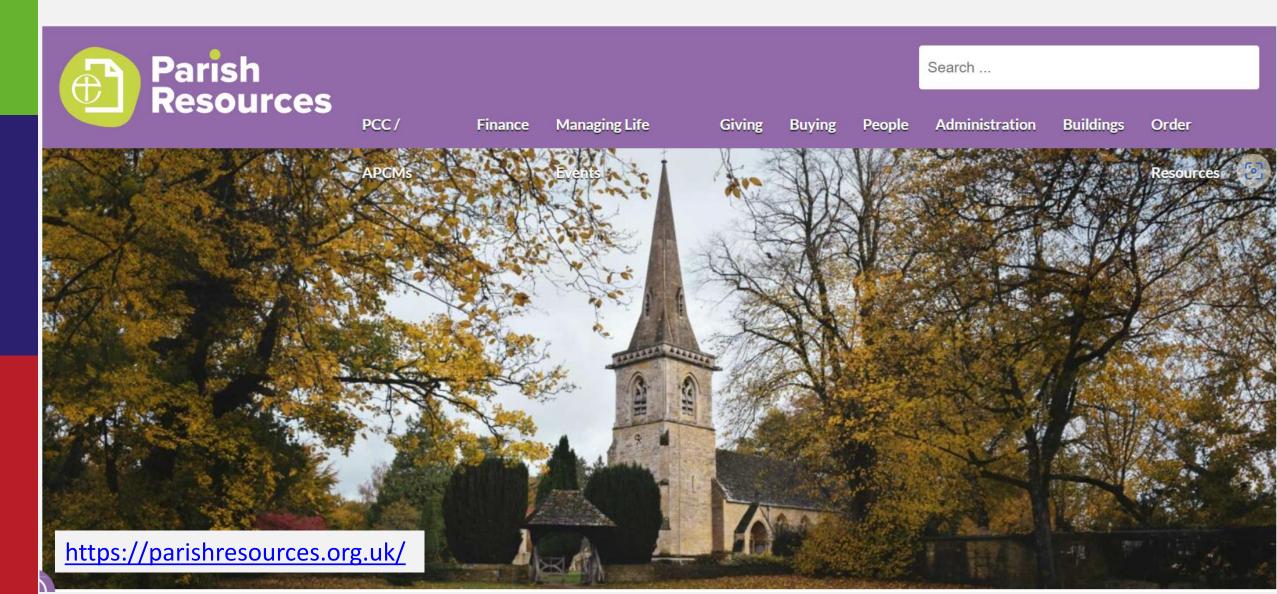
Next forum meeting January 28th 2025 @ 6.30pm



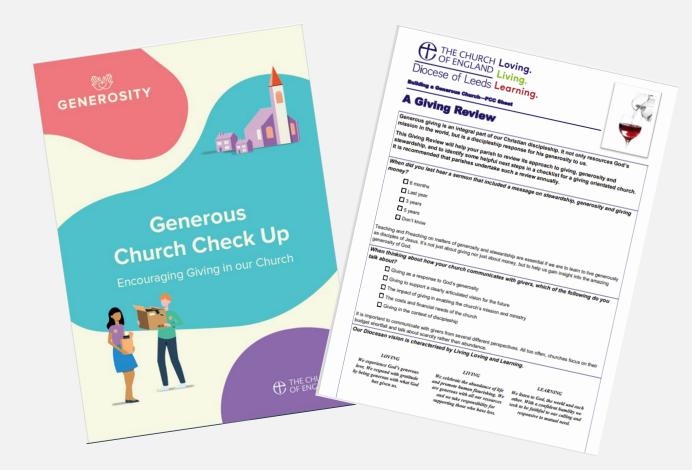




Parish Resources Website



Building a Generous Church Support & Resources



 Annual Check-up on "Giving <u>Health"</u>

> GENEROSITY WEEK 2024

Discover the joy of generosity

- Celebrate Successes
- Identify areas for improvement
- o Giving Programmes



Cornerstone Pilot Project

- Harrogate Deanery Pilot Autumn 2024 (36 Attendees: 15 churches)
- Parishes encouraged to analyse their giving culture/financial situation & identify growth areas
- Learning Tool supported by an online platform.
- Learning pathways to help parishes implement plans to increase giving



Cornerstone Dashboard

Dashboard	Church Data Pathways Grants Support	
	Janet Edmond Example Parish 73	
Church Finance	Church Outreach Church Culture	Show Graphs D Show Figures

The data provided by this comprehensive financial analysis tool can greatly enhance the management and well-being of your church. Equipped with insight into your church's finances, you're ready to embark on a path toward a financially stable future. It helps with making informed decisions, optimising budgets, allocating resources efficiently, planning, and ensuring transparency and trust within your church community.





30+ Learning Pathways

Dashboard Church Data Pathways	Grants Support	
Active Pathways		
Filters		
Parish Finances MINT Parish Outreach	IDEA Parish Culture	
Hold a Gratitude Service Organise and hold a themed Gratitude Service. This can be a standalone event, or as part of your Generosity Week.	Generosity Week - Prayer It takes time, support, and, above all, consistent prayer to grow a generous culture. This pathway will walk you through some tried and tested ways to embed gratitude and	Hold a Generosity Service Organise and hold a Generosity-themed Service. This can be a standalone event or as part of a Generosity Week.
Running a Generosity Week Run a Generosity Week in your church and dedicate eight days to exploring God's generosity to us, and how we can	Running a Giving Campaign Engage your church in generosity by running a vibrant giving campaign with our step-by-step guide	Celebrating a Generous Christmas A simple guide to encourage and facilitate giving at Christmas

Understanding Parish Share



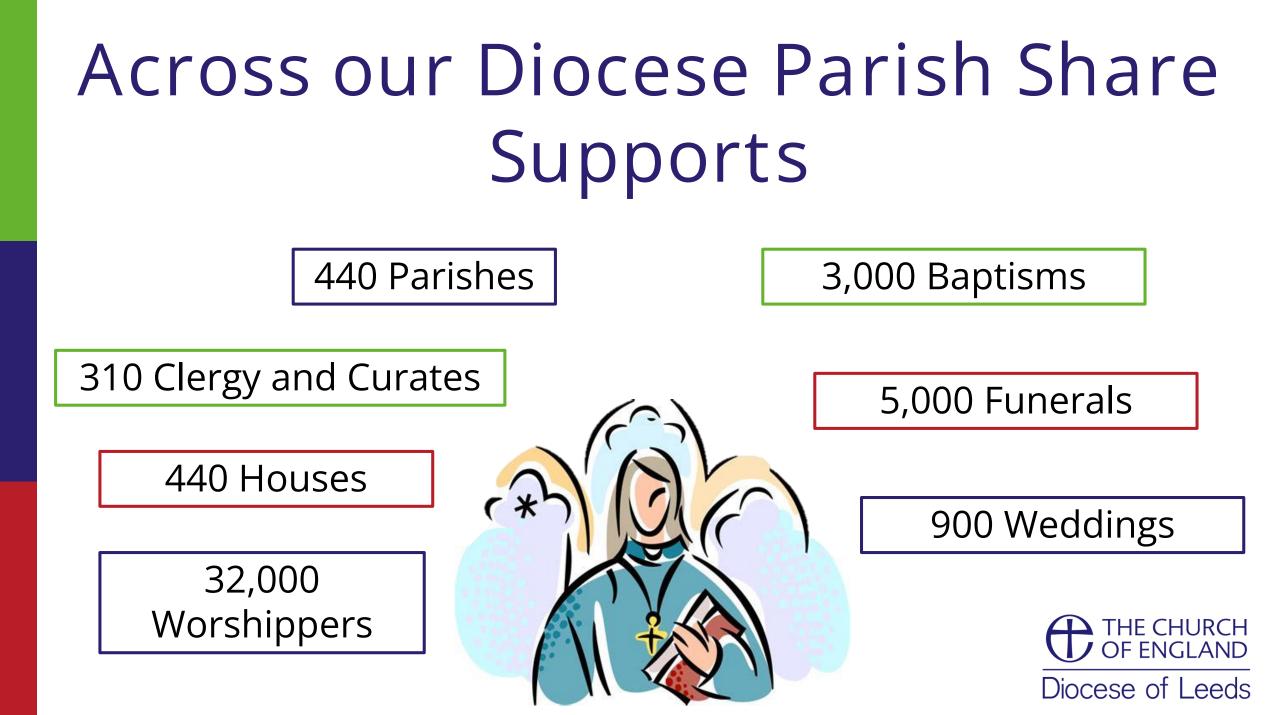


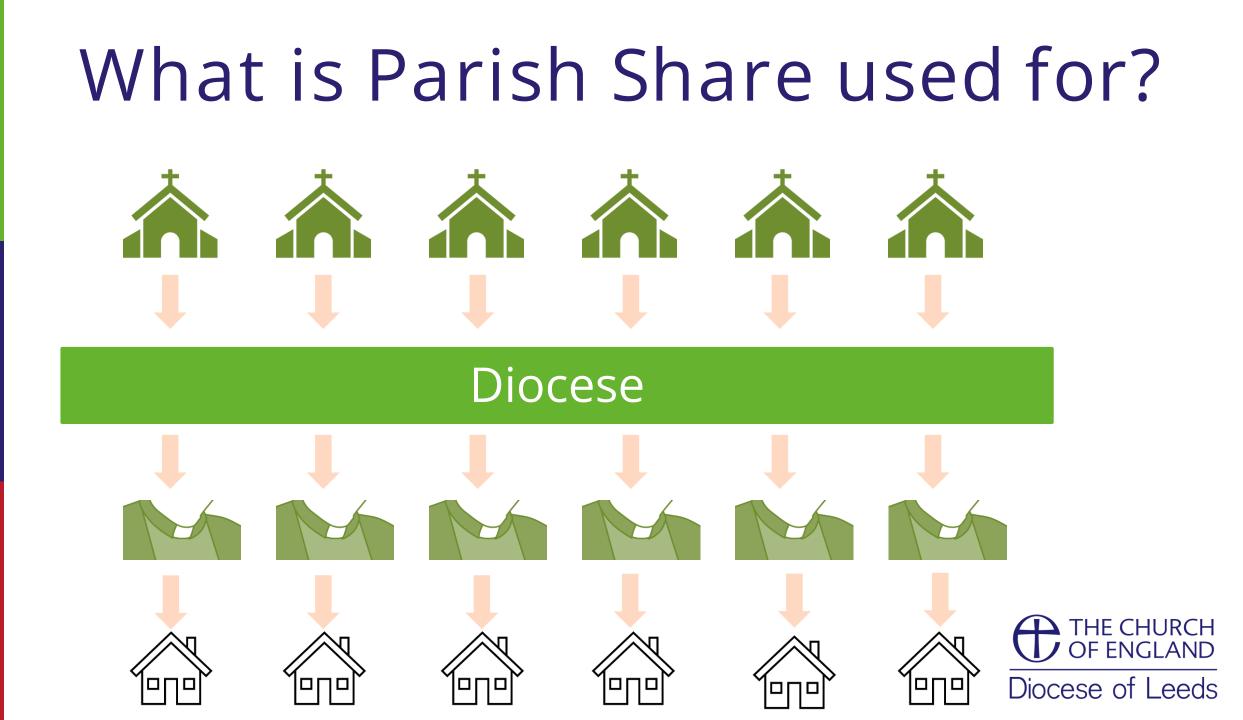
What is Parish Share?

Parish Share is the amount of money that your parish is asked to contribute to fund mission and ministry, specifically for:

Diocese of Leeds

- Clergy stipends
- Clergy housing





How is Parish Share Calculated?







How is Parish Share Calculated?



- Based on the number of stipendiary or house-forduty priests in the parish.
- \circ 67% of your share is based off this
- The total direct cost in 2024 for one clergy member is £66k (stipend, pension, housing, training)



How is Parish Share Calculated?



- \circ This factor takes into account the size of the church.
- Church attendance data is taken from the annual Statistics for Mission returns, looking at the Usual Sunday Attendance over the last few years (2019, 2022 and 2023).
- \circ The cost per attendee for 2024 is £934.68
- \circ 33% of share is based off this



How is Parish Share Calculated?



- Your overall request will increase or decrease based off your parish IMD rating (<u>Indices of Multiple Deprivation</u> <u>2019</u>)
- This allows the share system to include mutual support (less deprived parishes support the most deprived).
- Additional rural deprivation caps included
- o CUF Look-Up Tool



Your Parish Share Request

Detail	Note	Posts/ Number	100% Allocation	Factor Used	Value used in assessing share	
Resource/ Deployment factor						
Stipendiary	(i)	0.5	£ 33,062	67.00%	£ 22,152	
House for duty	(i)	0				
Church attendance factor	(ii)	80	£ 74,774	33.00%	£ 24,675	
Social economic factor	(iii/iv)				£ 81,947	
Baseline Parish Share for 2025					£128,774	
Capping Adjustments:						
Increase/decrease cap (+10% to -5%)	(v)			10.00%	(£ 17,660)	
Total Unrestricted Income (no more than 80%)	(vi)				(£ 1,517)	
(iidii 0076)						THE CH OF ENC
Share calculation for 2025					£109,597	
						Diocese of

Your Parish Share Request

Detail	Note	Posts/ Number	100% Allocation	Factor Used	Value used in assessing share
Resource/ Deployment factor					
Stipendiary	(i)	0.5	£ 33,062	67.00%	£ 22,152
House for duty	(i)	0			
Church attendance factor	(ii)	17	£ 15,889	33.00%	£ 5,244
Social economic factor	(iii/iv)				(£ 4,225)
Baseline Parish Share for 2025					£ 23,171
Capping Adjustments:					
Increase/decrease cap (+10% to -5%)	(v)			10.00%	(£ 8,985)
Total Unrestricted Income (no more than 80%)	(vi)				(£ 513)
Share calculation for 2025					£ 13,673

2025 Diocesan Budget



Diocese of Leeds

2019

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Actual Parish Share Income £13.9m

Actual Cost of Clergy in Parishes £14.6m

Decline in Parish Share

Actual Parish Share Income £12.4m

76%

77%

95%

Actual Cost of Clergy in Parishes £16.4m

2024

Expected Parish Share Income £12.4m

Expected Cost of Clergy in Parishes £16.1m

Your Parish Share is vital for sustaining ministry and mission across the Diocese of Leeds.



National Parish Share Report

- The National Giving Team collected data from all dioceses to find out about the effectiveness of Parish Share across the Church of England.
- 4 key findings based on communication of share from diocese office to parishes
 - Project Team
 - Multi-Year Approach
 - Communication Plan
 - Face-to-face events



Communicating Parish Share

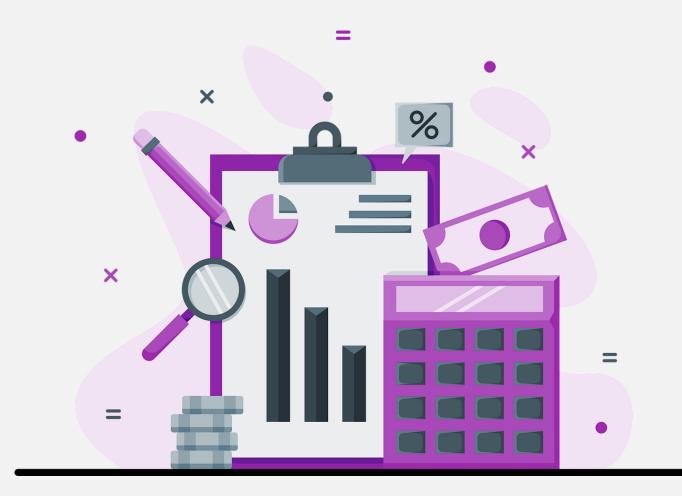
- Do people in your parish know what Parish Share is?
- Resources to help communication include:
 - $\circ~$ A video from Bishop Nick
 - \circ A letter from Bishop Nick
 - The Parish Share Guide
 - Parish Share Explained page on our website



Communicating Parish Share

- How confident do you feel discussing Parish Share with your PCC and congregation?
- What is your experience with discussing Parish Share with these groups?
- What is easiest to explain about Parish Share?
- What is most difficult to explain about Parish Share?

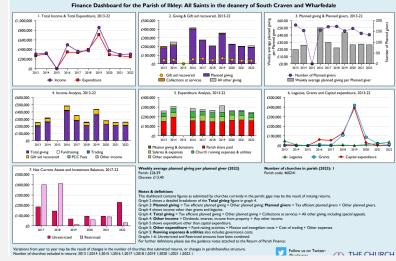
Exploring A Parish Financial Dashboard





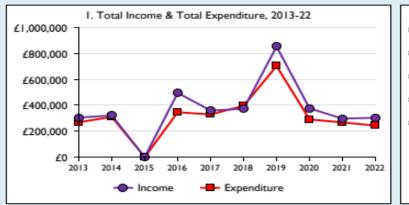
Financial Dashboard Uses:

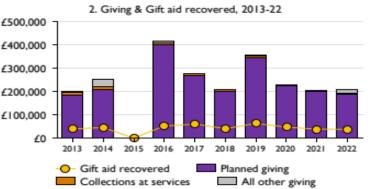
- Help you understand your parish finances areas of concern?
- Spot trends in parish income and expenditure
- Learn about parish giving culture
 - Tax efficient giving? (Gift Aid)
 - # Planned Givers/Average Weekly Giving (AWG)
 Generosity levels?
- Identify opportunities to grow income & make savings
- Training needs? assistance with grant applications/ legacy policy?
- Level of reserves too high? Charity Commission

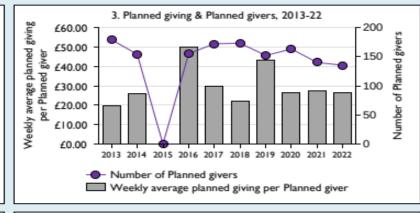


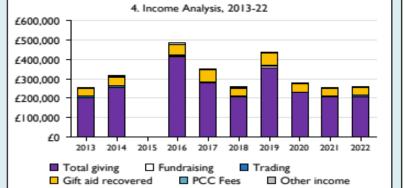


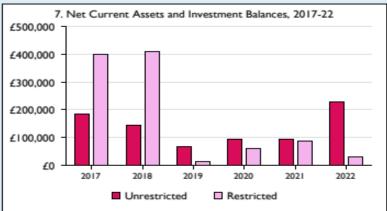
Finance Dashboard for the Parish

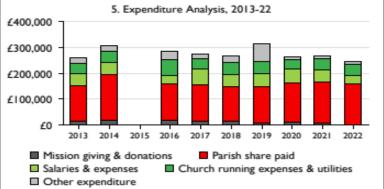




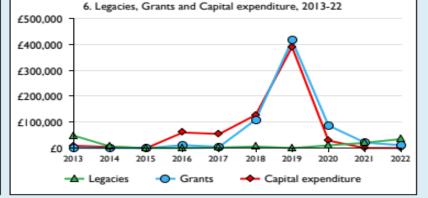








Weekly average planned giving per planned giver (2022) Parish: £26.59 Diocese: £13.40



Number of churches in parish (2023): I Parish code:

Notes & definitions

This dashboard contains figures as submitted by churches currently in the parish; gaps may be the result of missing returns.

Graph 2 shows a detailed breakdown of the Total giving figure in graph 4.

Graph 3: Planned giving = Tax efficient planned giving + Other planned giving; Planned givers = Tax efficient planned givers + Other planned givers. Graph 4 shows income other than grants and legacies.

Graph 4: Total giving = Tax efficient planned giving + Other planned giving + Collections at services + All other giving, including special appeals.

Graph 4: Other income = Dividends, interest, income from property + Any other income.

Graph 5 shows expenditure other than capital expenditure.

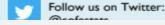
Graph 5: Other expenditure = Fund-raising activities + Mission and evangelism costs + Cost of trading + Other expenses.

Graph 5: Running expenses & utilities also includes governance costs.

Graphs I-6: Unrestricted and Restricted amounts have been combined.

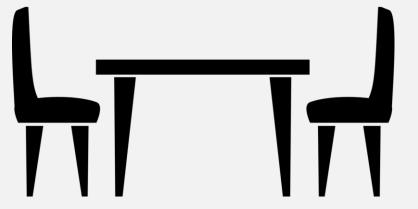
For further definitions please see the guidance notes attached to the Return of Parish Finance:

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Further Support

- Book a 1-2-1 meeting with us & explore your parish finance dashboard: <u>resourcingparishes@leeds.anglican.org</u>
- Browse our Stewardship Resources on Link Tree: <u>https://linktr.ee/resourcingparishes</u>
- Explore our website here.





Scan here to book a 1-2-1 Support Session

