

Advice on completion

More detailed Parish Accounts prepared on Receipts and Payments basis

Security of information

As you are preparing Parish Accounts by computer please ensure you regularly download your files onto a memory stick and retain in a location known to a church member. The location of paper records should be known by another person.

Contact details

The consultation with Parish Treasurers in 2009 revealed a need to produce simple spreadsheets to assist in the production of the Annual Report and Accounts for Parishes. It is hoped that these spread sheets will meet that need but it is likely that in using these spreadsheets you may feel they can be improved, in which case, the Representative Body would like to hear from you either by phone on 029 20 348200 David Holloman or Louise Davies or by email davidholloman@churchinwales.org.uk or louisedaviesetc. Please contact David or Louise if you have problems understanding what to do. They are ready to help.

Parish and year of account

Type the name of the parish in the spreadsheet "Receipts and Payments" in box b1 and the year of accounts in box e2 this will populate all the boxes in all the spreadsheets that require that information

Spreadsheets

Standard Form

This identifies which receipts and payments should go under which heading in the accounts.

Annual Report

The Constitution of the Church in Wales requires all Parishes to prepare an annual report. The ACAT Handbook provides Guidance on the layout of the Annual Report and this spreadsheet lists those items which should be included in the Annual Report to meet the requirements of the Church in Wales.

If the parish income is over £100,000 the Parish will need to be registered with the Charity Commission and the Charity Number should be included in the Annual Report.

Annual Financial Return

The Parish name, year of account and all figures will be automatically filled in from the Receipts and Payments spreadsheet.

Receipts and Payments

The following will need to be completed:
name of the Parish in box b1
year of account in box e2
previous years figures
total funds brought forward

All other figures will be filled in automatically from the following spreadsheets.

* **General Fund Receipts**

* **General Fund Payments**

* **Restricted Fund Receipts**

* **Restricted Fund Payments**

*The principles for completing these four spreadsheets will be the same ie the date received from / paid to and ref should be completed for each entry. The total box will fill automatically.

The columns WITH A BLACK TYPE HEADING will total automatically and cascade into the Receipts and Payments spreadsh. Where there is a blue type heading this is a more detailed breakdown of the main black type heading. When the blue columns are completed the figures will automatically fill the the black columns

Compressed Receipts

This spreadsheet is filled in automatically and is provided as a A4 printable compressed ver

Compressed Payments

This spreadsheet is filled in automatically and is provided as a A4 printable compressed ver

Statement of Assets and Liabilities

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INCOME AND EXPENDITURE ANALYSIS

INCOMING RESOURCES / RECEIPTS

Voluntary income	Planned giving	Regular planned giving by envelope schemes, bankers orders, GWADD, cheques, etc.
	Loose collections	All other loose collections, including offertory at occasional services (weddings, funerals, etc.)
	Donations:	All donations not already included in the categories above, including offertory boxes, income from trust funds, gift day receipts, and special appeals.
	For mission	Mission boxes; house to house collections; all amounts received specifically for mission and charities in the UK and overseas.
	Tax refunds	All tax recovered under the Gift Aid scheme (inc. GWADD tax refunds).
	Legacy gifts received	The capital value of legacies received.
	Grants	Lottery, CADW, and other grants received from Government, Local or Church authorities
Generated income	Money raising	Sales of work; Fetes; Magazine income; Bookstalls; Rentals from church and hall hire and use; (income must be shown gross).
	Fees	All fees for weddings; funerals; churchyard etc.
Investment income	Investment income	Rents from investment properties; bank interest; interest or dividends from investments.
Other incoming resources	Other Income	Insurance claims; profit on realisation of assets used for normal church purposes; i.e. profit on sale of property, etc..

RESOURCES EXPENDED / PAYMENTS

Support for Ministry	Parish share	Parish share payable to the Diocese
	Parochial expenses of clerics	All expenses incurred by the Parish Clerics (inc. NSMs) relating to Parish business as provided in the Church in Wales guide for the reimbursement of Clerics' expenses.
	Other	Payments to support assistant clergy; readers fees; curate stipend or contribution thereto; (but excluding expenses to be included in Clerics' expenses) Easter and Whitsun offerings
Parish Activities	Maintenance of services	Altar requisites; verger; organist, organ & choir; service books.
	General Parish Expenses	Meeting expenses. Bank charges Print; post; stationery, telephone; office and general expenses, depreciation, leasing; hire purchase; Audit or independent inspection fees; other professional fees and advice (e.g. accountancy, legal.); preparation of statutory reports; statutory fees; Cost of giving and gift aid envelopes; stewardship scheme costs, etc., Costs incurred (if any) with the management of investments (brokers, managers fees, etc.).
Church Property	Maintenance of churches	Light, heat, water charges, insurance premiums, general repairs and maintenance, cleaning, etc. Interest on Parish Loans.
	Maintenance of other property	All church property expenses, including churchyards and church halls, but excluding the church building. Interest on Parish Loans
	Exceptional expenditure	Non-recurring major items of expenditure (e.g. major building repairs, renovations, extensions), inc. associated professional fees. Additions to Church furnishings
Grants and other Financial Support	Mission: Parish	Evangelism; education; Sunday school; youth club; all payments to youth worker; local projects; caring groups; other secular contacts within the Parish Cost of church magazines, newsletters, publicity, Easter and Christmas cards.
	Mission: Home/World	Other UK church organisations, other UK charities Support of Diocesan projects Support of the church and other charitable causes overseas.
Other resources Expended	Capital payments	Purchase of Assets for Church Purposes Purchase of Investments Transfer to term deposits Loans made, repayment of loans received
	Cost of Money Raising	All costs associated with "Money Raising" income.

The Annual Report and Accounts for Parishes in Wales should also include the following:

Objectives of the Parish

(The following are those agreed with the Charity Commission to protect the charitable status
You can select those appropriate to your Parish

The provision of regular public worship

The provision of sacred space for personal prayer and contemplation.

Pastoral work, including visiting the sick and the bereaved.

Teaching of Christianity through sermons and small groups

Taking of Assemblies in local schools

Promotion of Christianity through staging of events and services, and the distribution of literature

The provision of a youth club with Christian ethos.

Promoting the whole mission of the Church in Wales in aiding community cohesion through provision of activities for people, mothers and toddlers and other specific groups

Notes to the Accounts (Financial Statements)

Arrears of Parish Share/Quota

A statement of whether or not there are any arrears of parish share or quota due to the Diocesan Board of Finance

Assets for Church Purposes

Churches, Churchyards and Vicarages are vested in the Representative Body of the Church in Wales, and are not

The Church in Wales Constitution including the Accounting Regulations include the other requirements of the Church

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or older

: Parish assets.

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Diocese Llandaff Archdeaconry Morgannwg
 Parish of St Catherine Pontypridd (L107)

ANNUAL FINANCIAL RETURN FOR 2012

Dedication of all Churches included in this return
St Catherine's Pontypridd

PLEASE REFER TO THE GUIDANCE NOTES & TO THE INCOME & EXPENDITURE ANALYSIS WHEN FILLING IN THIS RETURN
 ROUND ALL FIGURES TO NEAREST £

INCOME AND EXPENDITURE

		Unrestricted Funds	Restricted Funds	Total of all Funds £
INCOMING RESOURCES / RECEIPTS				
Voluntary income	Planned giving	37,510.85	0.00	37,510.85
	Loose collections	6,229.87	0.00	6,229.87
	Donations:	27,828.27	0.00	27,828.27
	For Mission	3,125.17	0.00	3,125.17
	Tax refunds	12,705.57	0.00	12,705.57
	Legacy gifts received	0.00	0.00	0.00
	Grants	1,400.00	749,882.46	751,282.46
Generated income	Money raising	0.00	0.00	0.00
	Fees	0.00	0.00	0.00
Investment income		336.24	0.00	336.24
Other incoming resources		6,012.12	0.00	6,012.12
TOTAL INCOMING RESOURCES / RECEIPTS		95,148.09	749,882.46	845,030.55
RESOURCES EXPENDED / PAYMENTS				
Support for Ministry	Parish share	40,351.32		40,351.32
	Parochial expenses of clerics	446.90	0.00	446.90
	Other	240.00	0.00	240.00
Parish Activities	Maintenance of services	1,963.38	0.00	1,963.38
	General Parish expenses	6,398.73	0.00	6,398.73
Church Property	Maintenance of churches	10,910.36	0.00	10,910.36
	Maintenance of other property	2,044.79	0.00	2,044.79
	Exceptional expenditure	0.00	470,291.45	470,291.45
Grants and Financial Support	Parish	3,164.77	42,656.73	45,821.50
	Home/World	5,559.02	0.00	5,559.02
Other Resources Expended	Capital Payments	19,890.74	0.00	19,890.74
Cost of Money Raising	Cost of Money Raising	0.00	0.00	0.00
TOTAL RESOURCES EXPENDED / PAYMENTS		90,970.01	512,948.18	603,918.19

BALANCE OF TOTAL FUNDS

Brought forward 1st January	2012	5127.39	15290.12	20417.51
Carried forward 31st December	2012	9279.52	267588.51	276868.03

Incumbent name Rev Peter Lewis Treasurer name David Tazzini-Lloyd
 Signature _____ Signature _____
 The Treasurer is required to sign this return
 Date _____

Note No

Incoming Resources/Receipts

	General Funds	Restricted Funds	2012 Total	Previous Year
Voluntary Income				
Planned giving	37,510.85	0.00	37,510.85	
Loose Collections	6,229.87	0.00	6,229.87	
Donations	27,828.27	0.00	27,828.27	
For Mission	3,125.17	0.00	3,125.17	
Tax Refunds	12,705.57	0.00	12,705.57	
Legacy gifts received	0.00	0.00	0.00	
Grants	1,400.00	749,882.46	751,282.46	
Generated Income				
Money Raising	0.00	0.00	0.00	
Fees	0.00	0.00	0.00	
Investment Income	336.24	0.00	336.24	
Other Incoming Resources	6,012.12	0.00	6,012.12	
Total Incoming Resources/Receipts	95148.09	749882.46	845030.55	

Resources Expended/ Payments

Support for Ministry				
Parish Share	40,351.32		40,351.32	
Parochial Expenses of Clerics	446.90	0.00	446.90	
Other	240.00	0.00	240.00	
Parish Activities				
Maintenance of Services	1,963.38	0.00	1,963.38	
General Parish Expenses	6,398.73	0.00	6,398.73	
Church Property				
Maintenance of Churches	10,910.36	0.00	10,910.36	
Maintenance of other property	2,044.79	0.00	2,044.79	
Exceptional expenditure	0.00	470,291.45	470,291.45	
Grants and Financial Support				
Parish	3,164.77	42,656.73	45,821.50	
Home/World	5,559.02	0.00	5,559.02	
Other Resources Expended				
"Capital Payments"	19,890.74	0.00	19,890.74	
Cost of Money Raising	0.00	0.00	0.00	
Total Resources Expended/Payments	90,970.01	512,948.18	603,918.19	0.00
Net Movement in Funds	4,178.08	236,934.28	241,112.36	0.00
Transfers between Funds				
Total Funds brought forward				
Total Funds carried forward	4,178.08	236,934.28	241,112.36	0.00

See ACAT Handbook

Notes (Should include)

Profits and losses on Investments

List of Trust Funds held by the Parish or the Representative Body

Other Assets held by the Parish

NB The Church building, its contents and the churchyard are vested in the Representative E of the Church in Wales and do not form part of the assets of the Parish.

body

Compressed Payments			Total	Parish Share	Expenses of Clerics	Other Support for Ministry	Maintenance of Services	General Parish Expenses	Maintenance of Churches
Date	Paid to	Ref							
03/01/2012	DD Ecclesiastical 9081528	0	178.44	0	0	0	0	0	178.44
03/01/2012	DD Open Doors	0	20	0	0	0	0	0	0
03/01/2012	BT Group	0	27.19	0	0	0	0	27.19	0
03/01/2012	CORD	0	20	0	0	0	0	0	0
03/01/2012	Intercontinental	0	20	0	0	0	0	0	0
03/01/2012	Llandaff Diocese	0	3362.61	3362.61	0	0	0	0	0
03/01/2012	St Caths Plus C Knowles	0	5	0	0	0	0	0	0
03/01/2012	St Cats Kidz C Knowles	0	5	0	0	0	0	0	0
03/01/2012	Christian Blind Mission	0	20	0	0	0	0	0	0
03/01/2012	Bible Society	0	20	0	0	0	0	0	0
04/01/2012	Leprosy Mission	0	20	0	0	0	0	0	0
10/01/2012	SWALEC 386615131	0	10	0	0	0	0	0	0
10/01/2012	SWALEC GAS 466693131	0	20	0	0	0	0	0	0
11/01/2012	D Tazzini-Lloyd	101889	11.27	0	0	0	0	11.27	0
13/01/2012	The Mayors Charity Appeal	0	301.21	0	0	0	0	0	0
16/01/2012	SWALEC 919119011	0	35	0	0	0	0	0	0
20/01/2012	SWALEC Gas 310481111	0	77	0	0	0	0	0	0
20/01/2012	SWALEC Gas 722160511	0	585	0	0	0	0	0	585
23/01/2012	Dwr Cymru 816003130018	0	22.07	0	0	0	0	0	0
23/01/2012	Dwr Cymru 816003130027	0	59.96	0	0	0	0	0	59.96
23/01/2012	Soteria Trust	0	19	0	0	0	0	0	0
25/01/2012	D Tazzini-Lloyd	101890	14.37	0	0	0	14.37	0	0
25/01/2012	D Tazzini-Lloyd	101891	16.47	0	0	0	0	16.47	0
01/02/2012	DD Ecclesiastical 9081528	0	178.32	0	0	0	0	0	178.32
01/02/2012	DD Open Doors	0	20	0	0	0	0	0	0
01/02/2012	BT Group	0	23.26	0	0	0	0	23.26	0
01/02/2012	CORD	0	20	0	0	0	0	0	0
01/02/2012	Intercontinental	0	20	0	0	0	0	0	0
01/02/2012	Llandaff Diocese	0	3362.61	3362.61	0	0	0	0	0
01/02/2012	St Caths Plus C Knowles	0	5	0	0	0	0	0	0
01/02/2012	St Cats Kidz C Knowles	0	5	0	0	0	0	0	0
01/02/2012	Christian Blind Mission	0	20	0	0	0	0	0	0
01/02/2012	Bible Society	0	20	0	0	0	0	0	0
01/02/2012	Leprosy Mission	0	20	0	0	0	0	0	0
06/02/2012	Tsf to Wages Account	0	1400	0	0	0	0	0	0
08/02/2012	M Broadway (fundraising)	101893	50	0	0	0	0	50	0
09/02/2012	Hope Africa (Pacnet)	0	192.5	0	0	0	0	0	0
10/02/2012	P Tazzini-Lloyd	101894	4.97	0	0	0	0	0	0
10/02/2012	SWALEC Vicarage Elect	0	10	0	0	0	0	0	0
10/02/2012	SWALEC Vicarage Gas	0	20	0	0	0	0	0	0
14/02/2012	SWALEC 919119011	0	35	0	0	0	0	0	0
17/02/2012	E Sowerby (fundraising)	101892	185	0	0	0	0	185	0
20/02/2012	SWALEC Gas 310481111	0	77	0	0	0	0	0	0
20/02/2012	SWALEC Gas 722160511	0	585	0	0	0	0	0	585
21/02/2012	Soteria Trust	0	19	0	0	0	0	0	0
23/02/2012	Dwr Cymru 816003130018	0	22.07	0	0	0	0	0	0
23/02/2012	Dwr Cymru 816003130027	0	55.96	0	0	0	0	0	55.96
23/02/2012	Transfer to Building Account	0	1000	0	0	0	0	0	0
29/02/2012	J Davies	101895	34.9	0	0	0	34.9	0	0
29/02/2012	M Broadway (fundraising)	101898	50	0	0	0	0	50	0
29/02/2012	D Tazzini-Lloyd	101897	12.5	0	0	0	0	12.5	0
01/03/2012	DD Open Doors	0	20	0	0	0	0	0	0
01/03/2012	DD Ecclesiastical 9081528	0	178.32	0	0	0	0	0	178.32

Maintenan of Other Property	Exceptional Expenditure	Mission Parish	Mission Home and World	Capital Payments	Cost of Money Raising
0	0	0	0	0	0
0	0	0	20	0	0
0	0	0	0	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	0	0	0	0
0	0	5	0	0	0
0	0	5	0	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	0	20	0	0
10	0	0	0	0	0
20	0	0	0	0	0
0	0	0	0	0	0
0	0	0	301.21	0	0
35	0	0	0	0	0
77	0	0	0	0	0
0	0	0	0	0	0
22.07	0	0	0	0	0
0	0	0	0	0	0
0	0	0	19	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	20	0	0
0	0	0	0	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	0	0	0	0
0	0	5	0	0	0
0	0	5	0	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	0	0	0	0
0	0	5	0	0	0
0	0	5	0	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	0	20	0	0
0	0	1400	0	0	0
0	0	0	0	0	0
0	0	0	192.5	0	0
4.97	0	0	0	0	0
10	0	0	0	0	0
20	0	0	0	0	0
35	0	0	0	0	0
0	0	0	0	0	0
77	0	0	0	0	0
0	0	0	0	0	0
0	0	0	19	0	0
22.07	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	1000	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	20	0	0
0	0	0	0	0	0

