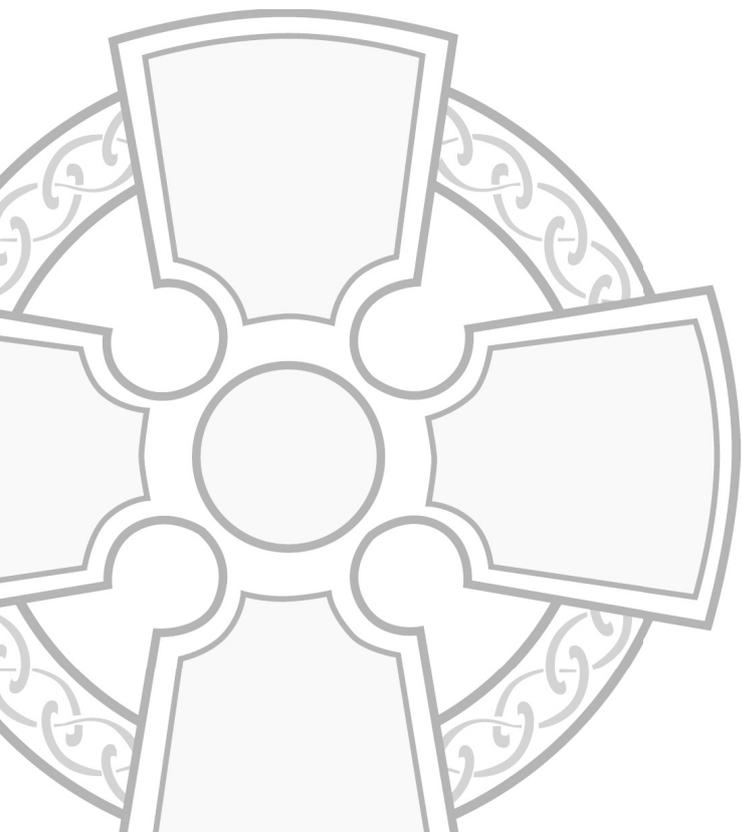


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THE CHURCH  
IN WALES

# Annual Church Finance Return 2021



# ANNUAL CHURCH FINANCIAL RETURN 2021

## Collection of Data

The Church in Wales has been collecting data from parishes for over 20 years, and is now able to produce valuable statistics on dioceses, archdeaconries and parishes over this period. Collection at church level is new at the request of your Diocese.

From this data, a 'Membership and Finances' leaflet is prepared for the Governing Body in September each year.

## Guidance Notes

Guidance notes to assist you in the completion of your forms are enclosed within this booklet, and can also be found on the Church in Wales' website at:

[https://www.churchinwales.org.uk/en/publications/administration-and-business/Membership\\_and\\_Finance>Returns/](https://www.churchinwales.org.uk/en/publications/administration-and-business/Membership_and_Finance>Returns/)

## Online Submission Link

<https://mfwales.dioce.se>

## Deadline Date

Please could you ensure that the Finance Return is sent back to Helen Clifford, The Church in Wales, 2 Callaghan Square, Cardiff, CF10 5BT by 1st July 2022.

## Helpline

If you require assistance with completion of the form, please contact:

Diocese	Name	Phone Number	Email Address
St Asaph	Adam Taylor	01745 532583	adamtaylor@cinw.org.uk
St Davids	Anne Forman	01267 236145	anneforman@cinw.org.uk

## Guidance Notes

**At the request of your Diocese collection of data will now be at church level. Your Diocese will be able to access this information at church level however it will be used at parish level for purposes of the Membership and Finance Report produced for the Governing Body.**

The following detailed notes provide a breakdown of the categories of income and expenditure which should go into each box.

### Income / Receipts from:

<b>Donations and Legacies</b>	Planned Giving	Regular planned giving by envelopes, standing orders, cheques, Gift Direct etc.
	Loose Collections	All loose collections, including offertory at occasional services (weddings, funerals etc).
	Donations	All donations not included in the categories above, including offertory boxes, 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 Reclaims – Gift Aid	Tax recovered on Gift Aid, including Gift Direct tax refunds but excluding the Gift Aid Small Donations Scheme.
	Tax Reclaims – GASDS	Tax recovered under the Gift Aid Small Donations Scheme only.
	Legacies	The capital value of legacies received, and the number of legacies received.
	Grants	Lottery, CADW, and other grants received from Government, Local or Church authorities.
<b>Charitable Activities</b>	Fees	All fees for weddings, funerals, churchyards etc.
<b>Other Trading Activities</b>	Money Raising	Sales of work, fetes, magazine income, bookstalls, rent from church and hall hire and use (income must be shown gross). Easter and Christmas cards (if used for money raising).
<b>Investments</b>		Rent from investment properties, bank interest, dividends from investments, income from trust funds.
<b>Other</b>		<p><i>Accruals basis:</i> Insurance claims, gains on disposals of fixed assets used for church purposes.</p> <p><i>Receipts &amp; Payments basis:</i> Insurance claims, sale of assets for Church purposes, sale of Investments, transfer from term deposits, loans received, repayment of loans made.</p>

## Expenditure / Payments on

<b>Charitable Activities</b>	Support for Ministry	Parish Share	The church's contribution to parish share payable to the Diocese.
		Parish Share Discounts	Any discounts on Parish Share should be netted off the Parish Share Expenditure.
		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's stipend or contribution thereto; (but excluding expenses).
<b>Parish Activities (but for your church only)</b>	Parish Activities (but for your church only)	Maintenance of Services	Altar requisites, verger, organist, organ and choir, service books.
		General Parish Expenses	Meeting expenses, bank charges, printing, postage, stationery, telephone, office and general expenses, depreciation, leasing, hire purchase. Audit or independent examiners' fees, other professional fees and advice (e.g. accountancy fees), preparation of statutory reports, statutory fees.
<b>Church Property</b>	Church Property	Maintenance of Churches	Electricity, gas, water, insurance, general repairs and maintenance, cleaning, 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 (major building repairs, renovations, extensions), associated professional fees. Additions to church furnishings.
<b>Mission and Grants</b>	Mission and Grants	Parish (but for your church only)	Evangelism, education, Sunday School, youth club, payments to youth workers, local projects, caring groups, other secular contacts within the parish. Cost of church magazines, newsletters, publicity. Easter and Christmas cards (if not used for money raising).
		Home / World	Other UK Church organisations, other UK charities. Support of diocesan projects. Support of the Church and other charitable causes overseas.
<b>Other</b>		Capital Payments	Any expenditure not included above. <i>Receipts &amp; Payments basis:</i> Purchase of assets for Church purposes, purchase of investments, transfers to term deposits; loans made, repayment of loans received.
<b>Raising Funds</b>		Cost of Money Raising	All costs associated with raising income, cost of gift aid envelopes, costs incurred with the management of investments.

<b>NET INCOME / EXPENDITURE or RECEIPTS / PAYMENTS EXCESS</b>		This box should equal the total income / receipts less the total expenditure / payments boxes.
<b>Transfers between Funds</b>		Any transfer from one type of fund to another; (e.g. from unrestricted to restricted). The total of all transfers must net to zero. Transfers between funds (which comes below 'Net Income/Expenditure or Receipts/ Payments Excess') should represent any transfer between Unrestricted and Restricted funds. <b>IT MUST NOT</b> represent transfers between bank accounts, unless the parish holds separate bank accounts for their Unsolicited and Restricted funds.
<b>Other Recognised Gains / (Losses)</b>	On revaluation of fixed assets	Any gain or loss on revaluation of fixed assets used for church purposes; any actual gain or loss on disposal must be dealt with as either income or additional depreciation above.
	On investments	Any gain or loss arising on disposal or revaluation of investment assets.
<b>NET MOVEMENT IN FUNDS</b>	Fund Balances Carried Forward	This box should be the total of the net income / expenditure etc, the transfer of funds, the other recognised gains and (losses). Please ensure that the 'Net Movement in Funds' plus the 'Fund Balance Brought Forward' equates the 'Fund Balance carried forward!
<b>FUND BALANCES</b>		<i>Accruals basis:</i> The Fund Balances should equal the Balance Sheet total.  <i>Receipts and Payments basis:</i> The fund balance will be the total of 'cash funds' plus ' other monetary assets' plus 'investments' less 'liabilities, as shown on the statement of assets and liabilities.

## Common errors in completing the Finance Return

### 1. Definitions of General Funds, Designated Funds and Restricted Funds

Parishes are often confused by the classification of General Funds and Restricted Funds.

- **General Funds / Unrestricted Funds** are income or income funds which can be spent at the discretion of the PCC members (trustees) in furtherance of any of the parish's objects.
- **Designated Funds** are part of the unrestricted funds which the PCC have earmarked for a particular project or use, without restricting or committing the funds legally. The designation may be cancelled by the PCC if they later decide that the parish should not proceed or continue with the use or project for which the funds were designated

Designated Funds should be included within General Funds on the financial return.

- **Restricted Funds** are funds subject to specific trusts, which may be declared by the donor(s) or with their authority (e.g. in a public appeal) or created through legal process, but still within the wider objects of the parish. Restricted funds may be restricted income funds, which are spent at the discretion of the PCC in furtherance of some particular aspect(s) of the objects of the parish.
- **Endowment Funds**, where the assets are required to be invested or retained for actual use rather than spent, should be included in the Finance Return under Restricted Funds. However it should be noted that they should be shown under Endowment Funds in the parish accounts.

### 2. Investment Gains and Losses

There is now a separate line on the form for other recognised gains and losses.

Whilst it is recognised that parishes preparing their accounts on a Receipts and payments basis will not have any investment gains / losses in their Receipts and Payments Account, any investment gains / losses should be entered into this line on the Finance Return.

### 3. Deposit accounts

There is often confusion surrounding the bank deposit accounts. Transfers to and from your accounts should be treated the same as for any other transfer between bank accounts - you should ensure that you **do not** double-account for the transfer, i.e. do not include the transferred amounts within your income or expenditure.

### 4. Inclusion of all bank balances

ALL bank balances held by the PCC, including deposit and savings accounts, must be included within your total funds.

### 5. Amendments to the form

Please do not amend the forms in any way – the forms are designed for the information to be directly input into the database.

Please enter the amounts from your accounts directly into the form –

**DO NOT** add any further rows or columns to this form.

## ANNUAL CHURCH FINANCIAL RETURN 2021

Diocese: ..... Archdeaconry: .....

Parish of: .....

Church of: .....

**PLEASE REFER TO THE GUIDANCE NOTES WHEN FILLING IN THIS RETURN. ROUND ALL FIGURES TO NEAREST £**

### INCOME AND EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total of all Funds £
<b>INCOME / RECEIPTS from</b>			
Donations and Legacies			
Planned Giving .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loose Collections .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Donations .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
For Mission .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Reclaims – Gift Aid .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Reclaims – GASDS .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legacies (no. received) <input style="width: 50px;" type="text"/> .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grants .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Charitable Activities			
Fees .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Trading Activities			
Money Raising .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Investments			
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other			
.....	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b> .....	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>

### EXPENDITURE / PAYMENTS on

<b>Charitable Activities</b>			
Support for Ministry			
Parish Share .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parochial Expenses of Clerics .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parish Activities			
Maintenance of Services .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
General Parish Expenses .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Church Property			
Maintenance of Churches .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maintenance of other Property .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exceptional Expenditure .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mission and Grants			
Parish .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home / World .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other			
Capital Payments .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Raising Funds			
Cost of Money Raising .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b> .....	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>

<b>NET INCOME / EXPENDITURE or RECEIPT / PAYMENTS EXCESS</b> .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers between Funds .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Recognised Gains / (Losses) .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>NET MOVEMENT IN FUNDS</b> .....	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>
<b>FUND BALANCES</b>			
<b>Brought forward 1 January</b> .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Carried forward 31 December</b> .....	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>

Cleric's name: ..... Treasurer's name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....