

Roman Catholic Diocese of Lancaster

ANNUAL PARISH FINANCIAL RETURN

FOR THE YEAR ENDED 5 APRIL

Parish:

[This return form is also available in spreadsheet format](#)

Use this return for the main bank account only, a supplementary return should be completed for all other accounts

Certificate of Parish Priest

I certify that:

- a the information in this return relates to the Main Parish Bank Account
- b Information relating to supplementary parish bank accounts is given in* additional enclosed returns
- c all funds belonging to the parish are held in bank accounts at HSBC Lancaster, or held with the diocese
- d information provided in Section Three (Restricted Funds) is contained in and extracted from Sections One, Income & Two, Expenditure
- e the number of parish employees has been provided in Section Four
- f all personal data held by the parish is kept secure in accordance with the Data Protection Law Guidelines Issued with the Secretary to the Trustees' letter dated 7 February 2002

Signature of Parish Priest

Date of Signature

*insert number of supplementary returns enclosed

Prepared by:

Name

Signature

Date

Independent Examiner

Name

Signature

Date

SECTION TWO (EXPENDITURE)

Expenditure from the Parish Ledger

Description		£	p
E.4(a) Special Collections paid out - do not include collections kept within the Parish	7700		
E.4(b) Donations made - include any gifts or donations not included in E.4(a)	7930		
E.5(a) Clergy Allowance	7001		
E.5(b) Clergy Travel	7101		
E.5(c) Clergy NI	7002		
E.6 Courses, conferences, retreats and supply costs	7030		
E.7 Missals, flowers, candles, wine, altar breads, choir, servers	7610		
E.8 Papers, books, votives, candles, repository goods for resale	5100		
E.9 House and church heat, light and power	7366		
E.10 Housekeeping, including papers, food, etc	7050		
E.11 Insurance, water rates, council tax etc	7371		
E.12 Property Improvements, repairs and professional fees for projects up to a total cost of £5,000	7220		
E.13 Stationery, post, telephone & sundry office	7500		
E.14 Wages of housekeeper, gardener, secretary etc			
E14(a) Net	7003		
E14(b) NI			
E14(c) PAYE			
E.15 Expenditure relating to fetes, bazaars, draws etc	5010		
E.16 Hall costs	7255		
E.17 Diocesan levy	7915		
E18(a) Repayment of your Diocesan Loan			
E18(b) Transfers to other Parish Bank Accounts (This should agree with figures in your supplementary returns)			
E18(c) Investment in PIF			
E.19(a) Building projects costing more than £5,000 - please itemise in Box 6.3	7220		
E.19(b) Other - please itemise in Box 6.4			
E.20 Total of Boxes E.4 to E.19 (Transfer to Box 8.9)			

SECTION THREE

Restricted Funds

Restricted funds are those which have been donated for a specific purpose in the parish either unsolicited or by special appeal, and therefore may only be used for that purpose. Please give below totals of income and expenditure in this category.

There is a statutory requirement to declare what proportion of your income and expenditure was for restricted purposes, hence the need for this analysis.

Fund Name				TOTAL
Income				
3.1 Total of donations/collections during the year for specific purposes				
3.2 Total of legacies during the year for specific purposes				
3.3 Total from fundraising during the year for specific purposes				
3.4 Total income				
3.5 Expenditure (Total expenditure from income raised during the year for specific purposes)				
3.6 Income less expenditure for year Boxes 3.4 - 3.5				
3.7 Fund balance b/f				
3.8 Fund balance c/f Boxes 3.7 + or - 3.6				

Some examples of parish restricted funds: Building Fund, Organ Fund, Millennium Fund

IMPORTANT NOTES

All this information is included in the Income and Expenditure Sections, Sections One & Two, of your financial return. This does not relate to special collections.

Funds received should be included in **Boxes 1.7, 1.8(a), 1.8(b) 1.12 or 1.16(d)** and funds used in **Boxes E.4(b), E.12, E.15, E.16, E.19(a)**.

Do not include any income or expenditure entered on any supplementary return.

SECTION FOUR

Employees

There is a legal responsibility to disclose the number of employees we have.

4.1	Number of employees at the start of the financial year	_____
4.2	Number of employees at the end of the financial year	_____
<p>NB An employee is defined as one who receives or has received remuneration for work undertaken during at least one week in the year</p>		

SECTION FIVE

Special Collections

There is a statutory responsibility to forward all funds raised or collected for other charities, religious orders, restricted diocesan funds to their rightful destination, for which a clear audit trail is necessary. Please complete the following table as accurately as possible.

	Total Amount Collected		Total Amount Forwarded (for levies please insert levied amount)		Date Forwarded
	£	p	£	p	
5.1 Collections Forwarded to the Diocese			5.2		
Catholic Education Services					
Holy Places					
World Communications Day					
Peter's Pence					
CATEW Levy					
Home Missions					
Bishop's Administration Fund					
Youth Sunday					
Poor Missions Fund					
Eccleslastical Education Fund					
Lenten Alms					
Day For Life					
Good Shepherd Fund					
Crib Adoption Support					
Lourdes					
Other - please name.....					
Sub Total 5.1			Sub Total 5.2		
5.3 Collections Forwarded to the Charity			5.4		
All CAFOD including Family Fast Days					
Apostleship of the Sea					
World Missions (APF)					
Other - please name.....					
Other - please name.....					
Sub Total 5.3			Sub Total 5.4		
5.5 Collections Retained by the Parish Priest or within the Parish			5.6		Where forwarded
Sick & Retired Priests Fund					
Christmas Offerings					
Easter Offerings					
Other - please name					
Sub Totals 5.5			Sub Totals 5.6		
5.7 TOTALS			5.8 TOTALS		
Boxes 5.1 + 5.3 + 5.5			Boxes 5.2 + 5.4 + 5.6		
(MUST = Box 1.5 + 1.6.) Please give a brief explanation if there is a difference			MUST = Box E.4(a). Please give a brief explanation if there is a difference.		

I have examined the records of all Special Collections taken in the Parish for the year ended 5 Apriland confirm that the information above is a true and accurate record. Any exceptions have been noted below.

Signed by Independent Examiner _____

Confirmed by parish Priest _____

Independent Examiner: Please write your comments on any exceptions: _____

SECTION SIX: Additional information - items requiring further analysis

INCOME

6.1 Bequests & Legacies Received

	£	p
TOTAL - MUST agree to Box I.8(b)		

6.2 Other receipts

	£	p
TOTAL - MUST agree to Box I.16(d)		

EXPENDITURE

6.3 Building projects costing more than £5,000

	£	p
TOTAL - MUST agree to Box E.19(a)		

6.4 Other expenditure do not include any expenditure already included in [Boxes E.4 to E.19\(a\)](#)

	£	p
TOTAL - MUST agree to Box E.19(b)		

SECTION SEVEN: Year End Bank Balance

This reconciliation is for the Main Parish Bank Account only. Reconciliations for other bank accounts should be completed on Supplementary Account Returns

Account No: _____

£		p

7.1 Balance per bank statement as at 5 April

Reconciling items:

Add: receipts recorded in cash book not yet on bank statements

Detail	Amount	
	£	p
7.2 _____		

Sub Total		

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Less: cheque payments included in cashbook not yet on bank statements

Detail	Amount	
	£	p
7.3 _____		

Sub Total		

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7.4 Reconciled Bank Balance

Boxes 7.1 + 7.2 - 7.3

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Transfer Box 7.4 to Box 8.8

Prepared by: _____

Date: _____

SECTION EIGHT

8.1 Committed expenditure

Please provide detail of building work or other significant expenditure to which the parish has committed itself before the year end (5 April) but which was not paid until after the year end or is still outstanding

Description	Amount	
	£	p
Total		

8.2 List below the details of all Accounts which hold funds belonging to the parish

Account Number	Bank address	Balance from statement at 5th April	
		£	p
Total			

FINAL RECONCILIATION FOR THE YEAR - This Section is very important and must be completed.

Opening Reconciled Balances at beginning of the year
(these are the closing balances from last year's return)

Closing Reconciled Balances at end of year

	£	p
8.3 Cash	<input type="text"/>	<input type="text"/>
8.4 Main Parish Account	<input type="text"/>	<input type="text"/>
8.5 Total income from Box I.17	<input type="text"/>	<input type="text"/>
8.6 TOTAL: Boxes 8.3 + 8.4 + 8.5	<input type="text"/>	<input type="text"/>

	£	p
8.7 Cash	<input type="text"/>	<input type="text"/>
8.8 Main Parish Account from Box 7.4	<input type="text"/>	<input type="text"/>
8.9 Total expenditure from Box E.20	<input type="text"/>	<input type="text"/>
8.10 TOTAL: Boxes 8.7 + 8.8 + 8.9	<input type="text"/>	<input type="text"/>

Should an account balance be overdrawn then enter a minus figure or use brackets

PLEASE NOTE: Box 8.6 MUST agree to Box 8.10