

**ROMAN CATHOLIC DIOCESE OF LANCASTER - NON-PARISH ORGANISATION
ANNUAL RETURN FOR THE YEAR ENDED 5 APRIL**

Name of Diocesan Organisation

[Also Available in Spreadsheet Format](#)

Brief description of activities of Diocesan Organisation

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.....

.....

Signature of Organisation Chairman

.....

Prepared by:

Name.....

Signature.....

Date.....

**ROMAN CATHOLIC DIOCESE OF LANCASTER - NON-PARISH ORGANISATION
ANNUAL RETURN FOR THE YEAR ENDED 5 APRIL**

SECTION ONE: INCOME

Diocesan Grant

*finance
office
use only*

	£	p
4310		

Income from parishes in the Diocese for services provided

4825		
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Income from schools in the Diocese for services provided

4830		
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Income from non-Diocesan schools & parishes for services provided

4830		
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Income (non-parish & non-school) for services provided

4830		
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Donations

4010		
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Legacies

4040		
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Grants from non-Diocesan organisations

4300		
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Receipts from sale of goods

4500		
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Property Rents (external)

4450		
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Gross income from fund-raising events (before costs)

4400		
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Income from chaplaincy work

4810		
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Income from Pool Investment Fund

4625		
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Refund of tax on Gift Aid

4220		
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Non-regular receipts,

e.g. Property Sales, Insurance Claims - Please provide details:

a)		
b)		
c)		
d)		
e)		
f)		
g)		
h)		
i)		
j)		

sum a) -j)

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TOTAL INCOME

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SECTION TWO: EXPENDITURE

	finance office use only	£	p
Wages, Salaries, NI & Pension Contributions	7000	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Travel Expenses	7100	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Courses, conferences, retreats, training costs	7451	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Rent or establishment charge	7205	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Heat, light and power	7367	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Cost of goods sold	5110	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Food, household goods, etc	9120	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Insurance, water rates, council tax etc	7372	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Stationery, post, telephone & sundry office	9102	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Property improvements and repairs up to £5,000	7220	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Expenditure relating to fund-raising events etc	5000	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Professional fees, eg legal, audit etc	7415	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

Non-regular payments and other payments - please provide details

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- i)
- j)

<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
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<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

sum a) -j)

TOTAL EXPENDITURE

<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
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SECTION THREE: Additional information required

A: Commltted Expenditure

Please provide details of building work or other significant expenditure to which the organisation 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	
Total	£	

B: Accounts Held

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

Bank	Account number	Balance from statement at 5th April	

SECTION FOUR: Bank Reconciliation

Balance per bank statement as at 5 April

(1)

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Reconciling items:

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

Detail	Amount			
r1 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
r2 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
r3 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
r4 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
r5 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
	Sub total of r1 - r5	(2) <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr></table>		

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

Detail	Amount			
c1 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
c2 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
c3 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
c4 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
c5 _____	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td style="width: 60%;"></td><td style="width: 20%;"></td></tr></table>			
	Sub total of c1 - c5	(3) <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td style="width: 80%;"></td><td style="width: 20%;"></td></tr></table>		

Reconciled Bank Balance

(1) plus (2) minus (3)

(4)

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Transfer amount at (4) to Section Five box 5

SECTION FIVE: Final Reconciliation for the year

Reconciled Balances at beginning of Year

Reconciled Balances at end of year

		£			
Cash	1		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		
Bank Account	2		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		
Total Income Section One	3		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		
TOTAL: sum of 1-3	A		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		

		£			
Cash	4		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		
Bank Account	5		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		
Total Expenditure Section Two	6		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		
TOTAL: sum 4-6	B		<table border="1" style="display: inline-table; width: 150px; height: 25px;"><tr><td style="width: 85%;"></td><td style="width: 15%;"></td></tr></table>		

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

PLEASE NOTE: Total A MUST agree to Total B

