

**ROMAN CATHOLIC DIOCESE OF LANCASTER - SUPPLEMENTARY PARISH RETURN**

**FOR THE YEAR END 5th APRIL .....**

**FOR THE PARISH OF:.....**

**Account name** .....

**Account number** .....

**A supplementary return is NOT required for a Mass account or for a School Governors' account**

**This Return is also available in Spreadsheet Format**

**Certificate of Parish Priest**

I confirm that the information in this financial return is accurate and reflects all activity through the Bank Account.

Signature of Parish Priest \_\_\_\_\_

Date of Signature \_\_\_\_\_

**Prepared by:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Independent Examiner:**

I confirm that I have examined the information in this financial return and that it is accurate and reflects all activity through the Bank Account.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**SECTION ONE: INCOME**

<u>Description</u>	<i>finance office use only</i>	£
1) Donations & Collections	4010	<input type="text"/>
2) Tax Refund	4200	<input type="text"/>
3) Legacies	4040	<input type="text"/>
4) Sale of Goods	4500	<input type="text"/>
5) Social Events	4400	<input type="text"/>
6) Subscriptions	4820	<input type="text"/>
7) Rent External	4450	<input type="text"/>
8) Other Receipts (please provide full analysis)		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
9) Transfer from main bank account		<input type="text"/>
10) Transfer from other bank account(s):		<input type="text"/>
account name:		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
<b>TOTAL INCOME: transfer to section three B) box 3</b>		<input type="text"/>

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**SECTION TWO : EXPENDITURE**

<u>Description</u>	<i>finance office use only</i>	£
1) Donations made	7830	<input type="text"/>
2) Cost of Goods Sold	5110	<input type="text"/>
3) Expenses relating to Social Events	5000	<input type="text"/>
4) Heat, Light and Power	7366	<input type="text"/>
5) Rent/Hire Charges	7205	<input type="text"/>
6) Property Improvements	7220	<input type="text"/>
7) Travel Expenses	7100	<input type="text"/>
8) Wages/PAYE/NI	7000	<input type="text"/>
9) Other Payments (please provide full analysis)		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
10) Transfer to main bank account		<input type="text"/>
11) Transfer to other bank account(s):		<input type="text"/>
account name:		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
_____		<input type="text"/>
<b>TOTAL EXPENDITURE: transfer to section three B) box 6</b>		<input type="text"/>

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**SECTION THREE:**

**A) Bank Reconciliation**

Balance per bank statement as at 5 April [ ] (1)

Reconciling items:

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

Detail	Amount	
r1 _____		
r2 _____		
r3 _____		
r4 _____		
r5 _____		
r6 _____		
r7 _____		
r8 _____		
r9 _____		
r10 _____		
<b>Sub total of r1 - r10</b>		<b>[ ] (2)</b>

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

Detail	Amount	
c1 _____		
c2 _____		
c3 _____		
c4 _____		
c5 _____		
c6 _____		
c7 _____		
c8 _____		
c9 _____		
c10 _____		
<b>Sub total of c1 - c10</b>		<b>[ ] (3)</b>

**Reconciled Bank Balance (1) plus (2) minus (3) [ ] (4)**

**B) Final Reconciliation for the year**

Reconciled Balances at beginning of Year

Reconciled Balances at end of year

	£		£
Cash	1 [ ]	Cash	4 [ ]
Bank Account	2 [ ]	Bank Account	5 [ ]
Total Income Section One	3 [ ]	Total Expenditure Section Two	6 [ ]
<b>TOTAL: sum of 1-3</b>	<b>A [ ]</b>	<b>TOTAL: sum 4-6</b>	<b>B [ ]</b>

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

**PLEASE NOTE: Total A MUST agree to total B**