



NEWCASTLE
DIOCESE

Money Matters

A quarterly newsletter for PCC treasurers

Volume 2 - Issue 3 December 2011

I have tried to give you as much up to date information as possible on subjects that I know many of you are concerned with.

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Welcome to this winter edition of Money Matters and may I wish you all a Merry Christmas and a Happy New Year. I would also like to use this opportunity to say thank you to you all for your hard work over the year, it really is much appreciated.

Following on from our last edition I am very pleased to say that one parish has begun to run a Stewardship Season Giving Campaign and three other parishes will begin the process next year. Something very interesting has come out from these campaigns in that parishes are looking at the difference between Giving and Fundraising. I am sure we are all aware that we need to have both to ensure our churches have a sound financial base from which we can continue to pay our way and run our mission and ministry. However, understanding that we as Christians should be *Giving Generously* to God as a way of saying thank you for the abundance He gives to us, and that our Fundraising is the way we continue to financially support our church, is something that has resonated through these Stewardship

Season programmes.

In this edition you will find a summary report of a survey carried out across five denominations, including parishes in our diocese, into giving habits and practices. Please use this as you feel appropriate in your parish. You can copy it as many times as you wish and discuss the findings in PCC or other meetings. If at any time you wish to discuss this summary please do not hesitate to contact me.

Finally, I do know how busy you are at this time of year both at home and church however, if you haven't already done so will you please ensure that final Parish Share payments are sent to the Diocese before the Christmas break. It is down to us to make sure that Parish Share is paid as it is quite simply the life blood of our Diocese. So please do take time to make those final payments - Thank You.

Richard Gascoyne
Parish Giving Officer



Look at your PCC and think 'trustees'

Here we re-produce part of the answer to a question posed to Maggie Durran in the Church Times of 16th September 2011...

Q PCC members are appointed quite differently from the Charity trustees I am acquainted with; surely what they do is different, too?

A Charity trustees are appointed by any of the methods set out in charity constitutions; for the Church of England, that involves the age-old processes that are becoming increasingly democratic through annual elections.

The responsibilities of PCC members are like those of most trustees. I am taking this outline from the Charity Commission guidelines.

Trustees together have the responsibility for the affairs of their charity, ensuring that it is solvent and well run, and is “delivering the charitable outcomes for the benefit of the public for which it was set up”. The chair is usually taken by the priest, who facilitates the decision-making among the trustees to ensure that they fulfil their function.

The Charity Commission has the power to intervene in any charity if it thinks things are going wrong. On the Charity Commission website, www.charity-commission.gov.uk/ there is a useful self-assessment checklist that you could use to find out how your PCC is doing.

Useful links for PCCs & Incumbents

Through the link on the Newcastle Diocesan Webpage to the Diocesan Officer/Parish Finance page www.newcastle.anglican.org/diocesan-office you will find a range of materials designed to help Treasurer's, PCC's and Incumbents promote the financial aspects of church life in the diocese, for example....

Good Practice Guidance for PCCs in Managing Cash and Bank Accounts A checklist for PCCs and their Treasurers in managing cash and bank accounts

Receipts and Payments Accounts Spreadsheet For parishes who need a simple document for their accounts, in the receipts and payments format (either as a spread sheet (excel document) or for completion by hand (pdf document). This document is designed to relate to the Return of Parish Finance, and the notes for that form will help to complete it. You may want to add other headings or attach more detailed tables. Please remember to send to the Diocesan Office a copy of all the reports and tables which are presented to the Annual Parochial Church Meeting.

Return of Parish Finance The Return of Parish Finance , either as a spread sheet (excel document) or for completion by hand (pdf document). Don't forget to download the notes as well, which give detailed guidance on how to complete the Return of Parish Finance. The spread sheet also includes most of the notes as comments on the relevant boxes.

Money Matters You will also find copies of past editions of this quarterly newsletter for PCC Treasurers.



Useful information can also be found on the Church of England's National Stewardship Department website, which includes material for those who preach and teach as well as resources for parish treasurers, information to encourage giving, funding for special projects, Gift Aid and much more. Visit the site at www.parishresources.org.uk



1. For claims on donations received during 2011, you will need to clearly separate donations received on or before 5th April 2011, from donations received on 6th April or after. HM Revenue & Customs (HMRC) will only add Gift Aid Transitional Relief to the tax claimed on gifts received on or before 5th April. If donations are not clearly separated in this way HMRC cannot pay the additional Transitional Relief due to you. If you make your claims on the old paper form, you must complete two separate schedules, one for each period.

2. The new R68i form makes this simpler as it produces separate schedules for you for each period that needs to be identified separately. This “intelligent” form has to be downloaded from the Government’s website and guidance notes on how to complete this can also be found at www.hmrc.gov.uk/charities/complete-form-r68i.htm. Parishes with large numbers of donors (more than 50 or so) can complete and attach a separate schedule, but the format of the schedule must follow that laid out in the guidance notes. Over the next couple of years HMRC will encourage and then insist that all charities parishes use this new form, because it significantly reduces the numbers of errors made by parishes, it speeds up the processing and payment of claims by HMRC, and enable HMRC to maintain levels of service in the face of budget cuts. Parishes are recommended to make their claims using this new form. If a Parish does not have anyone who can access the Internet to download the new form then, HMRC will continue to accept claims made on the old claim forms for the time being. A paper version of the claim form can only be obtained by phoning HMRC’s Charities & VAT helpline on 08453 02 02 03 and select option 3.

Gift Aid Guides cont'd...

3. The guidance notes to the R68i claim form also remind parishes that **when details of a parish change** (contact, bank account etc), HMRC now need to be told a month before a repayment claim is made. This is to avoid fraud, and should be done on the ChVI form. (downloaded from www.hmrc.gov.uk/charities/complete-form-r68i.htm) The time delay is needed to allow time for the changes to be made to HMRC records.

4. Last years Finance Act introduced the requirement for Charities to take steps to ensure that their trustees and those within the charity with significant responsibility (including those who make Gift Aid claims) are “**fit and proper persons**”. The Church of England has agreed a simple procedure to comply with this, which many parishes will be doing currently anyway. Guidance on this can be downloaded at <http://www.parishresources.org.uk/giftaid/> (see GA7)

5. Finally, there was good news in the Budget about a new **Small Donations Gift Aid scheme**. From April 2013 parishes that receive small donations of £10 or less will be able to apply for a Gift Aid style repayment without the need to obtain Gift Aid declarations for those donations.

The amount of small donations on which the new repayment can be claimed will be capped at £5,000 per year per parish. Guidance will follow in due course.

John Preston
National Stewardship and Resources Officer
Church of England

giftaid it

National Procurement Service

Following the appointment earlier this year of two National Procurement Officers, the NPS expects to enable parishes to reduce their annual spending by £10 million. The service will also be open to schools and our ecumenical partners. It has been given seed corn funding for three years by the Church Commissioners after which time it should achieve self sustainability.

There are three elements to the strategy:

1. A range of attractive national contracts that parishes and dioceses can take advantage of, if it suits them
2. Several Buying Guides to inform local decision making, so parishes can benefit even if they don't buy anything through the nationally negotiated deals.
3. Training modules, from short modules that can be inserted into local treasurer workshops, to one-day courses on buying, contracts and project management for those parishes engaging in large capital projects.

Aim and Benefits

There are a range of expected benefits:

1. **Save Money.** We expect to enable parishes to reduce their annual spending by £ 1 0 million. Half of this is likely to come from savings through national contracts, half from improving local buying capability.
2. **Save Time.** For the first time parishes can access guidance on core local buying needs in one place. Step by step Buying Guides will support local decision making;
3. **Buy with Confidence.** Contracts available through the site will be screened, thus making it clear what additional charges would be payable, if any. Each supplier will work to agreed SLAs which will be monitored and prices regularly benchmarked. The Buying Guides will identify frequently occurring areas where parishes can be disadvantaged by not reading contracts carefully.

National Procurement Service cont'd.

4. **Better Stewardship.** Stewardship is a broad concept, covering what we do with the entirety of the resources entrusted to us. Helping parishes think more about their spending will help them be better stewards - becoming aware of trade-offs, and hopefully having savings to reallocate to mission and ministry.

Initial Categories Covered (more will be added in 2012)

It is anticipated by the time of the launch in Jan 2012, the NPS will have a range of deals and Buying Guides, covering:

1. **Electricity and Gas.** The electricity option will include both green and "brown" alternatives. As well as offering competitive pricing from day 1 our longer term strategy is to achieve common contract expiry dates. We can then go to the market with a basket of demand from a large number of parishes which will enable us to access even better pricing.
2. **Oil.** A contracted service option which will hopefully improve service, but also give price benefits, particularly during the winter months.
3. **Photocopying.** We have shortlisted a small number of well known manufacturers, and have profiled machines to make it easier for parishes to identify the machines that suit their needs.
4. **Stationery and Office Products.** Many parishes are served by Viking. The national deal is with the same company, only through their corporate arm, and at prices up to 35% cheaper than the base catalogue price.
5. **IT Hardware.** This isn't a particularly high area of spend by parishes, but the NPS plans to offer some attractive prices on a major brand of PCs.
6. **IT Software.** Charity pricing on Microsoft and Adobe products. The NPS also hopes to include Data Developments' range of church accounting and membership software. .
7. **Fire Safety.**

More news on NPS to follow soon.

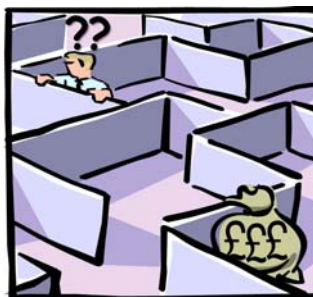
Funding Sources



We have referred to the 'Funding Maze' before! Our response was to develop our own list of funders and 'operations matrix' to help parishes find what they are looking for – see www.inspirednortheast.org.uk/useful-information. However, you may also wish to extend your area of search by looking up what The Heritage Alliance, the national grouping of the more significant heritage bodies, now has to offer.

Over the summer The Heritage Alliance has been busy updating and expanding its **Heritage Funding Directory** (www.theheritagealliance.org.uk/fundingdirectory/main/fundinghome.php) a free online resource that brings together much funding information for the benefit of Alliance members and others. This Directory is a key resource for the heritage sector, including churches.

Existing entries have been checked and updated. Jeremy Eckstein, the consultant who did the review, also looked at many non-heritage sources to check if these could be used to deliver heritage outcomes. As Jeremy says: "Even if the front door doesn't have your name on it, you may still find a way through the side door. **This may be especially appropriate for historic churches**".



As a bonus, The Alliance states that the Directory is run in parallel with **Funds for Historic Buildings** (www.ffhb.org.uk), the Architectural Heritage Fund's directory, with the instruction to 'key in what you want - grant, loan, bursary - and what you want it for, and up comes the relevant links to both directories'.

If you are on the lookout for funding it is definitely worth giving these a go!

David Lovie
Inspired North East

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Repair Grants for Places of Worship

Inspired North East will run two half-day 'workshop' sessions in 2012 on how to apply for grants for urgent repairs to church buildings that are listed Grade I, II* and II. Meet English Heritage case officers, and find out how to prepare good applications. The workshops will be at Church House, Percy Main from 9 am until 12.30 pm on the following dates - please note these are geared to the application deadlines for particular gradings:

17th April for places of worship listed Grade I, II*
(application deadline 30th June 2012)

31st July for places of worship listed Grade II
(application deadline 30th September 2012)

More details on www.inspirednortheast.org.uk in the New Year.



Listed Places of Worship Grant Scheme- an update

The scheme is due to continue until 2014/15, with a fixed annual budget. It will operate with quarterly fixed budgets from which payments will be made once a quarter and the payable rate will depend on the value of all eligible claims received in that quarter, with each claim receiving a fair response pro rata.

In the last round, the rate of payment was 72%. Next rounds could be more or less than this, depending upon demand.

You will need to await the end of the quarter to know how much you will receive and you may need to anticipate a short-fall.

Claims will not be accepted when the supporting invoices are more than a year old. Professional fees and repairs to organs, pews, bells and clocks are ineligible.

For the period ending 31st December 2011 claims must be received by 30th December, payments to follow c.16th January 2012.

Then for 31st March 2012 claims must be received by 30th March, payments will be c. 19th April 2012.



The Internet can provide further information at: www.lpwscheme.org.uk

Any questions please to Andrew Duff or David Lovie of Inspired NE, (01901) 270 4152 or (0191) 270 4116, or e-mail them on a.duff@newcastle.anglican.org or d.lovie@newcastle.anglican.org

Christmas at the Cathedral

Friday 9th December 2011

Carols for the City

5.00pm Coffee/Tea and Mince Pies

6.00pm Service

Saturday 24 December CHRISTMAS EVE

6.00pm The Cathedral Carol Service

11.30pm Blessing of the Crib and First Eucharist of Christmas

Preacher: The Dean of Newcastle

Sunday 25 December CHRISTMAS DAY

8.00 am Holy Communion

10.00am Procession and Sung Eucharist

President and Preacher: The Bishop of Newcastle

There will be no evening service.

Monday 26 December Stephen, First Martyr

9.00am Holy Communion

Tuesday 27 December John, Apostle and Evangelist

9.00am Holy Communion

Wednesday 28 December Holy Innocents

9.00am Holy Communion

Thursday 29 December

9.00am Holy Communion

Friday 30 December

9.00am Holy Communion

Saturday 31 December

9.00am Holy Communion

Sunday 1 January The Naming of Jesus

There will be NO 8.00am Holy Communion

10.00am Sung Eucharist

There will be no evening service

Ricky G's Top Tips

This page gives you snippets of useful information. Please let me have your top tips for the next issue.



Richard Gascoyne

Queen's Diamond Jubilee celebrations in 2012 - An important message from Ecclesiastical Insurance on the use of Gas Beacons

Any churches or other building belonging to the Church of England considering celebrating the Queen's Diamond Jubilee with the use of gas beacons should note that any requests for insurance cover will be declined.

Please ensure that you are adequately insured. However, our recommendation is not to use gas beacons due to the high risk of fire and explosion of the gas cylinders.

Michael Angell, Head of Business Relationship Management at Ecclesiastical said 'Due to the risks we will NOT provide insurance cover for property damage or Public Liability for churches or buildings where these beacons are used and have explained our position to the Church Buildings Council of the Church of England.'

The Newcastle Diocesan Board of Finance (NDBF) is not qualified to advise on the legal and technical problems of Parishes and does not undertake to do so. Though every care is taken to provide a service of high quality, neither NDBF, the Secretary nor the Directors undertake any liability for any error or omission in the information supplied. It would be very helpful if parishes could let us know of anything that appears to indicate developments of policy or practice or other matters of general concern that should be pursued.