



DIOCESE OF BRISTOL

Church House 23 Great George Street BRISTOL BS1 5QZ

Tel: (0117) 906 0100 Fax: (0117) 925 0460

DX 122805 BRISTOL Great George Street

December 2008

Dear PCC/DCC Treasurer

This letter details the list of what I call "Other Items" that we send you at this time of year. As in recent years, the list is a mixture of standard and new items, so please – not that you would ever do otherwise – read the letter right through to the end.

Please note also that this letter and all the forms and returns will be published in the Finance (within Administrative Resources) section on the Diocesan website.

www.bristol.anglican.org

Standing Order for Share 2009

For those many of you who are able to pay your Share by Standing Order, I enclose a blank form for you to complete and, **please**, return to us rather than direct to your bank, so that we can add the reference number that will allow us to distinguish your church's payment from others.

Discount The arrangements remain the same as those introduced for 2006. You need to pay 25% of your annual figure by each quarter end (each quarter is dealt with separately but cumulatively) to qualify for discount, which is 0.5% for each quarter, 2.0% for a year. No Deaneries have elected to receive the discount as a Deanery, so you should divide your annual Share figure by **12.24** to give the correct monthly net figure.

Share 2010

The Share Review Group has not yet reached a point of making recommendations about the future calculation of Share and I must therefore assume that we need to ask you for the usual information, although there is a chance that the present method of allocation may be modified or replaced, but please read nothing into my remarks, I am simply stating the possibility.

Therefore:

Income Surveys

The annual anonymous income survey remains a vital part of the present Share process. I realise that it is not necessarily the Treasurer's job to organise the survey, but I should be grateful if you could pass the pack on to whoever will be co-ordinating the survey in your church. We are asking for the survey results to be returned to this office by **31 March 2009, so the survey can be carried out at any time between now and then.** Instructions for completing the forms are included on the reverse side of the form. A copy of the instructions is also included in the form of a poster that can be displayed in church.

I remind you that any parish which does not carry out a survey will have the results of its previous survey uplifted by the Average Earnings Index (March '09 against March '08).

Salaries Claim

An established part of the present Share process is the allowance for some Salaries paid by parishes to be deducted from the "potential" arising from the membership figures and ability to pay, determined by the income survey.

Please complete and return the enclosed form, **even if it is a Nil return.**

'Creating Communities of Wholeness with Christ at the Centre'

The Bristol Diocesan Board of Finance Limited Reg. in England Reg. Charity No. 248502 Reg. Office: as above Company No. 156243

Budget Consultations with Parishes

The series of consultation meetings to discuss proposals for the 2010 Budget will again be held around the end of June / early July. The consultations remain an important part of the Budget process, as the Diocese continues to be very aware of the delicate balance between the expenditure we need and of the Share increases that can be sustained by the parishes. The dates will be advised in the New Year.

Earlier this year we mailed some copies of a Financial Review 2007 leaflet. Copies of an equivalent document to help explain the Budget for 2009 are enclosed with this mailing.

Return of Church Membership

The Return of Church Membership form for 2009 is enclosed. Please pass this form to whoever is responsible for its completion in your church. It will usually be kept with the Register of Services in the vestry for completion week by week. It is important that this form is completed accurately as it is used to calculate the church's normal Sunday attendance which forms part of the present Share assessment.

Monthly fees return

Also enclosed is a master copy of the monthly fees return, updated with the 2009 fee rates. A copy of the form has been sent to all Incumbents and Priests in Charge in the December mailing. (There are Excel and Word versions available, please download them from the website.) For 2009, the occasional duty fee payable to a retired stipendiary cleric for a Sunday (or weekday) service has increased to £27.00. The maximum casual duty fee for a day has also increased to £54.00.

Mission Figures: Finance

The Mission Figures: Finance form is designed by the National Statistics Unit of the Archbishops' Council. (There is an Excel version available, please download it from the website.) There is also a set of explanatory notes included to help you complete the form, two copies of which are enclosed. Please ensure that you keep a copy of the completed form for your records, before returning the form to Matthew Hall at Diocesan Church House.

Please note that the form is not a substitute for the PCC's Report and Accounts, which will have been presented to the APCM and which should be sent to us within 28 days of the APCM.

Statistics for Mission (Membership & Attendance)

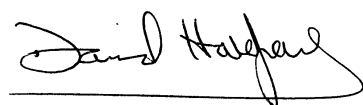
Also designed by the National Statistics Unit of the Archbishops' Council and with explanatory notes included to help you complete the form. There are two copies of the blank form. Please ensure that you keep a copy of the completed form for your records, before returning the form to Matthew Hall at Diocesan Church House.

If you require copies of any of the forms enclosed with this letter please do not hesitate to contact me, although those with access to the diocesan web-site can down-load them.

PCC registration

In October, we ran a series of training sessions, looking at Trusteeship and the new requirement for "large" PCCs to register with the Charity Commission. We gave those attending a copy of a new leaflet, produced by National Church in consultation with the Charity Commission, and I enclose further copies for you to distribute to your PCC colleagues.

Yours sincerely



David Hargrave
Finance Manager