



December 2009

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 2010

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 discount previously given has been discontinued, as the expectation is now that all parishes will pay us monthly, although we understand that for some that regularity will not be possible, or at least not for all that they have pledged.

If you intend to pay the whole of your pledge by standing order, the monthly amount should be for whatever you have pledged, divided by 12.

Share 2011

2011 is the second year of the new system for Share. We will again issue details of parishes' potential and to do that we need to ask you for the following:

Income Surveys

The annual anonymous income survey remains a vital part of the 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. Instructions for completing the forms are included for 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.

The survey results should be returned to this office by 31 March 2010, so the survey can be carried out at any time between now and then.

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 '10 against March '09).

Return of Church Membership

The Return of Church Membership form for 2010 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.

The equivalent form for 2009 should be returned to this office by 31 March 2010.

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. Please complete and enclose the Finance Form when sending in the Report and Accounts.

All of these should be returned to this office by 31 May 2010.

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.

The Membership and Attendance Form should also be returned to this office by 31 May 2010.

Monthly fees return

Also enclosed is a master copy of the monthly fees return, updated with the 2010 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 2010, the occasional duty fee payable to a retired stipendiary cleric for a Sunday (or weekday) service remains at £27.00. The maximum casual duty fee for a day also remains at £54.00.

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 in varying formats.

Yours sincerely

David Hargrave
Finance Manager