

The Church Financial Year 2024 – Guidance for PCCs in Diocese of Oxford

January	February	March	April
<ul style="list-style-type: none"> ✓ Prepare 31 December accounts ✓ Pay 4th quarter Parochial Fees to ODBF by 28 Jan & send return form ✓ Plan Trustees Annual Report wording with other PCC members ✓ Pay Parish Share. Discount for parishes who contribute full allocation by 31 January ✓ Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> ✓ Finish accounts and annual report ✓ Arrange for draft annual report and accounts to be independently examined/audited ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> ✓ Present final accounts to PCC for approval ✓ Pay Parish Share: deanery rebate deadline of 20% contribution by 31 March ✓ Bookkeeping and reconciliations ✓ If running a payroll – run year end and send-out employee P60s ✓ Claim gift aid from HMRC 	<ul style="list-style-type: none"> ✓ Present final accounts to PCC for approval (if not in March) ✓ Prepare 1st quarter management accounts and present to PCC ✓ Pay 1st quarter parochial fees to ODBF & send return form ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations
May	June	July	August
<ul style="list-style-type: none"> ✓ Present annual report and accounts to APCM by 31 May ✓ Send approved accounts to ODBF Finance team 28 days after APCM ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> ✓ Complete Church of England Parish Finance Return online by 28th June ✓ Pay Parish Share: deanery rebate deadline of 50% contribution by 30 June ✓ Bookkeeping and bank recs ✓ Claim gift aid from HMRC ✓ If a registered charity, file annual return and accounts with Charities Commission 	<ul style="list-style-type: none"> ✓ Prepare 2nd quarter management accounts and present to PCC ✓ Pay 2nd quarter parochial fees to ODBF & send return form ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations
September	October	November	December
<ul style="list-style-type: none"> ✓ Begin 2025 budget process ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations ✓ Claim gift aid from HMRC 	<ul style="list-style-type: none"> ✓ Prepare 3rd quarter management accounts and present to PCC ✓ Pay 3rd quarter parochial fees to ODBF & send return form ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> ✓ Complete budget process with PCC approval of 2025 budget ✓ Pay Parish Share ✓ Bookkeeping and bank reconciliations 	<ul style="list-style-type: none"> ✓ Pay Parish Share: deanery and parish rebate deadline of 100% contribution by 31 December ✓ Bookkeeping and reconciliations ✓ Start preparation of 2024 accounts ✓ Ensure insurance is in place for 2025 ✓ Claim gift aid from HMRC