

Holy Trinity Church Ash Priors

Nov 2019

The Treasurer serves as a co-opted member of the PCC and is a servant of the Council. He has fiduciary responsibility for the financial affairs of the Council and may also undertake responsibility for 'Governance'.

Records of accounts are kept on a Fund basis in accordance with the 2011 Charities Act. The activity is reported as a 'Statement of Financial Activity' - SoFA. Much information can be found at <https://www.parishresources.org.uk> and membership of the Association of Church Accountants and Treasurers <https://acat.uk.com> is advised. The Treasurer follows as closely as practicable the 'Financial and Cash Handling Policy' of the PCC found on the PCC's GoogleDrive repository.

The Treasurer is responsible for receiving and dispersing moneys, keeping account books, administering Gift Aid and reporting to the PCC, Diocese and others.

The PCC is responsible for energy costs and insurance for the parish and may devolve these duties to the Treasurer.

PCC FUNDS and **BANK ACCOUNTS** are not synonymous.

PCC current financial assets are held in 5 banking accounts.

- Lloyds Current Account
- CCLA Current Deposit Account
- CCLA Fabric Deposit Account
- CCLA Deposit Bell Account
- Undeposited Funds - moneys received by the Treasurer and kept for short periods of time before banking under the Treasurer's mattress or such a similar secure location.

Treasurer

Dr Simon Harrison, Park Gate Lodge, Ash Priors, Taunton, Somerset, TA4 3NF

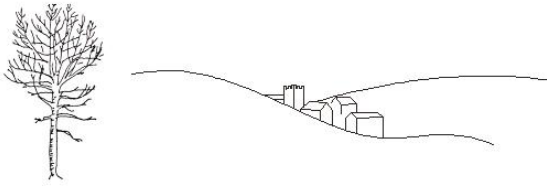
01823 432 122

srbharrison@me.com

An Excepted Charity

HMRC Charity No XN53301

Jun 2014



These moneys are distributed amongst a number of PCC **FUNDS** which can be;

- Restricted
- Unrestricted Designated
- Unrestricted General
- Endowment Capital
- Endowment Expendable

These **FUNDS** are currently

- General Fund - the PCC working monies (currently managed as General Current Fund and General Deposit Fund - these should be one Fund but are separate for historical and convenience reasons).
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- Fabric Fund - for expenditure on the fabric of the church and it's curtilage only.
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- Tower Escrow Fund - monies given specifically for Tower restoration and in principle should be returned to the donor if unused.
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- Bell Fund - for expenses involving the church bells.
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- Children's Fund - for expenditure on children's activities under direction of the PCC children's officer.

For convenience within Ash Priors two further FUNDS are administered within the PCC accounting system but outside the ecclesiastical purview and their SoFA's reported separately.

The Village Flower Ladies Fund under the direction of the Village Flower Ladies Committee. Historically a separate village activity whose financial assets were stored in a teapot. Reports are made to the Chairperson by SoFA.

Ash Priors Village Meeting receives an annual Burial Grant from Somerset West & Taunton District council towards the upkeep of burial grounds within the parish - a civil responsibility and not an ecclesiastical one. This grant is administered by the Treasurer on behalf of the Village Meeting and reports are made by SoFA to the Village Meeting Chairman.

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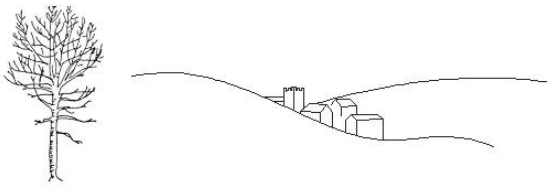
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The PCC is responsible for a number of reports to other bodies and the Treasurer currently takes responsibility for the following ones;

- The Governance reports on serving Trustees (the members of the PCC).
- An annual financial report to the PCC and Diocese by SoFA, balance sheet and statement of incomes and expenses.
- A governance (the action or manner of governing a organisation) report.
- Reports to the Village Flower Committee and the Ash Priors Village Meeting.
- Accounting and claims for Gift Aid.
- The Return of Parish Finance to the Diocese and CofE.
- Arranging for the accounts to be examined by the PCC appointed Independent Examiner.
- Arrangements for inspection of the accounts by interested bodies - currently by publishing in 'The Villager', and being made available on the GoogleDrive repository whose access details are published with "The Villager" each month.

Accounting is done within the paid Liberty Accounts package at a cost of £15pm.

- A commercial browser based accounting package with charity compliant features.
- Kept up to date with financial regulations.
- Kept up to date in terms of computer software versions.
- Requiring minimal hardware and no user intervention for backup - a simple smartphone is sufficient.
- A responsive and supportive help desk.
- Secured with 2FA.
- Compliant with GDPR.
- Registered with HMRC.
- Automatic bank account reconciliation.
- Automatic production of SoFA.
- Automatic production of RPF.
- Automatic production of Gift Aid Claims and reports.
- Automatic production of Balance Sheets.
- Automatic production of Income/Expenditure reports.
- Available to Independent Examiner or any External Auditor.

The package requires a little understanding and costs money. However it is accurate and saves the treasurer days of effort. Once set up and running, monthly and annual book keeping is simple.

The Treasurer is compiling a guide to its use with Holy Trinity, Ash Priors, PCC.

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