

Parish Plan

Treasurer Guidelines

ACTION

WHY

1. From the 2005 accounts simply complete the **2005 Actual** column.
2. From the year to date or a prepared budget for 2005 complete the **2006 Estimate** column

Last years figures do not lie! They are your financial baseline. You may need to add one or two additional rows to reflect your situation but keep it simple.

The current year may have introduced a new item of income or expenditure. Alternatively either 2004 or 2005 may have exceptional items that should be excluded from the Parish Plan for 2006.

Now begin to complete the third column headed 2007 Plan

1. Tackle expenditure first.
2. Consult with planning group, clergy, wardens regarding future plans
3. Include items identified as proposed plans in Section 1 of the case statement
4. Obtain estimates and timings.
5. Allow for contingencies.
6. The spreadsheet calculates the annual and weekly expenditure total.
7. Income - list all sources of potential income.

We should not be restricted by our income when we are planning the work of our church. The time for practicalities will come later when we may have to revisit our planned work and prune it a little.

*Could be that events are being planned which will cost money.
Could be that major maintenance work is scheduled.*

Planned expenditure should reflect the plans provisionally proposed by the planning group. PCC/DCC in or around May might remove or amend them or include other plans.

Essential that costs are known, and the timing of the expenditure could have cash flow implications.

Costs will increase - allow for inflation rate increases on day to day expenses and add a prudent percentage to any estimates (e.g. say 10% to repair estimates).

Essential that we know how much we are going to spend so that we know the level of income required.

To ensure that nothing is missed - if something like the parish hall is not generating income at the moment it does not mean that it cannot in the future.

8. Estimate levels of income from all sources.

Some will be fixed - others will be variable. Use current levels as a starting point and allow for increases at inflation rates.

9. The spreadsheet will calculate weekly and annual income and indicate a surplus or deficit.

*PCC is responsible for the finances of the church and it is they who will take ownership of the plan.
It is important to take financial data to the PCC as part of the Case Statement*

Surplus Plan

10. Plan to take surplus into reserves.

Nothing wrong with making a surplus and boosting reserves for 'a rainy day' or for a specific purpose e.g. quinquennial costs. Must be wary of having too much in reserves.

11. Review spending.

It could be that planned spending on some project could be increased to provide a better product.

Deficit Plan

12. Review spending.

Could cuts be made without seriously curtailing the church mission plan.

13. Review income.

*Are we making the best of all income streams.
Are giving levels good enough, do congregation need to be challenged.*

Print out the Plan and insert the page into the Case Statement as page 3. The case statement is then discussed at the PCC/DCC.

14. Revise the Plan in light of PCC/DCC comments

This plan should incorporate the wishes of the PCC following on from the last meeting.

15. Incorporate the Parish Plan into the Giving in Grace brochure and any financial presentation to the congregation

Presentation should be upbeat, not finance driven. Highlight the positives, show that this is a church for the future. Then indicate how much all this is going to cost, how much we've got and how much more we need.

16. Report to PCC after Giving in Grace and the completion of a full evaluation

Evaluate the responses to Giving in Grace using the post programme checklist and the evaluation form

17. Monitor parish finances in 2007 against the plan to assess the impact of Giving in Grace

Treasurers can break down the annual totals into a quarterly cash flow using the Variance Report sheet. This will allow treasurers to identify potential problems at an early stage, to amend the Plan and to report progress to PCC.

Comparison of Actual against Plan.

Income	Jan/Mar			April/June			July/Sept			Oct/Dec			Total		
	Plan	Actual	Variance	Plan	Actual	Variance	Plan	Actual	Variance	Plan	Actual	Variance	Plan	Actual	Variance
Gift Aid	2,000	1,800	-200	2,000			2,000			2,000			8,000		
Tax Refund				2,200									2,200		
Other Planned Giving	1,125	1,000	-125	1,125			1,125			1,125			4,500		
Collections	200	150	-50	250			150			250			850		
Donations		100	100										0		
Fees	100	80	-20	200			200			50			550		
Hall Income	300	400	100	200			200			300			1,000		
Magazine	140	120	-20	160			160			140			600		
Interest	50	50		50			50			50			200		
Fund Raising							600			800			1,400		
Other		200	200										0		
	3,915	3,900	-15	6,185			4,485			4,715			19,300		
Expenditure															
Parish Share	2,500	2,500		2,500			2,500			2,500			10,000		
Grants										2,400			2,400		
Vicarage Costs	450	400	-50	650			450			450			2,000		
Vicars Expenses	300	280	-20	300			300			300			1,200		
Church Running cost	500	650	150	300			2,500			500			3,800		
Hall Running costs	400	450	50	250			1,550			400			2,600		
Church Maint	100	200	100	100			100			100			400		
Hall Maint	200	150	-50	150			150			150			650		
Organist	250	200	-50	250			250			250			1,000		
Admin costs	300	300		300			300			300			1,200		
Other															
	5,000	5,130	130	4,800			8,100			7,350			25,250		
Surplus/Deficit	-1,085	-1,230	-145	1,385			-3,615			-2,635			-5,950		



Section 2b: The Parish Plan

	2005 Actual	2006 Estimate	2007 Plan	
Expenditure				
Parish Share	9,000	9,500	10,000	
Grants			2,400	
Vicarage Costs	1,800	1,900	2,000	
Vicars Expenses	750	800	1,200	
Church Running cost	3,600	3,700	3,800	
Hall Running costs	2,500	2,600	2,600	
Church Maint	3,000	1,800	400	
Hall Maint	400	2,500	650	
Organist	1,000	1,000	1,000	
Admin costs	700	750	1,200	
<u>Parish Plan items</u>				
Item 1			500	Weekly
Item 2			500	Expenditure =
	<u>22,750</u>	<u>24,550</u>	<u>26,250</u>	<u>£ 505</u>
Income				
Gift Aid	8,500	8,000	8,000	
Tax Refund	2,400	2,200	2,200	
Other Planned Giving	4,700	4,600	4,500	
Collections	850	850	850	
Donations	500	300	0	
Fees	400	500	550	
Hall Income	800	900	1,000	
Magazine	300	350	600	
Interest	250	200	200	
Fund Raising	1,300	1,200	1,400	Weekly
Other			0	Income =
	<u>20,000</u>	<u>19,100</u>	<u>19,300</u>	<u>£ 371</u>
Surplus/Deficit	<u>-2,750</u>	<u>-5,450</u>	<u>-6,950</u>	Weekly shortfall = <u>-£ 134</u>
<u>Additional income to fund Parish Plan</u>				
1. New income			£ 0	Weekly shortfall = -£134
2. Income from Gift Array			£ 7,280	Weekly surplus =
	Additional income		<u>£ 7,280</u>	<u>£ 6.35</u>
Income from Gift Array = £ 140 per week				