

<b>For Office Use Only</b>	
<b>Received List</b>	
5	
DN	
<b>Accounts</b>	
<b>Third Party</b>	
<b>Employment</b>	
<b>Journal No.</b>	
<b>Date received</b>	

## Diocese of Arundel and Brighton

Arundel and Brighton Diocesan Trust  
(Registered Charity No. 252878)

Parish:
Town:

### Financial Return Year ended 31 December 2014

**Note:-**

- Please complete to the nearest pound. No pence.
- All bank accounts and funds must be included.
- Please append additional sheets if required.
- Please attach photocopies of year end bank statements for ALL accounts
- **Finance Co-ordinator Users - do not use this return**
- **Please return by the end of February**

Signed by:

Parish Priest: .....

Date: .....

Chairman of Finance Committee .....

# CASH BASIS

## DIOCESE OF ARUNDEL & BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2014

#### RECEIPTS

	GENERAL	£		RESTRICTED	£
1.	Offertory		21.	Collections	
2.	Donations		22.	Donations	
3.	Legacies		23.	Legacies	
4.	Tax Rebates		24.	Tax Rebates	
5.	Fundraising		25.	Fundraising	
6.	Remittances		26.	Remittances	
7.	Banking/Investments				
8.	Repository				
9.	Chaplaincies				
10.	Rents				
11.	Asset Sales				
12.	Parish/Diocesan Grants				
	<b>TOTAL GENERAL</b>			<b>TOTAL RESTRICTED</b>	

For Office Use Only	AI	
	AI	

For Office Use Only	AI	
	AI	

#### PAYMENTS

	GENERAL	£		RESTRICTED	£
1.	Personnel				
2.	Travel				
3.	Office				
4.	Establishment				
5.	Domestic				
6.	Banking				
7.	Repository				
8.	Property		21.	Property	
9.	Fund Raising Costs		22.	Fund Raising Costs	
10.	Projects/Equipment		23.	Projects/Equipment	
11.	Liturgical/Pastoral		24.	Liturgical/Pastoral	
12.	Schools		25.	Schools	
13.	Third Party Giving		26.	Third Party Giving	
	<b>TOTAL GENERAL</b>			<b>TOTAL RESTRICTED</b>	

For Office Use Only	AE	
	AE	
	TRANS	
	ACCUM	

For Office Use Only	AE	
	AE	
	TRANS	
	ACCUM	

## SUMMARY OF RECEIPTS &amp; PAYMENTS

		£
1.	General Receipts	
2.	Less: General Payments	
3.	Less: Transfer to Restricted Funds	
4.	<b>Surplus/(Deficit) for General Funds</b>	
1.	Restricted Receipts	
2.	Less: Restricted Payments	
3.	Add: Transfer from General Fund	
4.	<b>Surplus/(Deficit) for Restricted Funds</b>	

## MOVEMENT OF FUNDS IN YEAR

Note: Bank balances are from Cashbook NOT bank statements

	£
<b>Opening cash and bank balances in cashbook</b>	
Surplus/(Deficit) - General Fund	
Surplus/(Deficit) - Restricted Funds	
Add: Loans received by parish	
Deduct: Loans repaid to others	
Add: Advances repaid to parish	
Deduct: Advances made to others	
Add: Investment sales	
Deduct: Investment purchases	
Deduct: Foundation Mass investments purchased	
<b>Closing cash and bank balances in cashbook</b>	

## BANK RECONCILIATION

Closing cash and bank balances in cash book	
Add: Cheques not yet presented	
Deduct: Paying-ins not yet credited	
Deduct: Closing cash-in-hand balance	
Closing bank balance – bank statement(s)	

Please attach photocopies of bank statements at year-end for ALL accounts.

# CASH BASIS

DIOCESE OF ARUNDEL AND BRIGHTON

FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2014

TRIAL BALANCE AT YEAR END

**NOTE: THIS PAGE IS FOR FINANCE OFFICE USE ONLY-- PLEASE DO NOT INSERT ANY FIGURES**

	CURRENT YEAR		PREVIOUS YEAR		DIFFERENCE
	Debit £	Credit £	Debit £	Credit £	
<b>A</b> Cash and bank accounts <b>63401</b>					
<b>B</b> Debtors <b>63301</b>					
<b>C</b> Creditors <b>63501</b>					
<b>D</b> Advances to others <b>63350</b>					
<b>E</b> Loans from others <b>63550</b>					
<b>F</b> General Accumulated Funds					
<b>G</b> Restricted Accumulated Funds					
<b>H</b> Investments – purchased					
<b>I</b> Investments - sold					
<b>J</b> Foundation Masses					
TOTALS					

- Notes:
- A Cash and Bank Balance - if overdrawn - credit.
  - B Debtors - these must include the amounts shown as "due to the parish" on page 4.
  - C Creditors - these must include the amounts shown as "owed by the parish" on page 4, including unpaid building works.
  - D Advances to Others - total at year end.
  - E Loans from Others - total at year end.
  - F & G Accumulated Funds - usually credit but could be debit with a large bank overdraft/creditors.
  - H & I Investments - transactions in current year.
  - J Foundation Masses – investments purchased in current year.

**DIOCESE OF ARUNDEL AND BRIGHTON**

**FINANCIAL RETURN**

**YEAR ENDED 31ST DECEMBER 2014**

**1. CREDITORS - AMOUNTS OWED BY THE PARISH AT 31 DECEMBER**

Amounts collected on behalf of Bishop's collections, charities, etc but not yet paid over, and/or amounts owed to suppliers for goods/services provided by 31 December. Not building works or repairs – see note 6.

<b>Name</b>	<b>Nature of expenditure</b>	<b>Amount owed at 31 December £</b>
	<b>TOTAL</b>	

**2. DEBTORS - AMOUNTS DUE TO THE PARISH AT 31 DECEMBER**

Insurance claims outstanding (ie you have incurred the repair expenditure but you have not been reimbursed by the insurance company), or outstanding rents due, etc.

<b>Name</b>	<b>Nature of income</b>	<b>Amount owed at 31 December £</b>
	<b>TOTAL</b>	

**3. LEGACIES**

Please give details included in receipts Items 3 and 23 for all legacies - amounts and purpose. You should give an estimate of the value of any property bequest.

<b>Name of donor</b>	<b>Purpose for which legacy is to be used</b>	<b>Amounts received during year £</b>	<b>Balance Outstanding £</b>
<b>TOTAL legacies received</b>			

# CASH BASIS

## DIOCESE OF ARUNDEL AND BRIGHTON

FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2014

### BALANCE SHEET TRANSACTIONS

4. **ADVANCES AND LOANS IN YEAR** Loans received - positive. Advances made - positive.  
Loans repaid - negative. Advances repaid - negative.

Loans from parish/individuals		Advances to others	
Name	Amount	Name	Amount
<b>Totals in Year</b>			
<b>Totals in previous year end</b>			
<b>Total at current year end</b>			

- 5A. **CAPITAL INVESTMENT FUNDS** Purchases – positive; Sales – negative.

Purchases/Sales	£
<b>Total</b>	

### 5B. ANALYSIS OF RESTRICTED ACCUMULATED FUNDS

(If there are no restricted funds enter "NIL")

Restricted Funds are described in the Parish Administration Manual Section 3.12. Restricted donations or fundraising were given for specific purposes and not for the general purposes of a parish. Any unspent surplus is carried forward at year end into the Restricted Accumulated Fund. Please note that funds set aside from general funds, for property maintenance for example, are not restricted. They have a designated purpose and can be taken back into general funds. Restricted funds cannot be taken into general funds, and must be spent in compliance with the donor's intentions.

Description	Amount
<b>Total</b>	

**6. DETAILS OF MAJOR REPAIRS AND MAJOR CAPITAL WORKS**

**Details included within payment Items 8 and 21 Property, and 10 and 23 Projects/Equipment.**  
 Please show all works with estimated total cost greater than £10,000 started and/or finished by year end and classified as repairs or capital. **Repairs** include new windows, re-roofing, rewiring, redecorating, fabric repairs etc. **Capital** includes new buildings and alterations or extensions to existing structures. You may need to apportion works between the two categories. Under Capital please also list equipment purchased costing more than £5,000. **Please do not accrue balance to be paid into current year.**

Description of works and on which building	Paid in current year £	Estimated total cost of work £	Balance to be paid £
<b>REPAIRS (from items 8 and 21)</b>			
<b>CAPITAL (from items 10 and 23)</b>			

**7. ALL PARISH EMPLOYEES ON PAYROLL (total cost should be less than payment item 1 Personnel)**

JOB	Nos	Gross Amount Paid in Year Before Deductions	Employer's National Insurance	Employer's Pension	TOTAL Cost to Parish
Cleaner					
Cook					
Secretary					
Gardener					
Caretaker					
Handyman					
Pastoral Worker					
<b>Totals</b>					

# CASH BASIS

## DIocese OF ARUNDEL AND BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2014

#### 8. THIRD PARTY PAYMENTS

All payments must be included with a FULL analysis of general (13) and restricted (26) Third Party Giving. Restricted payments are either collections paid over to the beneficiary or discretionary grants paid out of restricted parish funds such as the Parish Charity Fund. Restricted collections include all collections remitted to the Diocese on the pink quarterly reminders and all other collections paid direct to the beneficiary eg SVP. Any parish "top-ups" are general grants. Restricted discretionary grants are only payments made to a beneficiary from such funds as "Parish Charity Fund" Grants paid from general funds eg through tithing should also be analysed over the various categories. **Please add other collections in the spaces provided, and do not overwrite existing descriptions. Extra sheets may be appended.**

BENEFICIARY	General Grants (13)	Restricted Collections (26)	Restricted Discretionary Grants (26)	For Office Use only
Diocesan Levies (Total)				
Clergy: Christmas & Easter Offerings, Mass Stipends, stole fees, Holy Souls, Jubilee/Leaving gifts				
Collections remitted to Diocese (total) on pink quarterly reminder				
Paid direct to beneficiary:- CAFOD				
APF				
Missions				
Sea Sunday				
Cabrini Children's Society				
U K Poor (poor, shelters, homeless charities etc)				
Lourdes Pilgrimage				
SVP				
U K Sick (sick, hospices, disabled, cancer care etc)				
Third World Poor or Sick (famine, poverty, sickness, poor overseas parishes, Diocese's, convents etc)				
St. Barnabas (Former Anglican Clergy)				
Bourne Trust for Prisoners				
Life				
Ecumenical				
Racial Justice				
Pax Christi				
<b>TOTALS (As in Payments 13 and 26)</b>				