**PCC Accounts and Returns Checklist**

This checklist is designed to enable the PCC Treasurer to ensure all year end responsibilities have been completed.

Accounts have been prepared on:

 Receipts & Payments basis **OR** Accruals basis

(If income is greater than £250k, your accounts must be prepared on an accruals basis)

 The accounts have been approved prior to the APCM, received at the APCM & signed by

the PCC Chairman.

All the following should form part of your accounts pack. Tick to confirm this.

* PCC annual report approved prior to the APCM
* Signed independent examiners report.

*Model report can be downloaded from*

[*http://www.bathandwells.org.uk/supporting-parishes/finances/for-treasurers/treasurers-accountin-returns/*](http://www.bathandwells.org.uk/supporting-parishes/finances/for-treasurers/treasurers-accountin-returns/)

* Statement of Assets & Liabilities / Balance Sheet as appropriate.


 The Return of Parish Finance totals agree with the accounts (attach this or submit online)

 Is PCC income (total including all restricted funds and excluding transfers between funds)

above £100k for the year ? (Yes/No)

If **YES** , the following further confirmation is required :

Either  The PCC is registered with the Charity Commission

 The registration number is

  PCC accounts and annual return have been filed at the

 Charity Commission /will be filed before the deadline (31 October 2019)

Or  The PCC is currently applying for registration

Or  This year is a ‘one off’ & the PCC has applied to the Charity Commission for

 dispensation not to register this year.

**Please return this checklist with your Accounts and Finance returns to:**

**Janine Lavery at the Finance Department, Flourish House, Cathedral Park, Wells, BA5 1FD**

**or by email to returns@bathwells.anglican.org**

If you have any queries regarding the completion of your accounts or returns there is guidance on the Diocesan website <http://www.bathandwells.org.uk> and Parish Resources, [www.parishresources.org.uk](file:///C%3A%5CUsers%5CTaylorI.BATHWELLS.000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C1O2NZKP3%5Cwww.parishresources.org.uk)