

**Our Lady of Lourdes, Rottingdean**  
**Year Ended 31 December 2018**

**Income & Expenditure Account**

	2018		2017	
	£	£	£	£
<b>Income</b>				
Offertories		61,227		45,499
Other Collections		-		7,639
Donations		4,094		8,102
Tax Rebates		6,016		9,439
Fundraising		5,314		1,990
100 Club		-		187
Foundation Masses		-		113
Bank Interest		-		228
Repository		1,122		1,222
Rents		980		745
Parish / Diocesan Grants		35,204		7,800
		<hr/>		<hr/>
		113,957		82,964
<b>Expeniture</b>				
Personnel	11,373		21,741	
Travel	173		2,053	
Office	4,636		12,010	
Establishment	23,580		8,434	
Domestic	8,527		6,947	
Repository	6,812		3,825	
Property	-		10,118	
Equipment & Other Church Costs	-		1,377	
Fund Raising Costs	761		735	
Liturgical & Pastoral Costs	-		8,800	
Diocesan Levy	21,224		17,336	
Grants	-		960	
Stipend Recharge	-		1,483	
Bank Charges	-		412	
Third Party Giving	20,895		4,635	
		<hr/>		<hr/>
		97,981		100,866
<b>Net Profit / (Loss)</b>		<hr/> <hr/>		<hr/> <hr/>
		15,976		- 17,902

**St Patrick's Parish, Woodingdean**  
**Year Ended 31 December 2018**

**Income & Expenditure Account**

	2018		2017	
	£	£	£	£
<b>Income</b>				
Offertories - Standing Orders				1,673
- Cash		17,483		8,837
Other Collections		-		2,871
Donations		1,550		5,961
Legacies		251		5,273
Tax Rebates		40		-
Fundraising		1,541		515
Repository				80
Rents		16,567		10,018
Parish / Diocesan Grants	-	7,800	-	7,800
		<hr/>		<hr/>
		29,632		27,428
 <b>Expeniture</b>				
Personnel		-	6,213	
Office	250		128	
Establishment	4,732		1,840	
Domestic	1,187		-	
Property	2,342		8,868	
Fund Raising Costs	251		-	
Projects / Equipment	823		-	
Liturgical & Pastoral Costs	2,247		-	
Third Party Giving	4,543		5,492	
		<hr/>		<hr/>
		16,375		22,541
 <b>Net Profit / (Loss)</b>		<hr/> <hr/>		<hr/> <hr/>
		<b>13,257</b>		<b>4,887</b>

# CASH BASIS

APPENDIX 3E

For Office Use Only	
Received List	
5	
DN	5168
Accounts	
Third Party	
Employment	
Journal No.	49862
Date received	

## Diocese of Arundel and Brighton

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

Parish:	ROTTINGDEAN WITH WOODINGDEAN
Town:	ROTTINGDEAN

### Financial Return Year ended 31 December 2018

**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: ..... 19 .....

Chairman of Finance Committee .....

# CASH BASIS

## DIOCESE OF ARUNDEL & BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

#### RECEIPTS

	GENERAL	£		RESTRICTED	£
1.	Offertory	57693	21.	Collections	21017
2.	Donations	2752	22.	Donations	2892
3.	Legacies	251	23.	Legacies	
4.	Tax Rebates	6056	24.	Tax Rebates	
5.	Fundraising	6855	25.	Fundraising	
6.	Remittances		26.	Remittances	
7.	Banking/Investments				
8.	Repository	1122			
9.	Chaplaincies				
10.	Rents	17547			
11.	Asset Sales				
12.	Parish/Diocesan Grants	27404			
	<b>TOTAL GENERAL</b>	<b>119680</b>		<b>TOTAL RESTRICTED</b>	<b>23909</b>

For Office Use Only	AI	
	AI	

For Office Use Only	AI	
	AI	

#### PAYMENTS

	GENERAL	£		RESTRICTED	£
1.	Personnel	11373			
2.	Travel	173			
3.	Office	4886			
4.	Establishment	28362			
5.	Domestic	9714			
6.	Banking				
7.	Repository	6812			
8.	Property	2342	21.	Property	
9.	Fund Raising Costs	251	22.	Fund Raising Costs	761
10.	Projects/Equipment	823	23.	Projects/Equipment	
11.	Liturgical/Pastoral	132	24.	Liturgical/Pastoral	2115
12.	Schools		25.	Schools	
13.	Third Party Giving	21224	26.	Third Party Giving	25438
	<b>TOTAL GENERAL</b>	<b>86042</b>		<b>TOTAL RESTRICTED</b>	<b>28314</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	119680
2.	Less: General Payments	86042
3.	Less: Transfer to Restricted Funds	
4.	<b>Surplus/(Deficit) for General Funds</b>	<b>33638</b>
1.	Restricted Receipts	23909
2.	Less: Restricted Payments	28314
3.	Add: Transfer from General Fund	
4.	<b>Surplus/(Deficit) for Restricted Funds</b>	<b>(4405)</b>

## MOVEMENT OF FUNDS IN YEAR

Note: Bank balances are from Cashbook NOT bank statements

	£
<b>Opening cash and bank balances in cashbook</b>	<b>83927</b>
Surplus/(Deficit) - General Fund	33638
Surplus/(Deficit) - Restricted Funds	(4405)
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>	<b>113160</b>

## BANK RECONCILIATION

Closing cash and bank balances in cash book	113160
Add: Cheques not yet presented	3880
Deduct: Paying-ins not yet credited	(269)
Deduct: Closing cash-in-hand balance	
Closing bank balance – bank statement(s)	<del>120651</del> 116771

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 2018

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.

**CASH BASIS****DIOCESE OF ARUNDEL AND BRIGHTON****FINANCIAL RETURN****YEAR ENDED 31ST DECEMBER 2018****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.

Name	Nature of expenditure	Amount owed at 31 December £
	<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.

Name	Nature of income	Amount owed at 31 December £
	<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.

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

# CASH BASIS

## DIOCESE OF ARUNDEL AND BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

### 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
Totals in Year			
Totals in previous year end			
Total at current year end			

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

Purchases/Sales	£
Total	

### 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
Total	

## 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 £
REPAIRS (from items 8 and 21)			
CAPITAL (from items 10 and 23)			

## 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					
Totals					

# CASH BASIS

## DIOCESE OF ARUNDEL AND BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

#### 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>				

# CASH BASIS

APPENDIX 3E

For Office Use Only	
Received List	
5	
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Accounts	
Third Party	
Employment	
Journal No.	
Date received	

## Diocese of Arundel and Brighton

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

Parish:	ROTTINGDEAN
Town:	ROTTINGDEAN

### Financial Return Year ended 31 December 2018

**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: *John Pierce*  
Parish Priest: *Boyle*

Date: *1.11.19*

Chairman of Finance Committee .....

# CASH BASIS

DIOCESE OF ARUNDEL & BRIGHTON

FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

## RECEIPTS

	GENERAL	£		RESTRICTED	£
1.	Offertory	45790	21.	Collections	15437
2.	Donations	1202	22.	Donations	2892
3.	Legacies		23.	Legacies	
4.	Tax Rebates	6016	24.	Tax Rebates	
5.	Fundraising	5314	25.	Fundraising	
6.	Remittances		26.	Remittances	
7.	Banking/Investments				
8.	Repository	1122			
9.	Chaplaincies				
10.	Rents	980			
11.	Asset Sales				
12.	Parish/Diocesan Grants	35204			
	<b>TOTAL GENERAL</b>	<b>95628</b>		<b>TOTAL RESTRICTED</b>	<b>18329</b>

For Office Use Only	AI	
	AI	

For Office Use Only	AI	
	AI	

## PAYMENTS

	GENERAL	£		RESTRICTED	£
1.	Personnel	11373			
2.	Travel	173			
3.	Office	4636			
4.	Establishment	23580			
5.	Domestic	8527			
6.	Banking				
7.	Repository	6812			
8.	Property		21.	Property	
9.	Fund Raising Costs		22.	Fund Raising Costs	761
10.	Projects/Equipment		23.	Projects/Equipment	
11.	Liturgical/Pastoral		24.	Liturgical/Pastoral	
12.	Schools		25.	Schools	
13.	Third Party Giving	21224	26.	Third Party Giving	20895
	<b>TOTAL GENERAL</b>	<b>76325</b>		<b>TOTAL RESTRICTED</b>	<b>21656</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	95628
2.	Less: General Payments	76325
3.	Less: Transfer to Restricted Funds	
4.	<b>Surplus/(Deficit) for General Funds</b>	19303
1.	Restricted Receipts	18329
2.	Less: Restricted Payments	21656
3.	Add: Transfer from General Fund	
4.	<b>Surplus/(Deficit) for Restricted Funds</b>	(3327)

## MOVEMENT OF FUNDS IN YEAR

Note: Bank balances are from Cashbook NOT bank statements

	£
<b>Opening cash and bank balances in cashbook</b>	45052
Surplus/(Deficit) - General Fund	19303
Surplus/(Deficit) - Restricted Funds	(3327)
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>	61028

## BANK RECONCILIATION

Closing cash and bank balances in cash book	61028
Add: Cheques not yet presented	3392
Deduct: Paying-ins not yet credited	
Deduct: Closing cash-in-hand balance	
Closing bank balance – bank statement(s)	64420

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 2018

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					
<b>TOTALS</b>					

- 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 2018

## 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.

Name	Nature of expenditure	Amount owed at 31 December £
	<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.

Name	Nature of income	Amount owed at 31 December £
	<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.

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

# CASH BASIS

## DIOCESE OF ARUNDEL AND BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

### 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
Totals in Year			
Totals in previous year end			
Total at current year end			

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

Purchases/Sales	£
Total	

- 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
Total	

## 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 £
REPAIRS (from items 8 and 21)			
CAPITAL (from items 10 and 23)			

## 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	4	7530	-	-	7530
Gardener					
Caretaker					
Handyman					
Pastoral Worker					
Totals					

# CASH BASIS

## DIOCESE OF ARUNDEL AND BRIGHTON

### FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

#### 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		70,895		
Collections remitted to Diocese (total) on pink quarterly reminder				
Paid direct to beneficiary:- CAFOD		1085		
APF		380		
Missions		566		
Sea Sunday		491		
Cabrini Children's Society				
U K Poor (poor, shelters, homeless charities etc)		637		
Lourdes Pilgrimage		700		
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)		375		
St. Barnabas (Former Anglican Clergy)				
Bourne Trust for Prisoners		772		
Life				
Ecumenical				
Racial Justice				
Pax Christi		775		
TOTALS (As in Payments 13 and 26)				

# CASH BASIS

APPENDIX 3E

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

## Diocese of Arundel and Brighton

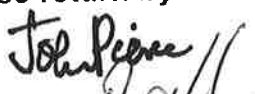
Arundel and Brighton Diocesan Trust  
(Registered Charity No. 252878)

Parish:	
Town:	WOODINGDEAN

### Financial Return Year ended 31 December 2018

**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: ..... 1.11.19 .....

Chairman of Finance Committee .....

# CASH BASIS

DIOCESE OF ARUNDEL & BRIGHTON

FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

## RECEIPTS

	GENERAL	£		RESTRICTED	£
1.	Offertory	11903	21.	Collections	5580
2.	Donations	1550	22.	Donations	
3.	Legacies	251	23.	Legacies	
4.	Tax Rebates	40	24.	Tax Rebates	
5.	Fundraising	1541	25.	Fundraising	
6.	Remittances		26.	Remittances	
7.	Banking/Investments				
8.	Repository				
9.	Chaplaincies				
10.	Rents	16367			
11.	Asset Sales				
12.	Parish/Diocesan Grants	(7800)			
	<b>TOTAL GENERAL</b>	<b>24052</b>		<b>TOTAL RESTRICTED</b>	<b>5580</b>

For Office Use Only	AI	
	AI	

For Office Use Only	AI	
	AI	

## PAYMENTS

	GENERAL	£		RESTRICTED	£
1.	Personnel				
2.	Travel				
3.	Office	250			
4.	Establishment	4732			
5.	Domestic	1187			
6.	Banking				
7.	Repository				
8.	Property	2342	21.	Property	
9.	Fund Raising Costs	251	22.	Fund Raising Costs	
10.	Projects/Equipment	823	23.	Projects/Equipment	
11.	Liturgical/Pastoral	132	24.	Liturgical/Pastoral	2115
12.	Schools		25.	Schools	
13.	Third Party Giving		26.	Third Party Giving	4543
	<b>TOTAL GENERAL</b>	<b>9717</b>		<b>TOTAL RESTRICTED</b>	<b>6658</b>

For Office Use Only	AE	
	AE	
	TRANS	
	ACCUM	

For Office Use Only	AE	
	AE	
	TRANS	
	ACCUM	

# CASH BASIS

DIOCESE OF ARUNDEL AND BRIGHTON

FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

## SUMMARY OF RECEIPTS & PAYMENTS

		£
1.	General Receipts	24052
2.	Less: General Payments	9717
3.	Less: Transfer to Restricted Funds	NONE
4.	<b>Surplus/(Deficit) for General Funds</b>	14335
1.	Restricted Receipts	5580
2.	Less: Restricted Payments	6658
3.	Add: Transfer from General Fund	
4.	<b>Surplus/(Deficit) for Restricted Funds</b>	(1078)

## MOVEMENT OF FUNDS IN YEAR

**Note: Bank balances are from Cashbook NOT bank statements**

	£
<b>Opening cash and bank balances in cashbook</b>	38 875
Surplus/(Deficit) - General Fund	14335
Surplus/(Deficit) - Restricted Funds	(1078)
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>	52132

## BANK RECONCILIATION

Closing cash and bank balances in cash book	52132
Add: Cheques not yet presented	488
Deduct: Paying-ins not yet credited	(269)
Deduct: Closing cash-in-hand balance	
Closing bank balance – bank statement(s)	52351

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 2018

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 £	
A Cash and bank accounts 63401					
B Debtors 63301					
C Creditors 63501					
D Advances to others 63350					
E Loans from others 63550					
F General Accumulated Funds					
G Restricted Accumulated Funds					
H Investments – purchased					
I Investments - sold					
J 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.

**CASH BASIS****DIOCESE OF ARUNDEL AND BRIGHTON****FINANCIAL RETURN****YEAR ENDED 31ST DECEMBER 2018****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.

Name	Nature of expenditure	Amount owed at 31 December £
	<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.

Name	Nature of income	Amount owed at 31 December £
	<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.

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

## CASH BASIS

DIOCESE OF ARUNDEL AND BRIGHTON

FINANCIAL RETURN

YEAR ENDED 31ST DECEMBER 2018

### 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
Totals in Year			
Totals in previous year end			
Total at current year end			

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

Purchases/Sales	£
Total	

- 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
Total	

**CASH BASIS****DIOCESE OF ARUNDEL AND BRIGHTON****FINANCIAL RETURN****YEAR ENDED 31ST DECEMBER 2018****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 2018

#### 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>				