

DIOCESE OF BRENTWOOD

PARISH ADMINISTRATION CONFERENCE



TO BE HELD AT THE

URSULINE CONVENT HIGH SCHOOL

QUEENS ROAD

BRENTWOOD, CM14 4EX

ON 3RD MARCH 2018

DIOCESAN PARISH ADMINISTRATION CONFERENCE

Saturday 3rd March 2018

To be held in the Main Hall at the Ursuline Convent School, Brentwood, CM14 4EX

AGENDA

- 08.45 – 09.15** Registration at Reception Desk in Hall; coffee and tea in Large Dining Room
- 09.15 – 10.00** Mass in the Chapel – Fr Stewart Foster to celebrate
- 10.00 – 10.20** Registration at Reception Desk in Hall (continued); coffee and tea in Large Dining Room
- 10.20 – 10.25** Opening Prayer led by Fr Stewart Foster
- 10.25 – 10.35** Presentation on Diocesan Finances by Clare Losty
- 10.35 – 10.45** General Data Protection Regulation (GDPR) – Preparing the Way: An overview by Clare Losty
- 10.45 – 12.15** Break-out Groups (all will incorporate elements of GDPR)
- Attendees will remain in classrooms, and the various members of the Finance and Property Office teams will spend c.20 minutes with each group:
- 1. Banking, Employment & Administration**
 - 2. Finance**
 - 3. Gift Aid**
 - 4. Property, Health & Safety**
- 12.15 – 13.05** Collation of written questions/comments, along with any other Questions and Answers
- 13.05 – 13.10** Close of Conference
- 13.10 – 14.00** LUNCH – Small and Large Dining Rooms

*** * * * ***

Please be aware that there may be planned engineering works to some of the train lines on this day with replacement buses on some parts of the Liverpool Street line. Please check your journey in advance.

FINANCE and ADMIN

INDEX

- Report from the Director of Civil Administration – Clare Losty (*Updated*)
- Financial Summary for year ended 5th April 2017 – diocese and parishes (*Updated*)
- Excerpt from Corporate Trustee’s Report for the Year Ended 5th April 2017 (*Updated*)
- Parish Audits:
 - Matters Arising – Extract from Management Letter prepared by haysmacintyre (Diocesan Auditors) following visits to parishes for the audit of 2016-2017 (*Updated*)
 - haysmacintyre’s Audit Findings Report 2016-2017 (*Updated*)
- Finance – Frequently Asked Questions (*Updated*)
- GDPR (*New*)
 - Preparing the way
 - CIS Data Processing Record Template
 - CIS Parish Checklist
- Banking (*Updated*):
 - When priests move between parishes
 - When you find out that your local HSBC branch is closing down
- Diocese of Brentwood Second Collections – schedule for 2018-2019 (*Updated*)
- Recruitment Process (*Updated*)
- Who does what in the Finance Office? And when? (*Updated*)

**SUMMARY OF THE DIOCESAN FINANCIAL POSITION:
REPORT FROM THE DIRECTOR OF CIVIL ADMINISTRATION**

A reminder of the spiritual context for why we are all here

We meet again for the Annual Conference. This year we have expanded our invitation to include – along with Parish Priests, Parish Treasurers, Gift Aid Accountants, Secretaries, Administrators, and other volunteers – Parish Health and Safety Representatives.

The figures that we quote, the problems that we share, the questions that we raise, and the contacts that we make in other parishes – all of these activities and successes emanate from our desire to serve. We are here because we want to serve – to serve God, the Church and our parishes.

Please read the following notes in conjunction with the pie charts

The following figures and comments will give you an idea of how the diocese as a whole managed financially during 2016-2017, and how the Curia has used the funds raised from the parishes.

1. Parish Finances 2016-2017 vs previous year: another surplus of income over expenditure, but only slightly bigger than in 2015-2016

1.1 Total Parish income increased by 2.1%, from £10.8m in 2015-2016 to £11.07m.

1.2 At the same time, total Parish expenditure increased 2.7%, from £10.0m to £10.3m.

1.3 The resulting operational surplus (i.e. total Parish income vs expenditure) for 2016-2017 was just under £0.9m, slightly above the surplus of c.£0.8m in 2015-2016.

1.1 Parish Income

- Offertory fell by a whisker (c.£500) to £5.88m.
 - During 2016-2017 – as in 2015-2016 – parishes received 51 weeks of Offertory income. Although Christmas Day fell on a Sunday in 2016-2017 (and the Offertory that day went to the priest instead of the parish), Easter Sunday did not fall during the financial year.
- There was a fall in “Other income” (from £1.4m to £1.1m)
- Income from legacies decreased, from £467k to £422k.

1.2 Parish Expenditure

- Unlike Parish Income from Offertories – which, as we have seen, can fluctuate year to year – expenditure takes place 52 weeks out of 52.
- There does not appear to be any single reason for the £200k increase in expenditure in 2016-2017 – Maintenance of Church and Premises fell (£2.4m to £2m), while Extraordinary Expenditure rose from £0.76m to £1.29m (the latter category included works in Custom House, East Ham, Ilford Saints Peter and Paul, and other parishes). The diocesan quota levied on parishes increased to 26.2% of Offertory, representing a year-on-year rise of about £300k.
- All other expenditure categories are more or less flat between 2015-2016 and 2016-2017.

The message remains the same – Offertory income is the lifeblood of the parishes, and needs to increase in line with expenditure. We cannot rely on fortuitous income or an unusual fall in expenditure, but instead must continue to focus on increasing Offertory year-on-year.

2. Curial Finances 2016-2017 vs previous year: another deficit, but smaller compared to 2014-2015

2.1 Income fell by £44.5k (2.5%), from £1.83m to £1.78m.

2.2 Expenditure fell by £77k (4%), from £1.93m to £1.85m.

2.3 Overall, there was an operational deficit (income vs expenditure) during 2016-2017 of £72k – compared to the deficit of £104k in 2015-2016.

2.1 Curial income

- The largest element (81.5%) of income remains the Parish quota, at £1.45m. This increased from 2015-2016 by £190k. (The quota in 2015-2016 was 25% of parishes' Offertory; in 2016-2017 it was 26.2%.)
- However, we no longer take Gift Aid commission (9% of the total parishes' claims, which gave us an income in 2015-2016 of £108k), nor do we take the commission received on our insurance premium (previously £81k), and instead have asked that this figure be used to reduce the parishes' insurance premiums.

2.2 Curial expenditure

2.2.1 Vicariates

- The largest element of expenditure – 56% – is the cost of the Vicariates.
- In 2016-2017, the Vicariates' costs rose by 2.8% year-on-year, from £1.01m to £1.04m.
- As in last year's conference booklet, you will find this year an excerpt from the year's Annual Report and Accounts, which looks at the activities and achievements of the Vicariates during 2016-2017.

2.2.2 Non-Vicariate expenses

- In 2016-2017, non-Vicariate expenses fell again, from £916k to £811k (11.5%).
 - General Expenses fell by £230k (58%) to £168k, while Building Repairs and Maintenance rose by £86k (61%) to £225k.
 - The increases in Building Repairs included the Curia's share of the works carried out on the Cathedral.

2.3 Operational deficit

- The improving operational deficit (income vs expenditure during 2016-2017) of £72k at the centre versus a deficit of £104k in 2015-2016 is due to continued reductions in expenditure, which made up for the fall in income.

2.4 Curial forecast for 2016-2017

For the current financial year, there is likely to be a net deficit of about £417k at the centre based on the actual income and expenditure to 30th November 2016. However, this figures includes c.£275k of capital expenditure on Abbotswick, suggesting an end of year deficit of £136k.

2.5 Curial quota for 2018/2019 – stays at 26.2% of parishes' Offertory

The Council of Priests agreed at their meeting in February to keep the quota on parishes at 26.2% of last audited Offertory (i.e. the Offertory for 2016-2017). This will generate a deficit again at the centre, and we will be considering how to manage this without resorting to the parishes.

In April we will let each parish know how much the levy will cost per month.

* * * * *

As you may know, Amanda Potter is taking a well-deserved break from work, and we wish her well – while missing her a great deal. We are now recruiting for her successor.

At the same time, we recruited another Amanda back in June – Amanda Balicki, a Chartered Surveyor who comes to us from Balfour Beatty.

We also welcomed Gosha Stefaniuk in May of last year, to take over after Helena Sutherland-Harper who retired at the end of 2016.

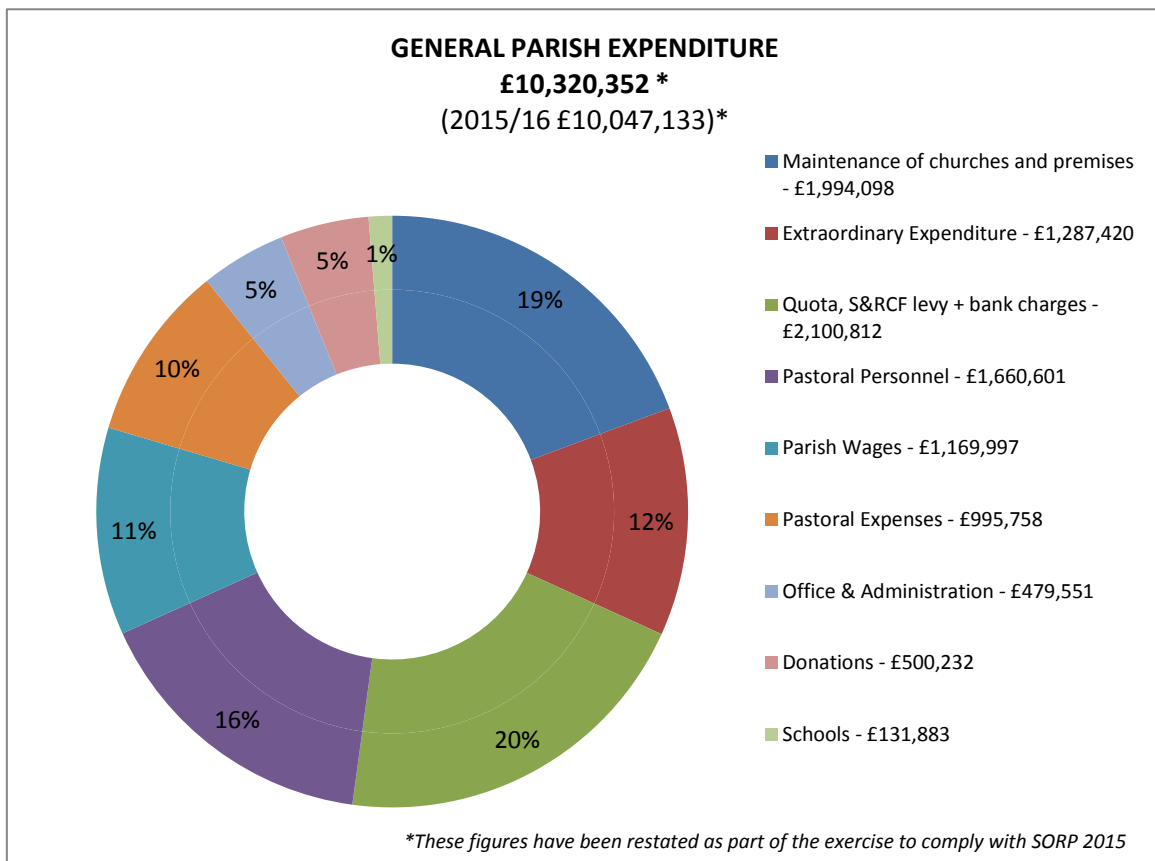
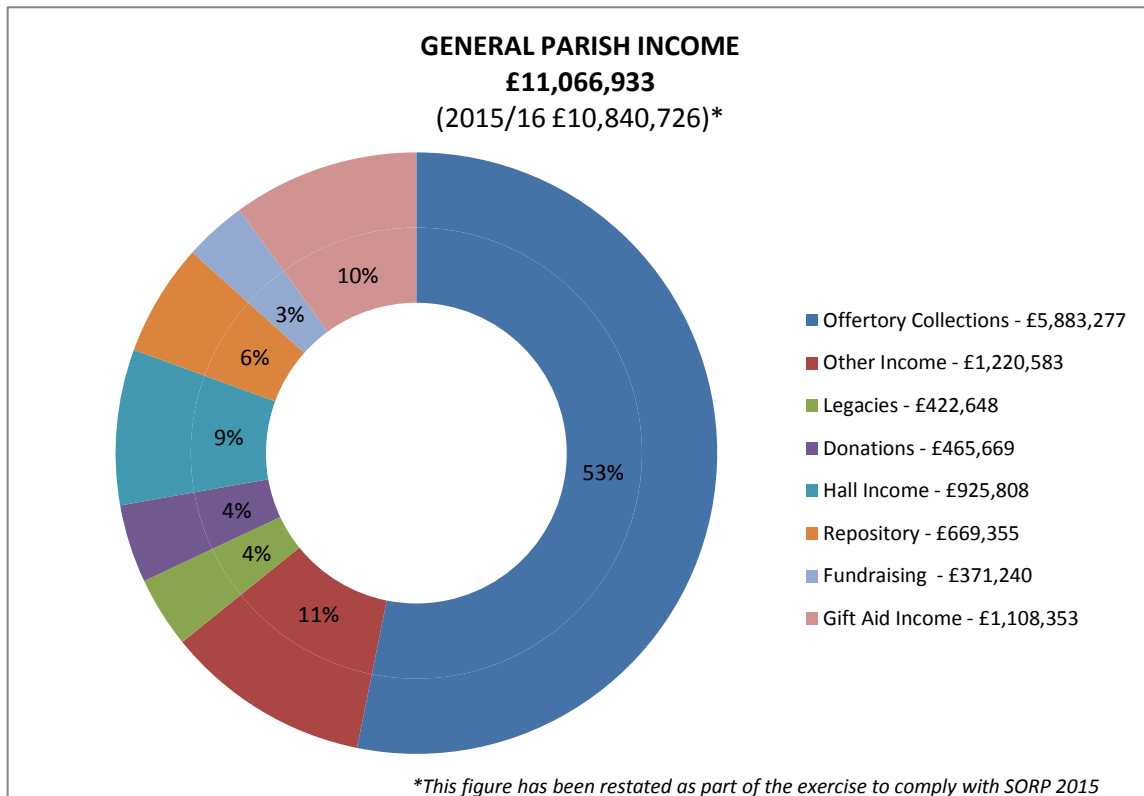
Asta, Tracey, and I remain in place.

Thank you so much for your understanding and patience as we work through these various changes in personnel.

And, as ever, we thank you for using your experience, talent and skills for the glory of God and in the service of the Diocese.

DIOCESE OF BRENTWOOD

PARISH FUNDS 2016/2017 Financial Summary year ended 5th April 2017

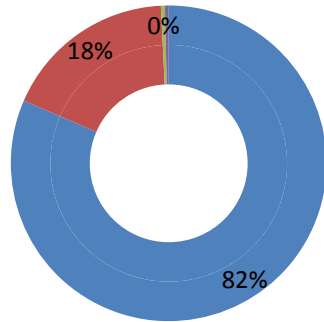


CURIAL FUNDS 2016/2017

CURIAL INCOME

£1,780,487

(2015/16 £1,825,296)

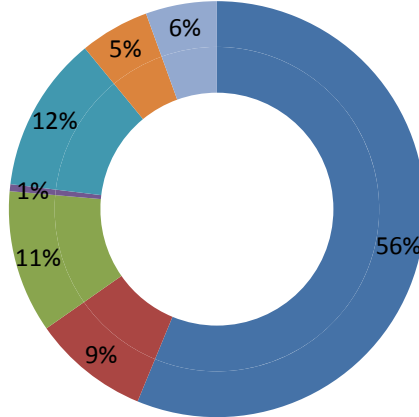


- Parish Quota - £1,451,117
- Investments, Interest, Commissions, Charges and Rents - £315,142
- Gift Aid Expenses Recovery - £7,313
- Other - £6,915

CURIAL EXPENSES

£1,852,710

(2015/16 £1,929,288)

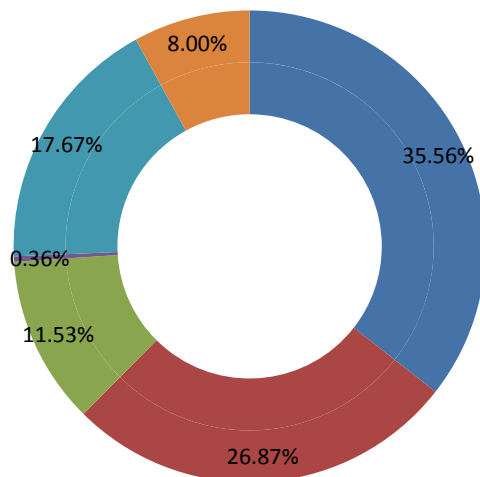


- Curia - £1,041,667
- General Expenses - £167,817
- Clergy Expenses - £205,562
- Centenary Costs - £10,035
- Building Repairs & Maintenance - £225,034
- Legal & Professional - £100,099

VICARIATES

£1,042,667

(2015/16 £1,013,010)



- Vicariate for Administration - £370,800
- Vicariate for Education - £280,152
- Vicariate for Pastoral Formation - £120,176
- Vicariate for Evangelisation - £3,805
- Vicar General - £184,279
- Chancery & Tribunal - £83,455

BRENTWOOD ROMAN CATHOLIC DIOCESAN TRUST

FINANCIAL STATEMENTS FOR

THE YEAR ENDED 5 APRIL 2017

The Corporate Trustee presents the report and financial statements of the Brentwood Roman Catholic Diocesan Trust for the year ended 5th April 2017.

The Statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities, preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102): Charities SORP FRS 102 (effective 1st January 2015).

Registered Charity Number

Brentwood Roman Catholic Diocesan Trust: 234092

BRENTWOOD ROMAN CATHOLIC DIOCESAN TRUST

CORPORATE TRUSTEE'S REPORT FOR THE YEAR ENDED 5 APRIL 2017

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, SOLE TRUSTEE AND ADVISERS

REGISTERED NAME	Brentwood Roman Catholic Diocesan Trust
CHARITY REGISTRATION NUMBER	234092
SOLE TRUSTEE	The Trust is administered by the Brentwood Roman Catholic Diocese Trustee (Trust Corporation – a company incorporated 13 th March 1948, Company Registration 450897)
PRINCIPAL OFFICE AND REGISTERED OFFICE OF THE SOLE TRUSTEE	Cathedral House Ingrave Road Brentwood Essex CM15 8AT
DIRECTORS OF THE SOLE TRUSTEE (known as Members of the Finance Board)	The Directors who have served during the year, and since, are as follows: Rt Rev Alan Williams S.M. Rt Rev Msgr Kevin Hale VG Rt Rev Mgr Christopher Brooks Very Rev Mgr George Stokes (resigned 30 th June 2016) Rev Canon Patrick J Sammon Rev Andrew Headon Rev Stephen Myers (appointed 1 st July 2016) Mr John Adshead CBE, KSG (resigned 8 th December 2016) Mr Michael L'Estrange Sir Ian McAllister CBE Ms Liz Toher (appointed 20 th October 2016)
DIOCESAN FINANCIAL SECRETARY AND SECRETARY TO THE FINANCE BOARD OF THE SOLE TRUSTEE	Clare Losty, Director of Civil Administration
BANKERS	HSBC PLC Fenton House 85-89 New London Road Chelmsford Essex CM2 0PP
SOLICITORS	Stone King Boundary House 91 Charterhouse Street London EC1M 6HR
AUDITORS	haysmacintyre 26 Red Lion Square London WC1R 4AG
INVESTMENT ADVISORS	Sarasin & Partners Juxon House 100 St Paul's Churchyard London EC4M 8BU

HISTORY AND ORGANISATION

The Diocese of Brentwood (the Diocese)

The Roman Catholic Diocese of Brentwood is one of the twenty-two Roman Catholic Dioceses in England and Wales. It incorporates 88 Parishes throughout its geographical area:

- The Administrative County of Essex
- The Unitary Authorities of Southend and Thurrock
- Five London Boroughs:
 - Barking and Dagenham
 - Havering
 - Newham
 - Redbridge
 - Waltham Forest

Objects and Constitution of the Brentwood Roman Catholic Diocesan Trust (the Charity)

The Brentwood Roman Catholic Diocesan Trust was constituted by Trust Deed in 1947. It is a registered charity, number 234092.

The Declaration of Trust within the Trust Deed dated 3 June 1947 stipulates that the property and funds are to be held by the Trustees upon trust (subsequently, to be held by the Corporate Trustee – see below), and are to be used and applied

“both as to capital and income in or towards advancing the Roman Catholic religion in the Diocese by such means as the Bishop may think fit and proper for the service and support whether in the Diocese or outside the Diocese of charitable works and objects promoted by the Church.”

In practice, “*advancing the Roman Catholic religion*” means that the Diocese follows the Catholic principles of supporting and assisting the whole community which it serves – including those of other faiths and none. This support and assistance takes form across a number of activities, and has a positive impact on the public both in, and beyond, the Catholic community – including the education of children and young adults, care for the poor, development of the youth, and outreach to the marginalised. (See also below the section entitled “Public Benefit Guidance”, as well as the reports on the work of the individual Vicariate teams.)

Together with its 88 Parishes, the Diocesan charity comprises a number of centralised activities and funds.

In addition there are two separate funds which are registered as individual charities:

- The Brentwood Ecclesiastical Education Fund (BEEF) – the fund of the Diocese which meets the cost of educating and training seminarians – is a separately constituted charity under a Trust Deed, dated 11 July 1922, and registered under number 1067745. It is accounted for as a restricted fund within the Diocesan accounts.
- The investments of the Diocese are managed as a Pooled Fund, which is separately registered with the Charity Commission, under number 1067742.

An order of the Charity Commissioners under S96(6) Charities Act 1993 permits the three charities, which have the same Trustee, to be treated as a single entity for accounting purposes.

Parishes

The activities of the Diocese are largely undertaken through its parishes.

The work of the parishes takes the form of the celebration of religious services, and the provision, maintenance and upkeep of places of worship. This also involves the pastoral care of the Roman Catholic – as well as the broader – community of the area falling within the parish boundaries, and the promotion of a wide range of charitable purposes – not only within the parishes, but also nationally and internationally.

Of the overall Charity’s finances, parishes account for about 88% of income and about 74% of expenditure, with some 64% of the Diocesan charity’s net assets being held at parochial level.

Contd.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Administration of the Charity through the Brentwood Roman Catholic Diocese Trustee (the Corporate Trustee)

The Brentwood Roman Catholic Diocese Trustee, a company limited by guarantee, was set up in 1948 to act as custodian trustee in relation to the Charity and the ecclesiastical trusts of the Diocese. Its company number is 450897.

All parish property is deemed in civil law to be held by the Corporate Trustee, subject to the Charity Trust Deed. The acquisition or disposal of parish property therefore has to be sanctioned by the Directors of the Corporate Trustee, and all relevant documentation must be drawn up in the name of the Corporate Trustee.

Directors of the Corporate Trustee (Members of the Finance Board)

The Directors of the Corporate Trustee, and the Members of the Corporate Trustee's Finance Board, are the same.

In keeping with the Charity's objectives, it is a requirement that candidates are committed Roman Catholics. The power to appoint Directors is vested in the Bishop of the Diocese.

Where additional Directors are required, the Bishop will consider the range of skills and experience required on the Board (such as finance, investments, strategic planning etc.), and will approach individuals in the Diocese who are likely to meet these requirements. Prospective Directors are provided with full information on the charity's constitution, objects and finances. Training material is made available as necessary, and Directors are encouraged to complete online training modules which have been approved by the Charity Commission.

Governance of the Charity

The Charity is governed by the Finance Board of the Corporate Trustee, which consists of nine Directors, and meets some eight times a year.

The Board – in conjunction with the canonical bodies chosen by the Bishop to be his advisors and consultors, and assisted by the Director of Civil Administration – is responsible for developing policies to ensure compliance with civil legislation, and the implementation of these policies throughout the Diocese. The key policies are Health and Safety, safeguarding, risk management, the production of financial budgets, the exercising of financial controls through regular financial reporting, the management of Diocesan properties, policies relating to employment, and the compliance of the Charity with relevant company and charity legislation.

Authority for the management of the day-to-day business of the Diocese and compliance with civil legislation is delegated by the Finance Board to the Director of Civil Administration, in accordance with their directions.

In March 2014, the Finance Board approved revised Articles of Association for the Corporate Trustee, establishing the Bishop of Brentwood as the sole Member of the Company. As sole Member of the Company, the Finance Board cannot implement a decision with which the Bishop disagrees.

Statistics for the Diocese

The population statistics as at October 2016 were as follows. (The previous year's statistics, as at October 2015, are in brackets for reference):

	October 2016	<i>October 2015</i>
• Estimated Roman Catholic population of the Diocese	249,530 (↓ 1.5%)	253,228
• Mass Attendance (weekly average for October 2015)	43,437 (↓ 10%)	48,429
• Baptisms, and Receptions into the Church	3,111 (↓ 3%)	3,217
• Deaths	1,308 (↓ 5%)	1,371

Contd.

BRENTWOOD ROMAN CATHOLIC DIOCESAN TRUST
CORPORATE TRUSTEE'S REPORT FOR THE YEAR ENDED 5 APRIL 2017

Sub-Committees of the Finance Board

The Finance Board has established the following Sub-Committees.

- Health & Safety and Property
- Investments
- Provision of support to sick and retired clergy
- Stewardship (*established July 2017*)

The Board has delegated to them the consideration of specific areas of importance to the diocese, and authorised them to submit recommendations to the main Board for approval.

Each of the sub-committees meets between two and eight times a year, but their work continues as necessary between meetings.

Agendas and papers are prepared and distributed a week in advance of the meetings. Minutes are drafted and approved at the following sub-committee meeting. Formal Terms of Reference are in place for all the sub-committees, with the exception of the Provision of support to sick and retired clergy, which are being finalised..

Pastoral management and oversight of the Charity

The pastoral oversight of the Charity is conducted by the Bishop, in conjunction with the Corporate Trustee, and in regular consultation with the following:

- The Vicar General (VG)
- The Episcopal Vicars (EVs) who, together with the Bishop and the Vicar General, comprise the Bishop's Council:
 - Administration
 - Consecrated Life
 - Education
 - Evangelisation
 - Formation
- The Cathedral Chapter of Canons, who also have the canonical role of College of Consultors

At Parish level, the Parish Priest, assisted by his finance committee, is responsible for all aspects of administration. However, most of the property of the Diocese (including Parish assets) is held under charitable trust.

The Curia

The Curia comprises the VG, the Chancellor, the EVs, and their respective support teams.

PUBLIC BENEFIT

The Finance Board Members confirm that they comply with the duty in S.17 of the Charities Act 2011 to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. The Diocese's purpose – advancing the Roman Catholic religion – has been carried out for public benefit as follows:

- **Operating in – and beyond – the Catholic community.** Catholic Parishes have a role in society that is far broader than looking after the religious needs of Catholic people. They encourage an ethos in their congregations which has a positive impact on the wider community.

Catholics are deeply involved in looking after the vulnerable – both locally and abroad – through direct involvement as teachers and medics, or indirectly through charity work and fundraising. We promote the good of families and of children, support healthcare and hospices, and raise funds for a broad range of good causes. Catholics also make a significant contribution to schools (through fund-raising as well as voluntary contributions as governors), and elsewhere in public service and the armed forces.

In addition, there are two separate charities working within the Diocese which have roots in the Catholic Church, but which today extend their services to the most vulnerable in society, of all faiths and none – children (BCCS – Brentwood Catholic Children's Society) and the homeless (Caritas Anchor House).

- **Reinforcement of social capital in our communities.** Churches and faith groups often work together in the service of the community, and in particular of those in need. They foster among their members a spirit of service to, and acceptance of, people of all faiths and none, by encouraging dialogue and mutual understanding.

Contd.

Catholics help to encourage good civic qualities in society as a whole, because we are taught to live within a moral framework and to be generous with our time, our income and our compassion. Generally, the spirit encouraged by Christian faith leads to a heightened awareness of the needs of others, and an increased readiness to help address deprivation. This activity helps encourage social cohesion, and reinforce the “social capital” in our communities.

The positive impact of this outreach can be measured by e.g. the numbers of children at Diocesan schools, the sizes of the congregations worshipping in the various Parishes across the Diocese, the money raised in Parishes for other charities (in the UK and – for example – in our twinned Diocese of Dundee in Kwa Zulu Natal, South Africa), volunteers helping the poor and visiting the sick at home and in hospital (such as the St Vincent De Paul Society in different Parishes), and the use of Parish Halls by community groups.

It is often easier to understand the value of social capital when it is absent, and when communities have broken down. Nevertheless, we can point to the efforts to address this deficit through the impact of regular inter-faith and ecumenical dialogue across the Diocese, with its focus on those in need – such as projects to feed the homeless in Basildon.

- **Education.** With regard to education in the Diocese, although preference at school admissions is given to Catholics, a number of schools – Primary and Secondary – are undersubscribed by Catholics and, in accordance with Education Law, admit other applicants to fill the Planned Admissions Number. Similarly, those Secondary Schools which have Sixth Forms host students enrolled at other schools, and those who choose to enrol at Diocesan schools and wish to avail themselves of courses which our schools provide are welcome to apply.
- Furthermore, representatives of the Diocese and schools participate fully in collaborating with Local Authorities in the development of policy and good practice, for the benefit of the best education for all children in the respective Authority's responsibility.

Please also see below the work of individual teams of the Curia under the heading of “The Work of the Diocese during 2016-17” for further evidence of how the work of the Diocese reaches out to the whole community.

DIOCESAN POLICIES

(i) RISK MANAGEMENT

The Directors of the Corporate Trustee have assessed the major risks to which the Charity is exposed, and are satisfied that adequate systems are in place to mitigate exposure to these risks.

- The Finance Board carries out a risk review on a quarterly basis. The risks to the diocese are divided into the following categories:
 - Health and Safety
 - Safeguarding
 - Pastoral
 - Governance
 - Financial – Curia
 - Financial – Parishes
 - Human Resources – General
 - Human Resources – Curia
 - Human Resources – Parishes
 - Insurance
 - Education
 - Walsingham House (Retreat Centre)
 - Abbotswick (House of Prayer)
 - IT
- Each risk is allocated a ranking for
 - (i) The probability of the event materialising (high-low-medium), and
 - (ii) The impact of that event should it materialise (again, high-low-medium).
- Based on the rankings of probability and impact, a risk designation is applied
 - Green – low risk
 - Amber – medium risk
 - Red – high risk
- The resulting risk matrix also indicates the action necessary to mitigate each risk, and the timescale for completion.

Contd.

- At each quarterly review of risks, the Finance Board reviews the Risk Register, and the risk designations, focussing particularly on:
 - Any changes in designation since the previous review, and the reasons
 - Any changes in the probability and/or impact of the risks, and the reasons
 - Progress on mitigating red and amber risks
 - The need (if any) to include additional/newly-identified risks.

- The principal risks to the diocese, and the necessary mitigating actions, are as follows:
 1. Health and Safety – particularly the need to ensure ongoing engagement at parish level
Mitigating actions:
 - *Ongoing communication, education and support of parish priests, staff and volunteers, in conjunction with our H&S consultants, Precision Safety Services*

 2. Pastoral – the falling number of priests in ministry (whether due to illness or retirement) poses a challenge to the practice of the Catholic faith across the diocese. This means that there may be fewer Masses celebrated, increasing the risk of ill-health and “burnout” among priests. While the total number attending Masses is flat or slightly falling, the burden of ministering in a parish remains the same, and in time will fall to fewer and fewer clergy.
Mitigating actions:
 - *Ongoing formation of the laity to take on some of the roles in a parish (e.g. catechesis), formerly carried out by priests*
 - *The diocesan planning programme (Stewards of the Gospel) is studying pastoral resources and devising an appropriate response.*

 3. Parish finances – while the total value of overdrawn balances is falling, there are a number of parishes facing large expenditure as a result of recent quinquennial inspections. Coupled with falling Mass attendance in some parishes, and against rising costs, some parishes continue to run deficits.
Mitigating actions:
 - *The Stewards of the Gospel programme will inter alia consider the availability of financial resources in the parishes to carry out the diocesan vision.*

(ii) FINANCIAL CONTROL POLICY

The Diocese has a series of financial controls and signing limits in place (in the parishes and at the Curia) in order to enable the Corporate Trustee to exercise its legal duties:

- To ensure we are carrying out our purposes for the public benefit
- To comply with our governing document and the law
- To act in the best interests of the Diocese
- To manage responsibly the resources of the Diocese
- To act with reasonable care and skill
- To ensure that we are accountable

1. Budgeting process

1.1 Curia

- The Vicariates of the Curia prepare budgets based on their objectives for the coming financial year.
- A budget for the Curia for the forthcoming financial year is presented to the Finance Board in January, and then to the Council of Priests in February for approval.

1.2 Parishes

- Parishes are strongly encouraged to prepare income and expenditure budgets each financial year, and to review performance against them on a regular basis.
- The Finance Office sends budget planning templates to parishes each year; a number of parishes import the templates into the financial control software.

2. Management Accounts

2.1 Curia

- Management Accounts for the Curia are prepared for the Finance Board for each of their meetings, and is a standing agenda item.
- The accounts provide the following information:
 - A Revised Annual Forecast (RAF) – actual income and expenditure to date added to the budgeted income and expenditure for the remainder of the financial year. The RAF is compared to the original budget, and commentary given on significant variances.
 - Actual year-to-date (YTD) income and expenditure, compared to the previous YTD. Again, commentary on significant variances is provided.
 - Actual income and expenditure for the month under report, compared to the income and expenditure for the same month in the previous financial year. Again, commentary on significant variances is provided.
- For 2016-2017, there was a reallocation of some of the Curia's income and costs to the parishes (e.g. parish bank account charges).

2.2 Parishes

- Parishes are strongly encouraged to use the accounting software, Finance Co-ordinator, to keep track of income and expenditure throughout the year.
- Some 80 parishes use the software, which standardises categories of income and expenditure across the diocese.
- Parishes are asked to submit their financial returns to the Diocesan Finance Office by 31st May each year.
- The Finance Office reviews each return, and contacts parishes when and where queries arise.
- The Finance Board reviews overall parish income and expenditure, and trends in both categories, in October each year. The single greatest source of income (c.70%) is Offertory collections in the parishes.
- Every six months, the Finance Board is provided with details of those parishes in overdraft. The total amount of overdrawn balances (c.25 parishes) has almost halved, from £2.7m in December 2011 to £1.48m in June 2017.

3. External Audit – Curia and parishes

3.1 Annual financial returns submitted by parishes

- Each year, the Finance Office reviews the returns submitted by the 88 parishes of the diocese.

3.2 Audit of Curia and parishes

- Each year, our external auditors audit the books of the Curia and a selection of nine parishes.
- *Inter alia*, they look at income-expenditure, ensure that the paperwork for transactions is in order, and consider year-to-year trends.

3.3 Auditors' Management Letter

- The findings of the external auditors are presented to the Finance Board in December each year, along with any issues found during the audit and the actions taken to address them.

4. Signing limits – segregation of signing duties

4.1 Curial Accounts

4.1.1 Cheques

- There are signing limits in place for cheques drawn on Curial accounts
- Any one of the five Curial signatories can sign cheques on his or her own, up to £1,999.99. The five are:
 - The Bishop
 - The Vicar General
 - The Chancellor
 - The Episcopal Vicar for Administration
 - The Director of Civil Administration
- For cheques of £2k and above, which require two signatures, any of the five signatories can act as an "A" signatory, and any other of the five can sign as a "B" signatory to meet the requirements.

4.1.2 Electronic payments

- One member of the Finance Office can transfer funds between accounts in the pool of diocesan and parish bank accounts
- Three members of the Finance Office can create electronic payments to external accounts (i.e. payments to an account outside the pool of diocesan accounts), but cannot authorise them. Instead, payments to external bank accounts require authorisation by two, quite separate authorisers.
- These authorisers cannot create electronic payments – they can only authorise payments which have been created by others.
- The authorisers are as follows:
 - The Chancellor
 - The Episcopal Vicar for Administration
 - The Director of Civil Administration
 - The Diocesan Director of Education
- There are two System Administrators for the electronic banking system – the Episcopal Vicar for Administration, and the Director of Civil Administration.
- The System Administrators can – individually – add and remove authorisers, and establish signing limits for each.

4.2 Parish accounts

4.2.1 Cheques

- The parish priest can sign on his own up to £1,999.99, as an “A” signatory.
- For cheques between £2k and £9,999.99 he must sign and get a “B” signatory (usually a lay person in the parish) to countersign.
- For cheques for £10k and above, he must sign and also get a countersignature from one of the five Curial signatories – i.e. the Bishop, the Vicar General, the Chancellor, the Episcopal Vicar for Administration, or the Director of Civil Administration.
- Any of the five Curial signatories can sign as “A” signatory in the place of the parish priest in his absence, and any other can sign in the place of the parish “B” signatory where necessary.

4.2.2 Electronic payments

- The diocese has not yet rolled out electronic payment capability to parishes, but continues to review the risks involved, as well as the means of mitigating those risks.

4.2.3 Corporate charge cards

- Most parish priests and assistant priests have charge cards, enabling the priest to spend up to £2k per month on parish-related items. (In November 2017, the Finance Board agreed to increase the limit to £5k, given the increasing ability to make payments online.)
- Once expenditure reaches that level, the card can no longer be used that month, until the amount is automatically debited from the parish bank account the following month.
- The parish receives monthly statements of expenditure on the card, and the priest must provide supporting documentation for purchases using the card.

Other controls in place

- The value of the Diocese’s investments is presented to the Board at each meeting, and our investment advisors update the Investment Sub-Committee 2-3 times a year.
- The Diocese is compliant with HMRC’s regulations on payroll.
- The Diocese has also complied with legislation relating to the establishment of a workplace pension scheme – into which all employees are enrolled automatically, unless they decide to opt out (in which case they must confirm their wish to do so in writing).
- There is an expenses policy for staff, and a separate process for non-employees who invoice the diocese.

(iii) RESERVES POLICY

For the financial year 2016-2017, diocesan funds as a whole totalled £42.8m (of which £19.9m are in investments).

Approaches to reserves – centre and parishes

Although a single charity, the Diocese of Brentwood operates two separate approaches to reserves – at the centre and in parishes.

1. At the centre, the Diocese sets aside funds in order to:
 - Be able to plan for the future of the diocese as a whole (see below)
 - Absorb the impact of a risk (or several risks) materialising
2. By contrast, a parish will usually hold reserves in order to meet the cost of future repairs and maintenance which it cannot meet out of expected income, or major building projects. The Diocese considers parish funds to be designated at parish level, for parish requirements.

1. Funds invested by the centre, and how they will be applied

- Restricted funds £7.6m
 - The two largest funds are as follows:
 - The Brentwood Ecclesiastical Education Fund (BEEF) is for the support of seminarians and stands at £3.82m. There are currently six seminarians, each costing just under £50k p.a. During 2016-2017, total costs were in excess of the income generated by the fund. However, it will take some years (and many more seminarians) before the capital is exhausted, as the fund cannot be used for anything else.
 - The second largest restricted fund is the Sick and Retired Clergy Fund standing at £1.73m. The Diocese is planning how best to finance the support of priests due to retire over the next 10-15 years' time, which is likely to mean that this fund will need to increase.
- Designated funds £2.1m
 - The largest designated fund is the General Education Fund which stands at £1.88m. With the development of a new diocesan vision and strategy for Education, as well as the likelihood of new schools being built following the removal of the admissions cap, it is very likely that this fund will be used over the next two to three years.
- Permanent Endowment funds £0.74m
 - The largest endowment fund is the Crowhurst legacy which stands at £0.53m – these funds are to be used to buy a suitable property for sick or retired priests. This fund is likely to be used in the coming years as the Diocese considers its strategy for housing sick and retired priests.
- Unrestricted funds held by the centre £4.8m
 - The centre does not hold reserves. Rather it holds units invested in Sarasin's Alpha Common Investment Fund (Alpha CIF) in order to generate investment revenue to support the work of the Curia. These units are highly liquid, and can be encashed within a matter of days.

The operational funds required to finance the centre and its support functions come from a levy on every parish each year. The objective of the annual budget for the centre is to ensure that expenditure is managed within income, without recourse to these unrestricted investments.

Rather, these unrestricted investments are held to provide for:

- Planning for the future of the Diocese
 - The Diocese's major planning exercise – from 2016-2017 to 2018-2019, and undertaken through the Stewards of the Gospel programme – will generate near-, medium- and long-term objectives for the Diocese. Once the exercise is complete, the diocese will decide on the level of reserves to be set aside to achieve these objectives, both at parish and diocese level. At this stage, the Diocese may also wish to give thought to a fundraising campaign to generate additional resources.
- Risk management
 - In case of a major risk event, the Diocese could liquidate its investments at short notice. In the unlikely event that a serious emergency called for such action, the consequent reduction in future income for the diocese as a result of the liquidation of investments would not be an immediate concern.

Contd.

BRENTWOOD ROMAN CATHOLIC DIOCESAN TRUST

CORPORATE TRUSTEE'S REPORT FOR THE YEAR ENDED 5 APRIL 2017

In March 2017, the Finance Office undertook an exercise to estimate the calls on the unrestricted funds in the coming five years, and presented the results to the Finance Board. Such calls included:

- Funding for the Stewards of the Gospel programme
- Capital expenditure on diocesan buildings
- Further expenditure on Education
- A £1m transfer to the fund for Sick and Retired Clergy

The purpose of the exercise was to ensure that the unrestricted funds were used to support the Diocese's plans for the future. Even after these calls, the Diocese's net position at the end of five years was over £2m.

2. Reserves held by parishes

- Parish fixed assets £16m
- Free parochial reserves £11.6m

As indicated above, the Diocese considers parish funds to be designated for use at parish level.

Parish fixed assets are the churches, presbyteries and other parish buildings used to meet the Diocese's object of furthering the Roman Catholic religion across the Diocese.

At a macro level, free parochial reserves amount to £11.6m. However, not all individual parishes hold reserves – for some, expenditure exceeds income during the course of the financial year, generating a deficit, while the opposite is true for others who end the financial year in surplus.

However, the principle of solidarity among parishes (as well as the system for pooling the parishes' current accounts) ensures that overdrafts can be absorbed, and funds made available to poorer parishes to ensure that health and safety measures and essential maintenance and repairs are carried out. Given this principle of solidarity, it is difficult to imagine a scenario wherein any individual parish would no longer be able to function.

It should be noted that, since December 2011, the total volume of overdrafts across the Diocese has almost halved, from £2.7m to £1.48m at the end of June 2017. Ultimately, the objective is to help those parishes with high, and rising, overdrafts to manage their income and expenditure, and service the overdrafts.

The Stewards of the Gospel programme (see page 11 below) will consider parishes which may be struggling financially, along with potential solutions.

(iv) OTHER POLICIES

Pay policy

- The Diocese is committed to paying at least the Living Wage to all employees, both in the London Boroughs and throughout the rest of the Diocese.
- Every January, the Finance Board considers the rate of CPI in the previous calendar year, before agreeing what increase in employees' salaries (if any) to recommend with effect from the start of the next financial year.
- After the increase, any employees who remain below the latest Living Wage rate (announced the previous November) will receive an increase to bring them to this latest level.
- Given the autonomy of the Parish as juridical person under Canon Law, salary bands (with the exception of the Living Wage) are not imposed on parishes, but the Finance Office at the Curia will provide guidelines. Thereafter, parishes are free to pay what the priest, in consultation with his finance committee, wishes to pay employees (including bonuses).
- All employees across the Diocese are enrolled in the diocesan Workplace Pension scheme, regardless of pay band, unless they opt out. The Diocese/Parish pays a contribution of 10% of gross salary; employees may also contribute if they wish.
- At its July 2017 meeting, the Finance Board agreed a remuneration policy to cover the following:
 - Staff salaries – including a process for salary banding and guidelines for benchmarking
 - Cost of Living increases
 - Establishment of a Remuneration Sub-Committee which would also consider any exceptional pay awards or salary increases.

The remuneration policy requires the updating of the salary review, which exercise commenced in November 2017.

Contd.

Key management personnel

- The Bishop is the sole member of the Corporate Trustee, and the Finance Board cannot pass a decision to which he is opposed.
- In addition to the Vicar General of the Diocese, there are four Episcopal Vicars with responsibility for the following areas:
 - Pastoral Formation
 - Evangelisation
 - Education
 - Administration
- The Bishop, Vicar General and the Episcopal Vicars for Education and Administration sit on the Finance Board. There are two other Parish Priests on the Board, and three lay members.
- The Director of Education is Rob Simpson.
- For Safeguarding there is a Diocesan Co-ordinator, Simon Moules.
- Responsibility for the Diocese's compliance in all other civil administration areas falls to the Director of Civil Administration, Clare Losty. The Director of Civil Administration prepares and submits policy proposals to the Board at their meetings (8-9 p.a.) for their review, discussion and – where necessary – decision.
- The Diocesan Director of Development is Steven Webb.
- Further to the Charities Statement of Recommended Practice (SORP) requirement, the Finance Board will be reviewing its policy for setting the pay and remuneration for its key management personnel (including the details of any benchmarks, parameters or criteria used in this process). This will take place once
 - The salary review exercise is complete
 - The Remuneration Sub-Committee is established

Change of Holiday Year, with effect from 2016

In order to facilitate compliance with SORP, with effect from 2016 the Diocese changed its holiday year – moving from 1st January-31st December to 1st April-31st March, to align more closely with the start of its financial year on 6th April.

As a result, it is expected that the Diocese's liability for accrued holiday at the end of each financial year will be minimal.

The Finance Office undertook an exercise in early 2017 to estimate the amount of untaken leave by the end of the financial year – this turned out to be insignificant in terms of overall liability for the Diocese.

Volunteers

Most of the parishes across the Diocese benefit from the service, dedication and commitment of many volunteers – whether as Ministers of the Eucharist, Ministers of the Word, Catechists, Church cleaners, musicians, Offertory counters, gardeners, finance committee members, justice and peace workers, youth officers, and so on.

While exact figures are difficult to establish with certainty, an average of 50 per parish would mean c.4,500 volunteers across the Diocese as a whole.

KEY OBJECTIVES, ACHIEVEMENTS AND PERFORMANCE IN 2016-2017

The following objectives were agreed for 2016-2017, and were either achieved or deferred during the year:

- Operational break-even at the centre: Following the restructuring exercise in May and June of 2015, the start of the 2016-2017 financial year saw a reallocation of income and costs between the centre and the parishes, with a view to increasing transparency and also achieving an operational break-even at the centre. The outcome was an increase in the diocesan levy on parishes, while allowing parishes to receive the full amount of Gift Aid claimed back from HMRC.

Outcome: The centre recorded a deficit of £68k for 2016-2017, largely due to c.£100k of unforeseen and unbudgeted costs.

- The appointment of a "Steward of the Gospel" in each parish: The initial stage of a new diocesan planning process. Subsequent stages in 2016-17 will examine how resources might be more efficiently used across existing parish boundaries.

Outcome: Achieved. The Stewards of the Gospel process began during the year under review, and representatives from nearly all parishes met on seven occasions over that time to discern the future of our diocese. In a comprehensive review, parishes completed questionnaires that looked at a wide range of issues, including finances, property, pastoral care, sacramental provision and an overview of all activity in our diocese.

This information was considered by the Diocesan Strategic Planning Group (DSPG), and provided valuable input to assist the process. It led ultimately to work on a Draft Working Plan, which spanned the end of 2016-2017 and the early part of 2017/18.

The feasibility of proceeding with a fundraising programme was deferred in order to align more closely with the Stewards of the Gospel process; this is now underway in 2017/18.

By the end of the year under review, the Diocesan Director of Development, Steven Webb, had been appointed.

- The Stewards of the Gospel programme, in turn, has renewed focus on planning for the future, the need to revisit fundraising (after the initial feasibility study in early 2012), and the generation and allocation of reserves in coming years (see also the Reserves Policy on pages 9 and 10 above).

Deferred: Following the appointment of the Diocesan Director of Development in April 2017, the Stewardship Sub-Committee was formed in July 2017.

Objectives, achievements and performance of the Vicariates during 2016-2017

Centenary of the diocese

The Diocese of Brentwood celebrated its Centenary in 2017, and the following events took place:

- 11 February (Feast of Our Lady of Lourdes) Exposition of the Blessed Sacrament in every parish
- 22 March Diocesan Centenary Mass in Brentwood Cathedral with the Cardinal, Bishops of England & Wales, clergy of the diocese and representatives from every parish
- 22 March-29 June Historical Exhibition in Cathedral House Conference Room Foyer. A pictorial history of the Diocese was published by the Brentwood Diocesan Archives.

The Diocesan Vicariates

In June 2015, as a result of a review of the Diocese's central administration, and in search of the most compelling way of delivering the vision of proclaiming the Gospel across the parishes, Diocesan Commissions closed and some of their activities devolved to parishes under the leadership of the Vicar General and Pastoral Episcopal Vicariates for:

- Education
- Evangelisation
- Formation

Separate Episcopal Vicariates for Administration and Consecrated Life were also established.

The Episcopal Vicar for Administration is responsible for the following areas of activity:

- Safeguarding
- The Finance Office (which in turn looks after matters around finance, property, legal, compliance, governance, employment, Gift Aid and IT for the Curia and across the diocese's 88 parishes)

The work of the Curia and Vicariates is considered each year in conjunction with the Diocesan annual budget allocation, which requires the approval of the Finance Board and ratification by the Council of Priests.

Contd.

Vicar General

- Oversaw the celebrations to commemorate the centenary of the formation of the Diocese (22nd March 2017), commencing on 11th February 2017 (the Feast of Our Lady of Lourdes, Patroness of the Diocese) and culminating with a Pontifical Mass on 16 November (Feast of St Edmund of Canterbury, Secondary Co-Patron of the Diocese) at St Edmund's College, Ware.

Achievements and performance of the Vicariate for Education

- **Diocesan Director of Education appointed**

After a number of rounds of advertising and interviews Rob Simpson MA, BEd (Hons), NPQH was appointed as the new Diocesan Director of Education and started on the 1st July 2016. He had come from the position of Principal Secondary Adviser at the Anglican diocese of Oxford. He has brought a great deal of experience at working at a diocesan level as well as over 10 years as a head teacher in a Catholic Secondary school which latterly become an "all through" school (i.e. a single school providing nursery, primary and secondary education).

Since starting he has looked at the future planning of the Education Department of the diocese while dealing with the numerous issues that can arise from the schools of the diocese.

- **Vision for Education developed, produced and shared with all schools across the diocese**

As part of the planning for the future of education in the diocese, a vision document has been produced. In addition to setting out the priorities the document also lists time scales for them to be implemented. This document was shared with the head teachers of our schools and with Mgr. George Stokes, the former Director of Education for the diocese. The document was well received and has been put into action.

- **Strategic plan produced, consulted on and final version published**

Following on from the Vision document, a Strategic plan was produced and shared with stakeholders in the diocese. The final version gave schools and governors the pathway that the diocese is seeking to follow to support them and help improve standards.

- **Consultation on the development of S2S Groups completed and S2S Groups established across the Diocese.**

A Document which outlined the establishment of School to school (S2S) support groups was given to the schools. This listed all the schools and the groups to which they belonged. There have been eight S2S support groups set up in the diocese that reflect the local authority distribution and the numbers of pupils in a given area.

In the fullness of time it is planned that these S2S groups will be the nuclei of future Multi-Academy Trusts (MATs).

- **S2S development plans produced by all S2S Groups to consolidate partnership working and greater collaboration between schools.**

The S2S groups have met numerous times since they have been formed to formulate a plan of how they are to work together and give support.

- **Publication of monthly updates for all schools on educational matters.**

Schools now receive a monthly update on relevant educational matters from the Director of Education.

- **Meeting of heads of schools and chairs of governors.**

A meeting was held in the premises of the Convent at Chigwell. As this was the second time that such a meeting had taken place there it was called Chigwell 2. At this meeting, the diocesan policy on MATs in the diocese was presented to the schools. The initial reactions were largely positive and since then many areas have moved forward in planning to establish a MAT in their area. At this time five out of the eight areas are in the process of moving forward.

Contd.

Ongoing plans

- **Introduction of 'Dio-Sys' database with appropriate training and support for usage**

The Dio-Sys database is a resource that means that members of the diocesan team can share information about the schools with greater efficiency. When a school is visited and or supported a record of it can be made on the system so that other members of the team are able to access it and follow on from it. Other information such as Ofsted reports can be added to give the fullest picture of the schools.

- **Introduction of 'Pro-Forms' for increasing the effectiveness of communication with all schools and for the collation of information to populate reports**

The Pro-Forms system allows for diocesan forms to be sent to the schools, completed and returned to the centre with greater effectiveness. This will be used for the collection of the levy from the schools.

- **Appointments of Advisers**

Advertisements are to be placed for Deputy Director and Primary Link adviser. One Primary Link adviser, one Secondary Link adviser and one Secondary RE adviser are already in post.

- **Diocesan MAT Policy**

With the drive of government towards all schools becoming MATs, the diocese will need to ensure that it has a clear policy on this issue and support schools moving forward.

- **New Diocesan Board of Education**

With the formation of a new team in the Education Vicariate, it will be necessary to disband the Diocesan Education Commission and form a Diocesan Board of Education. The board will be made up of the Episcopal Vicar (Chair), the Director of Education and stakeholders such as head teachers.

- **Introduction of the school levy**

The levy on schools is needed to support the establishment of an Education Vicariate that is fit for purpose. The schools have been informed of the amount that will be collected and that they can choose to pay annually or termly. This is being operated to provide essential functions and is a not for profit operation.

- **Induction of new staff**

This took place at the start of September.

- **New Team meetings structure**

With the appointment of new staff there will be a need to change the structure of the Education team and the roles that each person fulfils.

Very Reverend Mgr. George Stokes RIP

It was with great sadness that we heard of the death of Mgr. George Stokes who had served the Diocese and its schools with great generosity and dedication for over 35 years – 25 years as Diocesan Director of Education. He was well respected by all who knew him and his expertise, was greatly valued. He was rightly recognised nationally as the most experienced person in the field of Catholic educational administration. We are deeply grateful to him for his long and outstanding service to Catholic education in Brentwood.

Achievements and performance of the Vicariate for Pastoral Formation (VPF)

Ongoing activities – from previous years, with work in these areas continuing and strengthening:

- Organised events including a Youth Gather for 150 young people with an international speaker in October 2016, and an afternoon for 700 Confirmandi in April 2017.
- Continued the provision of a monthly Mass for young people at Brentwood Cathedral, with a range of preachers during the year.
- Continued retreat provision for schools and parishes; 2016/17 was another very strong year in terms of retreat bookings, with a new staffing structure assisting our outreach work.
- Worked with a range of agencies and organisations nationally, including CYMFed (Catholic Youth Ministry Federation), HCPT (Hosanna House and Children's Pilgrimage Trust), and CAFOD.
- Provided bursary support/financial assistance to allow children of low income families to participate at youth events.
- Attracted young people from schools and parishes across the Diocese for our annual Summer Lourdes pilgrimage.
- Provided leadership training for youth leaders from across the Diocese, to support the Lourdes pilgrimage.
- Continued to scrutinise the budgeting for events and retreats, to ensure best value for money and operational efficiency, meaning that our accounts balanced (with a small operational profit), in April 2017.

Performance against key objectives during most of 2016:

- Reach out to parish catechists and school chaplains, to become more aware of their needs, and to incorporate those within VPF strategy as far as possible.

Outcome: Ongoing. We have re-established termly meetings for School Chaplains, and we are building ever more effective e-communication with contacts in parishes. We are planning a training day for parish First Holy Communion and Confirmation catechists in November 2017.

- Stabilise VPF staffing, with attention to the Job Specifications and subsequent recruitment within the VPF, intending to have a stable staffing by September 2016, and a staffing structure that meets the needs of the VPF while making the very best use of available resources.

Outcome: Achieved – we have stabilised staffing in the Vicariate. All those appointed in September 2016 remain in post, and have been appraised and mentored effectively during the year so that they are a strong team, functioning effectively. We also have a stable and effective Vicariate Management Committee, which is comprised of a mix of specialists from across the areas covered by the VPF (Youth Ministry, Vocations Ministry, Catechesis and School Chaplaincy). The Committee met intensively in the early part of 2016, to shape the staffing roles, and to assist with recruitment, and now meets termly.

Performance against additional objectives set for 2016-2018

- **To build local networks** of school chaplains/RE Co-ordinators & catechists (First Holy Communion and Confirmation), to support each other locally.

Outcome: Ongoing. The Chaplains' Days and November 2017 Catechists' Day (which should then become an annual event) will assist this, as we will then link people in local "clusters" as well.

- **Help to resource catechists and all working with young people**, especially in a fast-changing world in terms of both technology and ideas. The truths of faith do not change; delivering them in a way which engages young people is a challenge for each new generation.

Outcome: Ongoing, with significant achievement. We have vastly improved the Resources section of the BCYS (Brentwood Catholic Youth Service) website and, in dialogue with chaplains and catechists, we are continuing to ameliorate online resources. The BCYS website has a dedicated section for catechists, with resources updated in each liturgical season, as well as other updates during the year. We have also greatly improved our social and digital media presence: this laid the groundwork for Summer 2017 when we filmed for the "virtual pilgrimage" in Lourdes; this set of online videos gave parishioners – including the very ill and housebound – the opportunity to participate in the Diocesan Pilgrimage.

- **Help to create a "pathway" for young people** from First Holy Communion through to Confirmation, then beyond, as young people become young adults (leaders) in the Church. This pathway would involve serious and purposeful engagement in school years 4 to 10. It is a significant departure from where we are at the moment, and requires much care and attention.

Outcome: Deferred until 2017-2019. Work could not begin on this without the "building blocks" of a stable staff, proper website, and engagement with catechists.

Contd.

- **Develop a variety of vocations initiatives**, both to create and sustain a “culture of vocations” and to offer specific opportunities for those more deeply discerning a vocation to Priesthood and other religious life.
Outcome: Ongoing, with significant achievement. Fr Graham Smith, working with vocations promoter Brenden Thompson, is offering a monthly Holy Hour for vocations throughout the centenary year. Brenden has also filmed our seminarians at Oscott, and is editing this for an insight into life in seminary for those considering Priestly vocation. The vocations website relaunch will also help those discerning vocation to Priesthood and Religious Life. The recent appointment of Fr Mark Swires and Canon John Harvey to the vocations team will further strengthen this work within the Diocese. (NB In Spring 2017 it was agreed that responsibility for vocations ministry would now rest with the Vicar General; for this reason it no longer features in our aims for 2017/18.)
- **Make the best possible use of social and digital media**, to reach young people directly as well as those working with them. This will become an ever more significant way to share resources – both “from the centre” and – crucially – peer to peer (such as through a website forum for catechists to raise issues/questions, and to share good practice and good ideas).
Outcome: Ongoing, with significant achievement. In addition to the website relaunch, we have done much to improve and expand our Social Media presence, notably through Instagram and Twitter. The BCYS Instagram account now has the second highest number of followers of any Diocesan Youth Service in the country.

Additional activities during 2016-2017

- We took 90 young people to the World Youth Day in Krakow, in July 2016, joining more than 2 million young people from across the world and Pope Francis. Bishop Alan Williams joined us, and has since spoken regularly of his impressions of World Youth Day, notably in encouraging youth and vocations ministry.
- Over 700 young people from the Diocese of Brentwood attended “Flame2017” at Wembley Arena in March. They came from a wide variety of schools and parishes. Young adults from the Diocese were also involved in the preparation for the event, and on the day.
- We have engaged with the Diocesan “Stewards of the Gospel” initiative, with youth ministry and the formation of catechists as key strands in the Diocesan vision.
- In January 2017 it was announced that the Community of Our Lady of Walsingham would be leaving Abbotswick, the Diocesan House of Prayer. In discussion with Bishop Alan, the Bishop’s Council, and others across the Diocese, it was agreed that Abbotswick would become the new home for Walsingham House. From January to April extensive work was done to assess the suitability of the building, and to prepare a planning application for change of use. The success of this application (May 2017) now radically shapes our aims for 2017/18, in a way that was not foreseen this time last year.

The objective driving all our activities was the formation of young people in the Catholic faith, while maintaining a range of inclusive and engaging events.

Achievements and performance of the Vicariate for Evangelisation

- To champion the values of the Gospel, especially as these are interpreted in *Evangelii Gaudium* (EG), and to identify practical ways to apply these values both to the everyday life of parishes and to the strategic planning process for the Diocese.
Outcome: The Vicariate is well placed to act as the natural intermediary between the everyday evangelisation work of parishioners and their Parish Pastoral Councils and the Diocese, applying these values at all levels, working upwards and downwards in processes of aggregation of everyday experiences to the Diocese and their downward transmission of responses and directives. Both levels overlap and feed into each other the message of evangelisation. That said the everyday evangelising life of the parishioners must permeate the discernment and discussions of the Diocese. Strategic plans must resonate with this experience, the collective wisdom of the people of God.

The Stewards of the Gospel meetings and breakout workshops have been the embodiment of this collective wisdom at work at the Diocesan level. The working groups that our Vicariate has set up are there to take further what comes out of this and is tested in these larger milieux.

“An evangelizing community gets involved by word and deed in people’s daily lives;” (EG). Retreats and away days act as further conduits for the evangelisation process where values are made real and “animated by the fire of the Spirit, so as to inflame the hearts of the faithful who regularly take part in community worship”. (EG)

Contd.

- To develop and agree new strategies for the effective promotion of Evangelisation (including the related areas of: prayer and spirituality, support for marriage and family life; support for lay ministry; and catechetics for adult and infant baptism) within the parishes of the Diocese.

Outcome: Spiritual strategies for achieving evangelisation are conceived when people come together in an atmosphere of heightened religious purpose. Here beliefs are reaffirmed and new initiatives proposed. The spiritual whole produced becomes more than the sum of its parts.

Prayer and spirituality happen in

- *Stewards Hosts Informal Prayer Support meetings*
- *Retreats*
- *A new resource for Parish Pastoral Councils (PPCs) where they rediscover their parishes and become the glue of evangelisation and gives them new purpose.*
- *The Sion community provides training for evangelisation in parishes.*
- *Alpha courses etc. then become means to effect change in parishes all of which will then be picked up by the Vicariate as it presents spiritual outcomes to the Diocese.*
- *Pastoral Care Teams establish to support the Parish Priest and give the parishioners a place to come for spiritual support, listening and resource. "An evangelizing community is also supportive, standing by people at every step of the way, no matter how difficult or lengthy this may prove to be." (EG)*

This is but the beginning and indicates the wealth of creativity that is to be called forth and tapped in the drive to evangelisation. We have a sense of excitement and expectation for the release of the Spirit into our Diocese. "The Gospel joy which enlivens the community of disciples is a missionary joy." (EG)

Evangelisation in the next phase will have to reach out to difficult areas of belief and practise such as marriage, its successes and failures and also to family life which requires special attention. The family is to be seen as a living vehicle of evangelisation through its every day example of love in the presence of God for young people. However the broken and disillusioned will also have a place in this mission. The new PPC resource is focusing on life stages and will identify needs without being intrusive. "Ordinary pastoral ministry seeks to help believers to grow spiritually so that they can respond to God's love ever more fully in their lives." (EG)

RCIA (the Rite of Christian Initiation of Adults) and baptism, catechesis and the lay ministry, adult formation through e.g. Voices - As elsewhere, by introducing the evangelisation spirit into existing formation activities its umbrella can provide a connective tissue of spirituality to disparate areas. All of this is fed from a central source, the Word of God, above all the Eucharist, "which nourishes and inwardly strengthens Christians, enabling them to offer an authentic witness to the Gospel in daily life." (EG)

- To take first steps towards a diocesan Caritas organisation to bring together social action initiatives.
Outcome: This activity has now transferred to the Vicariate for Pastoral Formation
- To develop contacts with the Catholic Bishops' Conference of England and Wales (CBCEW) committees and national and local organisations that work in the Vicariate's areas of responsibility.
Outcome: We have been networking and sharing with other Dioceses around the country. There are a number of us that would like to bring together all the Evangelisation vicariates to share experiences, insights and good practices. We are in regular contact with the Home Mission Desk the Catholic Bishops' Conference.
- To determine the most suitable future organisational structure for the Vicariate and to identify the personnel and resources needed to sustain the above objectives.
Outcome: It is our plan to expand our present volunteer group for each area to have a team which will spread the load and ensure succession planning. These extra people will be sought from either parish/personal contacts or the Stewards of the Gospel.

As these initiatives grow we will require some paid working hours for the more intense areas, such as adult formation, social media and building of evangelisation teams in parishes. We will need to recruit professional help to put together courses for formation, training for teams, resources, promotional material etc.

Achievements and performance of the Vicariate for Administration

Finance Office

The Director of Civil Administration (encompassing the role of Financial Secretary) acts as Secretary to the Finance Board of the Trustee, and is responsible for day-to-day civil administration of the Diocese, as well as contributing to the strategic plan for the Diocese, and the formulation of policies to achieve that plan.

As well as the management of financial matters (including banking and investments), this role covers Property (delegated to the Property Department – see below), health and safety, human resources/employment legislation, risk management, IT, and legal issues (ensuring compliance with all aspects of Company Procedures and Charity Law). These responsibilities extend to all 88 parishes in the Diocese, as well as to the central offices in Brentwood.

The Finance Office continued throughout 2016-2017 to build robust processes and systems to ensure compliance with the necessary civil regulations throughout the Diocese, and to increase administrative efficiency at the centre and in the parishes.

During the year under review, the Finance Office achieved the following:

- Continued to roll out the software packages for producing Parish Financial Returns, and for submitting Gift Aid claims. Only seven parishes now submit manual financial returns.
- Provided training as necessary to volunteers in parishes around the Diocese, on Gift Aid and other financial matters.
- Staged its annual conference on Finance, Gift Aid and Property matters attended by c.100 representatives from the majority of the parishes in the Diocese.

In particular, it performed as follows against its objectives:

- Creation of a new diocesan website with functionality to include on-line forms, reports and enquiries thus reducing central administrative costs. *Achieved.*
- Establishment of a trading subsidiary. *Achieved*
- Continued effort to reduce bank charges through pruning of accounts. *Ongoing*
- Consideration of options for electronic giving (reducing parish bank charges). *Ongoing*
- Continued scrutiny of other central costs to identify additional savings. *Ongoing*
- Upgrading of the Gift Aid process, reducing the need for work at the centre. *Deferred to 2017-2018*
- Smooth transfer to the new SORP for Financial Year 2015-2016. *Achieved*

Property Office

The office provides strategic advice on property matters, and promotes the effective management and repair of all diocesan properties, including providing assistance to parishes and the establishment of a database of property records. The Director of Planning and Development, Mr Tom King, retired in July 2016. The Assistant Director, Mr Chris James, provided regular reports to the Finance Board on these areas of activity, and also focused on the property database, essential safety reports, and assistance to parishes and schools.

Mr James retired in May 2017, and the following month Mrs Amanda Balicki BSc (Hons) MRICS joined as Diocesan Property Consultant.

During the year under review, work continued on the quinquennial programme throughout the parishes, including the implementation of repairs where recommended implementing repairs. The programme is almost complete; the Finance Board has agreed to wait a year before restarting the inspections.

Throughout 2016-2017, the Assistant Director remained heavily involved in the implementation of a new health and safety management system, and was tasked with managing the diocesan Health & Safety sub-committee.

Other activities carried out by the Curia during 2016-2017

Safeguarding

The overall objective of the Safeguarding team is to develop and implement policies and procedures which create a safe environment for all involved in our diocese.

Chancery

The Judicial Vicar and Chancellor is responsible for the Chancery and Tribunal.

The principal responsibility of the Chancery is to prepare and transmit official legal documents on behalf of the Diocese, to ensure that they are kept safely, and that the archives are made accessible to those with lawful enquiries. The Chancellor is chief notary of the Diocese and authenticates official documents. In these tasks he is assisted by other notaries and the Diocesan Archivist.

The Chancery also processes marriage papers for marriages taking place outside the Diocese, and the Chancellor has delegated faculties to grant various dispensations with regard to matrimonial impediments. In the calendar year 2016, the Chancery processed 289 (2015: 182) sets of marriage papers for marriages taking place outside the Diocese, mostly overseas.

Also during calendar year 2016, the Chancery processed 118 (2015: 130) sets of marriage papers where one party belonged to another religion, and 126 (2015: 159) sets of papers where one party had not been baptized. The Chancery also processed 71 sets of marriage papers for Catholics wishing to convalidate their civil marriage in the Catholic Church.

Finally, In addition, the work of the Chancery enabled people to marry in Churches of other denominations, but with the necessary dispensations to allow the marriages to be recognised as valid by the Catholic Church.

Tribunal

In any Diocese the chief judge is the Bishop. However, he establishes a Diocesan Tribunal as his judicial arm before which the faithful can vindicate their rights. The great majority of cases handled by the Tribunal each year comprise requests for the investigation of marriage for nullity.

An application can come from a Catholic, a member of another religion, or from a person who has not been baptised; furthermore, it is not only marriages that have taken place in the Catholic Church that can be declared null. The Judicial Vicar is assisted by other judges, and also by advocates and notaries, and the Defender of the Bond, in the discharge of his duties.

In calendar year 2016, 50 "full process" annulment cases were started (2015: 56). These cases are not restricted to marriages between Catholics, but include those of other faiths or none. Indeed, many of the cases involved non-Catholic couples, where one party sought to annul the original marriage because he or she now wishes to marry a Catholic, or to be received into the Catholic Church.

In addition, 55 (2015: 55) documentary cases were started (i.e. judicial processes used for certain types of nullity cases which do not require the full process), 48 (2015: 32) of which reached completion.

Liturgy

The Liturgy team is the statutory body set up by the Bishop to advise him on all matters of liturgy, and to assist him in the encouragement and implementation of sound liturgical practice, along with the stimulation of liturgical growth, development and awareness throughout the Diocese.

The Diocesan Liturgy Committee and the specialist sub-committees advise on, and assist with, the appointment, training and use of liturgical ministers; church music; art and architecture; and the development of pastoral liturgy. The Diocesan Master of Ceremonies and the Director of Music work together to offer a service of advice and assistance in the planning and execution of major diocesan liturgies, as well as for parishes, schools and other communities.

Music

The work of the Brentwood Cathedral Music Department continues to be both comprehensive and far-reaching. As well as artistic influence, it has a large social, ecumenical and educational dimension across the community:

- Throughout the year, music workshops were held in Colchester, Upminster and Ilford. These were open to the general public and to all ages.
- Concerts were organised throughout the year at Brentwood Cathedral (including in support of the Brentwood Choirs Festival (March and November 2016) for local choral societies).
- Along with the Anglican Diocese of Chelmsford, we organised the Bronze and Silver Chorister awards for the Royal School of Church Music in May 2016 and October 2016 and choristers from Brentwood Cathedral were awarded Bronze and Silver medals.

Contd.

BRENTWOOD ROMAN CATHOLIC DIOCESAN TRUST

CORPORATE TRUSTEE'S REPORT FOR THE YEAR ENDED 5 APRIL 2017

- We helped our young singers with their training for Associated Board music examinations throughout the year.
- The Cathedral Choir sang at a carol service in December 2016 in support of the Hospice Movement.
- The Cathedral Choristers sang at a Covenant Renewal Service at St Thomas Anglican Church, Brentwood, in January 2017.
- The girls and boys of the Cathedral Choir have given many concerts over the year including St Joseph the Worker, Hutton, Our Lady of Lourdes Church, Wanstead, and St Alban's, Elm Park and Senior Choristers sang in *Carmina Burana* at the Royal Albert Hall together with the Southend Boys' Choir.
- The Music Department's School for Violinists goes from strength to strength and children studying viola, cello, guitar, trumpet and flute have joined the Instrumental Ensemble in the past year – boys and girls are taken from the choristers as well as children in the parishes. Several concerts have been given by the Instrumental Ensemble in the Song School.
- Training and financial opportunities were offered throughout the year for music students from the London Conservatoires, through the Lunchtime Organ recitals, Orchestral Concerts, and the Cathedral Lay Clerk system.
- The Cathedral is open to local schools wishing to celebrate Mass, and we provide organists for these celebrations.
- We produce CDs (in co-operation with the Education team) to promote singing in schools.
- In November 2016 the Music Department, together with 11 primary schools from the Diocese, put on two Christmas Concerts, one at Our Lady of Lourdes, Wanstead and one at Brentwood Cathedral, both of which were a resounding success. The Music Department worked with members of the Youth Service for both concerts.

Through the work of the Music Department, the Diocese is able to broaden its contribution to the local community and across the Diocese in terms of training, education and the promotion of the arts. In turn, this contribution helps to foster good community contacts and relations with people of all ages, cultures, and interests, and among those of all faiths and none.

OTHER DIOCESAN ACTIVITIES DURING 2016-2017

Subsidiary Company – Brentwood Diocese (Trading) Limited

In December 2016, the company's directors agreed to change the name of the Diocese's subsidiary company from Brentwood Diocese (Building Contracts) to Brentwood Diocese (Trading) Limited. The company had no activities during the year.

Twining exercise with the Diocese of Dundee, Kwa Zulu Natal, South Africa

The Diocese has been twinned with the Diocese of Dundee, Kwa-Zulu Natal, South Africa since 1985. Since then, 32 parishes and schools in both dioceses have twinned with each other, building practical relationships beyond friendship and spiritual support.

We continue to energise and actively support this project.

Contd.

PLANNING FOR THE FUTURE – THE DIOCESE'S OBJECTIVES AND STRATEGIES

Overall objectives of the Charity

The Charity's key objectives and aims may be summarised as follows:

- Provision of sacred churches and spaces, and religious services, to encourage and facilitate the practice and worship of our faith. We also welcome those of other faiths, and none, to our services and into our churches.
- Maintenance of parish life and communities, for the benefit of parishioners (from the very young, the youth, married couples and families, through to the oldest), as well as others in the immediate area who need the support of the Church – whether or not they belong to the Catholic faith.
- Raising awareness of, and taking practical steps to alleviate, poverty and the problems of the disadvantaged and disempowered across society, both at home and overseas, through the encouragement of a socially responsible ethos.
- Evangelisation, and outreach to people of other faiths and none.
- Support for the Diocese's schools, and for the moral and spiritual formation of all the children who attend them.

Strategies

Strategies implemented to achieve these objectives include:

- Ongoing maintenance and improvement of places of worship and other Parish facilities.
- Continued recruitment, education and training of seminarians.
- Provision of retreat, youth and community centres.
- Encouragement of local communities to make use of parish facilities.
- Consultation between the Trustee and parishes regarding the civil administration matters of the Diocese.
- Participation in the community – including support of religious education and leadership in our schools.
- Administration of school building programmes, and provision of advice to school governors – particularly with respect to the financing and control of major building projects and recovery of grants.
- Support of parish communities through the central diocesan teams.
- Ongoing review of the effectiveness and efficiency of central services and systems.

THE DIOCESE'S OBJECTIVES FOR 2017-2018

- Operational break-even at the centre: The budget for 2017-2018 was originally breakeven. However, in September the Finance Board agreed to revise the budget to generate a deficit of £89k, due to several unbudgeted items.
- Stewards of the Gospel - the Stewards of the Gospel process will continue through 2017/18 and into 2018/19, before an implementation phase commences during the latter part of 2018/19. In accordance with the work timeline published in 2017, the process will move from the Draft Working Plan developed during 2016-2017 to a Formal Proposal for the Evangelisation of our Diocese in 2017/18.

Consultation on that document will begin early in the calendar year of 2018, and run across the financial year end into 2018/19. Subject to that consultation and discernment, work on 12 new strands of work will begin which will include:

- Material assets (money/property/ stewardship)
- Formation
- Training and leadership
- Young people
- Schools
- Vocations
- Prayer and spirituality
- Our liturgy
- Caritas
- The family
- Working relationships
- Integration.

As a part of this, a closer look at our finances and property issues will begin to form a new approach to raising and allocating resources.

Contd.

The 2017-2018 objectives for the Vicar General and the Vicariates are as follows:

Vicar General

- To continue to oversee the celebrations to commemorate the centenary of the formation of the Diocese (22nd March 2017), commencing on 11th February 2017 (the Feast of Our Lady of Lourdes, Patroness of the Diocese):
 - 29 April: Centenary Choir Celebration, St Antony of Padua, Forest Gate
 - 7,14, 21, 28 June: Centenary Lectures, Cathedral Hall, Brentwood
 - 18 June: Brentwood Cathedral Centenary Mass
 - 22 June: Schools' Mass, Brentwood Cathedral
 - 22 July: Diocesan Centenary Pilgrimage to Walsingham
 - 28 October: Centenary Music Concert, Brentwood Cathedral
 - 16 November: Closing Pontifical Mass at St Edmund's College, Ware (Feast of St Edmund of Canterbury, Secondary Co-Patron of the Diocese)

Vicariate for Evangelisation

- To champion the values of the Gospel, especially as these are interpreted in *Evangelii Gaudium*, and to identify practical ways to apply these values both to the everyday life of parishes and to the strategic planning process for the Diocese.
- To develop and agree new strategies and provide a compilation of resources for the effective promotion of Evangelisation (including the related areas of: prayer and spirituality; work for justice and peace; social action; support for marriage and family life; support for lay ministry; and catechetics for adult and infant baptism) within the parishes of the Diocese.
- To develop training for lay people in evangelisation and other areas that might be helpful to the structure of parish life.
- To research the possibility of having a training course for Spiritual Directors in our diocese.
- To develop contacts and learn from the CBCEW committees and national and local organisations that work in the Vicariate's areas of responsibility.
- To determine the most suitable future organisational structure for the Vicariate and to identify the personnel and resources needed to sustain the above objectives.
- To build an evangelisation group of lay people to visit parishes to help and support parish evangelisation teams.
- To maintain a "Steward of the Gospel" in each parish. To provide further training, retreats and support for Stewards. Subsequent stages in 2017-18 will examine how resources might be more efficiently used across existing parish boundaries.

Vicariate for Pastoral Formation – ongoing objectives (see also pp15 and 16 above)

- **Reach out to parish catechists and school chaplains**, to become more aware of their needs, and to incorporate those within VPF strategy as far as possible.
- **To build local networks** of school chaplains/RE Co-ordinators & catechists (First Holy Communion and Confirmation), to support each other locally.
- **Help to resource catechists and all who work with young people**, especially in a fast-changing world in terms of both technology and ideas. The truths of faith do not change; delivering them in a way which engages young people is a challenge for each new generation.
- **Help to create a "pathway" for young people** from First Holy Communion through to Confirmation, then beyond, as young people become young adults (leaders) in the Church. This pathway would involve serious and purposeful engagement in school years 4 to 10; it is a significant departure from where we are at the moment, and requires much care and attention.
- **Develop a variety of vocations initiatives**, both to create and sustain a "culture of vocations" and to offer specific opportunities for those more deeply discerning a vocation to Priesthood.
- **Make the best possible use of social and digital media**, to reach young people directly as well as those working with them. This will become an ever more significant way to share resources – both "from the centre" and – crucially – peer to peer (such as through a website forum for catechists to raise issues/questions, and to share good practice and good ideas).
- **The development of the Bishop's Certificate for Youth Ministry and Catechesis**. This will be a bespoke course for Brentwood Diocese, designed so that catechists and youth co-ordinators can complete it by devoting an average of two hours/month over a one year period to the completion of twelve compulsory and up to five elective modules, through a mix of online learning and reflective presentation. This will help to begin to meet the needs identified in numerous forums within the Diocese (including the recent day for Stewards of the Gospel and Clergy) for formation of lay leaders; it will help us to have a "baseline" standard for catechesis being delivered to our young people; and it will be a flexible way for this learning to be achieved.

Contd.

- **The successful relocation of Walsingham House, and the office for the VPF, to Abbotswick, with associated redevelopment works and fundraising.**

This will be a major undertaking, as we will also need to minimise the time that Walsingham House is unable to take bookings from schools and parishes. It is important to recognise that much of the hard work in achieving this will be done by volunteers – team members, and friends of Walsingham House and the BCYS. The timeline is that plans will be drawn up in May/June 2017, taking us to tender in June/July, with refurbishment work from September to December, and a move December/January. The success criteria will be an on-budget project, with costs covered by fundraising and grants, and that by summer 2018 “Walsingham House at Abbotswick” is a flourishing and developing facility for young people and those who walk with them, building a good reputation in Brentwood Diocese and beyond.

(For information: The indicative costs for full refurbishment are approx. £516,000. This figure comes from a detailed feasibility study recently completed by Barker Associates. Planning permission was granted for a change in use. A successful grant application in May 2017 resulted in a £75k contribution to the costs of refurbishment. The remaining costs can, we hope, be covered by fundraising – we launched a fundraising programme in September 2017.)

Vicariate for Education

- The Diocese will work to build the education team.
- The Education Department will
 - Provide a focus on school improvement and support
 - Respond effectively to the Government’s drive for Multi-Academy Trusts
 - Be able to support the development of effective governance
 - Invest in our future school leaders
 - Find ways to engage and establish business support services
 - Work effectively with clergy and parishes
 - Develop good communication and effective marketing

Vicariate for Administration

- Add functionality to the new diocesan website, to include intranets (for employees, parish administrators, parish priests), on-line forms, policies and procedures, reports and frequently-asked-questions thus reducing central administrative costs.
- Liaise with the new diocesan Director of Development, examining how resources might be more efficiently used across existing parish boundaries.
- Establish a new Property Department.
- Continue efforts to reduce bank charges through pruning of accounts.
- Consider options for electronic giving and payments (reducing parish workloads).
- Upgrade the Gift Aid process, reducing the need for work at the centre.
- Continue sub-committee work to help prepare priests for retirement, and provide financial and other practical support to those who have retired.

INVESTMENTS

Investment policy

The Diocese follows a total return investment policy, to generate income on an annual basis while increasing capital to ensure future returns.

The Trustee is empowered within the Trust Deed to invest any monies as authorised by law for the investment of trust monies, in a manner which it thinks fits with the consent of the Bishop. The provisions of the Trustees' Act 2000 apply.

Under section 26 of the Charities Act 1993, an Order was made by the Charity Commission on 5 December 1999, granting the Trustee power to appoint an investment manager, and to appoint a corporate body as the Trustee's nominee to hold the investments of the Charity. The General Power of Investment in the Trustee Act 2000 allows *'Trustees to invest trust funds in any kind of investment, excluding land [except under certain provisions], in which they could invest if they were the absolute owner of those funds'*.

Investment Performance 2016-2017

Not long after the start of the financial year, the UK voted by referendum to leave the European Union. We are advised that our portfolio was set to benefit from a vote to remain in Europe, and had high exposure to global assets. However, sterling weakened after the referendum, which helped UK companies, to which our exposure was relatively low.

Just over four months later, Donald Trump was elected President of the United States. However, investment markets appeared to take events very much in their stride, and most asset classes produced attractive returns for the calendar year.

During the year, the investment portfolio produced a good absolute return of almost 11% (a "real" return of 9.6% over inflation), but disappointing compared to the index-based benchmark return of 16.6%. The principle reason for the underperformance appears to have been the aforementioned over-cautiousness in stock selection. The start of the new financial year 2017-2018 shows closer alignment between the portfolio and the benchmark.

Diocesan Ethical Policy for investments

The portfolio avoids investment in tobacco, arms, alcohol, gambling and pornography. Investment is also to be avoided in companies which support oppressive regimes, or trade in products which are produced by child labour or in forced labour camps, or companies which have been involved in the exploitation or unjust treatment of employees.

We have also asked our investment managers, Sarasin and Partners LLP, to bring to our attention any investments made by their Alpha CIF in companies which generate any revenue from the direct or indirect manufacture of pharmaceutical products, the use of which would contravene the Catholic Church's teaching on the sanctity of life.

In addition, we continue to discuss with Sarasins the feasibility of creating and developing a fund for Catholic investors and dioceses, which would apply such screening to protect the sanctity of life even more rigorously.

Investment Sub-Committee

The Finance Board has established an Investment Sub-Committee, with the remit of reviewing the Diocese's investments throughout the year. The investment sub-committee is made up of four members of the Finance Board, and meets regularly with the investment manager. It reports back to the Finance Board on the performance of the investments, and recommends a change in investment strategy as necessary.

Sarasin & Partners Alpha Common Investment Fund for Endowments

Sarasin & Partners were appointed in 2006. The emphasis of their Alpha CIF for Endowments asset allocation is on 'real' assets: approximately 70% of the fund is invested in equities; 40% of the fund is global equities.

The Endowments Fund makes use of its ability to invest in a range of alternative assets, including property and hedge funds. It actively considers a wide range of opportunities in the context of its long-term risk and return objectives.

The investment objective of the Fund is to achieve long-term capital and income growth. The aim is to achieve this by investment in a broadly-diversified global portfolio covering the world's principal stock, bond and currency markets, together with investments in 'alternative' assets, such as property-related securities and units in hedge funds. The equity content is diversified both by geography and by major investment themes. The Fund may hold cash deposits from time to time where it would be in the interests of efficient management of the Fund's assets. It is anticipated that this strategy will provide a conservative investment vehicle with potential for achieving attractive long-term total returns.

Contd.

REVIEW OF FINANCIAL PERFORMANCE 2016-2017 (including the financial impact of significant events)

Total income

- Total income of the Diocese showed an overall increase of 1.9% - up from £12.4m in 2015-2016 to £12.6m.
- Donations and legacies increased from £9.3m to £9.4m, a rise of 1%. This figure includes:
 - Parish Offertory income of £5.9m in 2016-17, the same as in 2015-2016. There were 51 weeks of Offertory collections in 2016-2017, as in 2015-2016: Christmas 2016 fell on a Sunday, which meant that the Offertory collection went to the priests instead of to the parishes. However, Easter Sunday did not fall during the financial year.
 - Legacies increased in 2016-2017, from £0.47m to £0.72m.
 - The balance of voluntary income relates to the refund of tax through Gift Aid (c.£1.12m) and general donations and appeals.
- Income from charitable activities – consisting mainly of altar society and repository sales – decreased by 9%, from £0.98m to £0.89m.

Total expenditure

- Total Diocesan expenditure of £11.7m increased by 0.3% compared to 2015-2016.
 - Expenditure on the maintenance and upkeep of parochial buildings rose from £3.54m to £3.71m (an increase of 4.9%)
 - Expenditure on clergy and parish support showed a decrease of 1%, from £6.04m to £5.98m.

Overall surplus for the year

With an increase in income and a smaller increase in expenditure, the Diocese showed a surplus of £0.87m for 2016-2017, compared to a surplus of £0.68m in 2015-2016.

Diocese – finances of central activities

The Diocese at the centre relies heavily on the financial support of the parishes to enable it to fund all its various activities. In 2016-2017, about 67% of the income of the Diocese's central activities was generated through a quota on parishes.

The quota is calculated each year as part of the central budget requirements, and must be formally approved by the Diocesan Finance Board and Council of Priests before implementation.

Curial expenditure is strictly controlled and monitored. Staff salaries and related costs account for 86% of Curial expenses (inclusive of employer's pension contribution).

Parochial finances

Gross incoming resources of the parishes totalled £11.07m – an increase of 2%.

- Parish Offertory Income (excluding Gift Aid) was £5.9m in 2016-2017, the same as 2015-2016. There were 51 weeks of Offertory collections in both years.
- Tax of just under £1.12m on the voluntary donations was recovered from HM Revenue & Customs through Gift Aid; this compares to £1.12 in 2015-2016.
- Legacies received by parishes in 2016-17 were £423k, down from £468k in the previous year.

Gross expenditure totalled £10.32m – up 2.8% compared to 2015-2016 – including the quota on parishes and a charge for depreciation of £220k. Building works of £0.166m – final costs for the new hall at Customs House – were capitalised as fixed assets.

Expenditure on the upkeep of parish property for the year was £3.33m, 9% higher than in 2015-2016. Maintenance of property continues to be a major financial burden for parishes.

Diocese of Brentwood - 2017 parish audit by haysmacintyre

Matters that may arise from Parish Reviews

ORGANISATION

- 1.1 It is a requirement of Canon Law that each Parish has a Finance Committee. This will ensure that the parish complies with the standard requirements of the Diocese and of Canon Law and should improve the financial administration of the parish. A Finance Committee should be able to give advice and support to the parish priest in connection with financial and administrative matters. In addition, the formation of a Committee should enable the parish to demonstrate that it has in place independent financial controls. For example a Finance Committee should approve expenditure over certain prescribed limits and review and approve budgets and forecasts. The writing up of minutes of Finance Committee meetings provides a record of decisions taken.
- 1.2 Ideally the Finance Committee should meet at least on a quarterly basis. The Finance Committee has a duty under canon law to consider parish finances as a whole, to determine priorities and to advise on funding for the parish's normal revenue and capital requirements.
- 1.3 Minutes should be taken for each meeting of the Finance Committee and formally approved at the Committee's next meeting. Minutes provide a record of matters of concern and of decisions taken. They also help to demonstrate that an on-going control of parish financial affairs has been maintained.
- 1.4 An administration manual (Diocesan or ACAT - Association of Church Accountants & Treasurers) should be made available to Finance Committee members. Such a policy and practice statement ensures that necessary standards are achieved in the recording, processing and reporting of financial activity.
- 1.5 The chairperson of the Finance Committee should ideally be distinct from the parish treasurer or bookkeeper. The segregation of these two roles provides a useful check and balance that allows the treasurer to discuss matters with a third party. It also demonstrates that the risk of errors and oversights has been minimised.
- 1.6 It is good practice for the Finance Committee to discuss and provide advice to the parish priest on all expenditure over a certain prescribed limit. Such a control is necessary to demonstrate that all major items of expenditure are properly reviewed before payment.
- 1.7a In order to facilitate the financial management of the parish, we would recommend that a system of budgetary control is instituted. This will entail setting a budget, or estimate, of income and expenditure for a forthcoming financial year.
- 1.7b The budget should be regularly compared with actual income and expenditure during the year. Any divergence from budget should be reported to the Finance Committee together with explanations. This should ensure that any remedial action that is required can be taken as soon as possible.
- 1.8 The Finance Committee should review and approve the Parish Annual Return.

CASH HANDLING

- 2.1 Ideally, two people should be present when cash is counted and both should sign the cash sheets. The presence of a second person provides a greater degree of assurance that cash receipts are completely and accurately recorded and provides a certain amount of protection for those who are entrusted with the task of counting.
- 2.2 There should be a rota of counters for cash income (Offertory etc). This spreads the responsibility of cash processing over a wider group and demonstrates that the risk of errors and omissions has been minimised.
- 2.3 The weekly cash analysis sheet should also be countersigned by a parish priest/employee and kept on file. Since cash collections are the primary source of income for the parish it is important to show that the controls in this area are being monitored by the parish.
- 2.4 Third Party Collections (CAFOD etc.) and donations restricted for specific purposes must be accounted for separately from general parish monies. It is important to show that these funds are being applied to their intended purpose.
- 2.5 Third party collections should be promptly disbursed to the relevant organisation. The parish, in effect, acts as agent for the third party and is obliged to forward such contributions at the earliest opportunity.
- 2.6 All receipts should be banked. However, if cash is extracted from weekly collections it should be properly authorised and replaced by a parish cheque. The weekly cash-sheet should be initialled by a responsible authority to demonstrate that any disbursements are for bona-fide purposes.
- 2.7 Weekly cash-sheet totals (i.e. amounts banked) should regularly be checked by a person independent of the counting and banking functions to the bank statements. The checking procedure should be evidenced by the checker's signature. It is important that discrepancies are detected and corrected as soon as possible.
- 2.8 The insurance provision for cash retained on the premises should be reviewed to ensure that it provides adequate cover.
- 2.9 Cash receipts should be banked frequently and, wherever possible intact. It is recommended that monies should be banked at least once every week. Cash should be kept in a secure place, such as a safe, when retained on the premises.
- 2.10 To comply with the requirements of the Inland Revenue, the contents of gift aid envelopes should be recorded on the face of the envelopes when opened.
- 2.11 Ideally cash should be counted immediately after the last Mass has finished and kept in a secure location until it is banked.

BANK ACCOUNTS

- 3.1 As stated in the Parish Handbook all bank accounts, including accounts with the Diocese, under the control of the parish should be included in the Parish Financial year-end return. This provides a complete view of the overall financial activities of the parish and ensures that the Diocese can comply with the Charities Act requirements for its accounts.

- 3.2 Bank reconciliations should be performed regularly. The parish records need to be reconciled to the bank statement so that any variances or irregularities are identified as soon as possible. Copies of bank reconciliations should be kept.
- 3.3 All cheques, orders for goods and requests for funds should state that the parish is part of a registered charity. It is recommended that all letter headings contain an appropriate statement of registered charity status.
- 3.4 It should be ensured that all parish bank accounts are in the correct name of the parish and include the name of the parish in the title.
- 3.5 Year end bank reconciliations should be reconciled to the bank statements as at 5 April each year and not 31 March.
- 3.6 Diocesan cheque signatory limits should be observed (above £1,999.99 two Parish signatures, above £10,000 countersigned by the Director of Civil Administration at Cathedral House). This also applies where multiple cheques are used to pay a single supplier for goods or services at the same time.
- 3.7 Old cheques included on bank reconciliation, usually older than 6 months, should be written off rather than being carried forward indefinitely.

ACCOUNTING

- 4.1 All accounting records, including invoices and documentation for direct debits and credits, should be retained for at least six years in order to comply with the requirements of the Charities Act 2011.
- 4.2a Documentation in support of all transactions (including petty cash, housekeeping and direct debits) entered into by the parish should be retained and filed systematically. Charity law requires accounting records to be kept for at least six years. The use of a logical system facilitates referencing of past records.
- 4.2b Where credit cards are used, documentation for all payments should be kept. These should be reconciled and attached to the credit card statement when it arrives.
- 4.3 Ideally, regular checks on the accounting records should be made by someone independent of the recording officer. This helps to ensure that records are being accurately maintained and demonstrates that any risks of discrepancies and/or irregularities are being minimised.
- 4.4 Blank cheques should never be signed. It is a dangerous breach of financial control if cheques are signed in advance. If the requirement for two signatories presents practical difficulties, it is suggested that this can be dealt with by:
 - a) creating a "pool" of people authorised to sign cheques; or
 - b) sending cheques to the Diocese for counter signature.
- 4.5 Restrictions placed on cheque donations should be recorded on the weekly cash-sheets. This will help ensure that the donations are used for the proper purposes.

- 4.6 Instances of mis-posting of certain transactions were noted. Care should be exercised in the analysis of all payment and receipt items. If the year-end return is to provide a true and fair view of financial activity it is important that classifications are accurate and consistent. If there is any doubt the Diocese should be consulted.
- 4.7 Unpresented cheques at the year-end should be brought into the return even where the "Cash Basis" rather than the "Accruals Basis" has been adopted for the preparation of the return. This ensures that all transactions appear in the correct accounting period and that the return gives a true picture of the financial activities of the parish for the financial year.
- 4.8 Details relating to all payments and receipts should be noted in the cash book or nominal ledger bank account including the date of the transactions, cheque number, amount and details of the payee or recipient.
- 4.9 There should be an audit trail between the accounting records and the annual return. Where adjustments have been made to the accounting records to arrive at the figures included in the annual return then an analysis and explanation of all these adjustments should be kept and included in the accounting records.
- 4.10 A petty cash book or account should be kept for cash float transactions, including housekeeping expenditure (other than the allowance). Documentation to support all cash transactions should be kept and filed systematically.
- 4.11 Where the parish receives a legacy it should obtain a copy of the will and estate accounts from the executor and keep these on file.

GIFT AID

- 5.1 To comply with the requirements of the Inland Revenue, Gift Aid envelopes should be retained for six years to the latest year that tax has been reclaimed. All envelopes should be retained for the latest year that tax has been reclaimed and one month's envelopes for the years preceding this. This would demonstrate, in the event of a Revenue inspection, that correct procedures have been consistently applied over a significant time-span.
- 5.2 Ideally, there should be a segregation of duties between the Gift Aid organiser and the recording officer. This demonstrates that the risks of errors and oversights have been minimised.
- 5.3 Care should be exercised in the recording and processing of covenant donations when the life of a Deed has expired. If a payment is made late, but within six years of when it is due, the tax on the payment may be reclaimed. The amount claimed must not, of course, exceed the amount pledged.
- 5.4 Tax refunds received on Gift Aid donations should be analysed between amounts relating to general donations and restricted donations. This will enable the recording of tax refunds under the appropriate category of income i.e. general and restricted.
- 5.5 To comply with Diocesan policy, the tax credit on restricted donations should always be included with the donation forwarded to the relevant organisation.
- 5.6 Pre-numbered envelopes should be used for Gift Aid collections and the Gift Aid register should be completed on a weekly basis with the total agreed to the weekly cash analysis sheet.

- 5.7 A copy of the cheque received for cheque gift aid donations (excluding cheques received in offertory envelopes) should be kept so that the donation can be traced to the donor for tax purposes.
- 5.8 For gift aid donations received over the phone, a gift aid declaration must be completed. A copy must be sent to the donor and a copy of this correspondence should be kept for the donation to qualify under gift aid.
- 5.9 It should be ensured that the Gift Aid register includes totals for each donor for each tax year and that the totals agree with the amounts entered on the annual turnaround report.

STAFF

- 6.1 All employees should be put through the normal payroll function and included on payroll reports, no matter how much they earn. If payments made to employees exceed existing PAYE and National Insurance Contributions thresholds relevant deductions must be made and remitted to the Inland Revenue periodically (monthly or quarterly). Failure to do so can result in financial penalties (calculated retrospectively for the previous six years) in the event of an Inland Revenue inspection. If there are any doubts in this area advice should be sought from either the Diocese or the local tax office.
- 6.2 P45/46 procedures should be followed when an employee, including part time and casual, first assumes their position. It should be ensured that the P46 is fully completed. This satisfies a PAYE inspector that reasonable steps have been taken to ascertain an employee's tax status.
- 6.3 Signed copies of the employment contracts should be retained by the parish. These provide evidence that both the employer and employee are aware of the terms and conditions of employment. They also serve to protect both parties in the event of a future dispute.
- 6.4a A review of the Parish Return indicates the total expenditure on personnel exceeds the total amount of staff costs from salaries records. It is necessary to ensure that this does not represent salary/wages payments which by-pass the PAYE system. Failure to operate adequate PAYE procedures for salaries and wages payments can attract penalties from the Inland Revenue.
- 6.4b Where self-employed persons are providing their services then their Inland Revenue tax reference number should be obtained and retained on files. Payments to such persons should be supported by an invoice giving details of the services provided.
- 6.4c Certain conditions must be met to treat staff on a self-employed basis. Where staff are treated as self-employed or paid on a casual basis by the parish we suggest this treatment and the circumstances surrounding the employment are highlighted and discussed with the Diocesan Finance Office.
- 6.5 From a review of the Parish Questionnaire it appears that expenses are being reimbursed to employees. However, it is not clear from the review of your salaries records that such expenses have been declared on forms P9D/P11D or whether a dispensation from the Inland Revenue has been obtained. It is possible to obtain such a dispensation from the Revenue exempting disclosure of such expenses.

We recommend that either an annual declaration of reimbursement of such expenses is made to the Inland Revenue on forms P11D/P9D or steps are taken to obtain the dispensation so that such expenses do not require annual declaration. However, it should be noted that the request for such a dispensation may prompt the Inland revenue to carry out a routine PAYE inspection.

- 6.6 The Finance Committee should approve all salary/wage increases and these should be minuted.
- 6.7 From our review of the copy of the P35 return to the Inland Revenue we noted that the copy return was not signed or dated therefore it was not possible to ascertain whether the return was sent on time or not. Financial penalties are likely to be levied by the Inland Revenue for late submission of such year-end returns.

GENERAL

- 7.1 All sections of the financial return should be completed including staff numbers, NIC and the attached notes. N/A should be entered where items do not apply.
- 7.2 It should be ensured that all items, such as a deposit with the Diocese and the Diocesan Quota are correctly analysed on the annual return and agree to the Diocesan records. This will enable the Diocese to produce accurate information for all the parishes as a whole.
- 7.3 A detailed description of extraordinary expenditure should be included with each annual return showing the breakdown of the costs and the nature of the work undertaken e.g. refurbishment, new extension.
- 7.4 The parish could encourage donors to use Gift Aid so that the parish can reclaim tax on donations. This ensures that funds are administered in the most tax efficient manner.
- 7.5 For computerised accounting systems, the parish should regularly back-up its records and the back-ups should be located in a safe place such as a fire proof safe.
- 7.6 The Financial Return should be signed by the Parish Priest and Chairman of the Finance Committee to indicate that it is the approved version for the year.
- 7.7 As mentioned in the Parish Handbook, the parish should deposit all funds with the Diocese and hold no accounts outside the Diocesan centralised banking system. This helps to avoid the need for the Diocese to borrow from its own bankers.
- 7.8 The parish should make use of access controls to protect the data, such as passwords.
- 7.9 It should be ensured that the financial return balances and that opening fund balances on this year's return agree with the closing fund balances on last year's return.
- 7.10 Petty Cash counts should be performed and reconciled to the petty cash book on a monthly basis. Any variances or irregularities identified should be explained and corrected as soon as possible.
- 7.11 It would be advisable that the parish has adequate insurance for loss of data and the cost of reconstructing information. The parish should also have proper maintenance agreements in place.

- 7.12 From our review of the Parish Financial Return it was noted that the amount of income from Diocesan second collections does not agree to payments made plus the balance due to the Diocese on Page 4 of the Return. It should be ensured that Diocesan second collections are paid over in full and on a timely basis.
- 7.13 It should be ensured that only amounts which are of a restricted nature (i.e. the funds that are donated on the understanding that they are to be used only for a particular purpose and related expenditure) are entered in the restricted income column and the restricted payments column of the return. Furthermore any excess of payments on a particular purpose over the total income received for that purpose should be entered in the **general** payments column.
- 7.14 When a priest uses his own car, fuel costs should not simply be refunded by the parish. Business mileage should only be reclaimed using the HMRC approved rates. Documentation should be maintained showing the purpose and details of each journey being claimed including miles travelled. When submitting mileage claims, you should adhere to the Diocesan Car & Fuel Policy. If in doubt please discuss with the Diocesan Finance Office.

INSURANCE

- 8.1 The Diocesan Finance Office should be informed where the parish owns an organ('s) valued at over £25,000 or individual items valued at over £10,000, so as these can be disclosed for the purposes of insurance cover.
- 8.2 Ideally a fixed asset register is implemented to assist in safeguarding the assets of the Parish. A lower limit could be set to ensure this process is manageable and practical.

1. Parish Reviews 2017 – main points arising

Parish	Finance Committee should advise on larger expenditure	Annual budgets produced and reviewed	Two counters' signatures on cash sheets	Counting sheets signed by employee or priest	There should be a rota of counters	Accounting records reviewed by priest or committee member	Self employed or casual staff	Third party collection promptly forwarded	Insurance for cash premises be reviewed	Invoices kept for all transactions	Other
Parish 1		X							X		5 & 7
Parish 2		X									
Parish 3	X		X	X		X				X	7
Parish 4						X			X		
Parish 5				X						X	5 & 7
Parish 6										X	5 & 7
Parish 7				X		X			X		2 & 4
Parish 8		X					X				
Parish 9		X	X	X							4 & 5

X = Control not in place

“Other”*

- 1 Parish should have a Finance Committee in place.
- 2 Housekeeping and pastoral personnel expenses appear to be quite high in comparison to other parishes.
- 3 Remuneration, collections and allowances paid to parish priest seems to be in excess of guidance provided by the Diocese.
- 4 HMRC approved rates should be used for mileage claims and detailed information including destination be maintained.
- 5 Ideally the Finance Committee should meet at least quarterly and minutes should be taken.
- 6 All cheques etc. should state the parish is part of a registered charity.
- 7 The chairperson of the Finance Committee should be distinct from the parish treasurer/bookkeeper.
- 8 If cash is extracted from collections before banking it should be properly authorized and an imprest system used for it.
- 9 Diocesan cheque signatory limits should be observed and should not be circumvented by issuing multiple cheques.
- 10 Fixed asset register not in place. This is a common issue with most parishes in other diocese as well.

The Finance Office will be devising a programme to monitor progress in each of these parishes against the issues identified in the audit.

FINANCE AND ADMINISTRATION: FREQUENTLY-ASKED QUESTIONS

- **What is the role of the Finance Committee?**

The Role of the Finance Committee is to support and advise the Parish Priest in the financial matters of the Parish. Under Canon Law, the Parish Priest should consult the Finance Committee, but ultimately the Parish Priest makes the final decision.

- **What do we need to do if we have a change of Priest?**

If your Parish Priest changes, the Finance Office will arrange to amend the Parish bank mandate and inform you of any other changes required. We recommend that the Parish Accounts are up to date and bank statements reconciled, to enable the new Parish Priest to review the accounts. Please see attached guidance for Parish Moves. There is no need to change the Priest's corporate card – he can keep it when he moves.

- **Are there any finance/administration guidelines for Parishes?**

- *There are general guidelines that we send to each Parish upon request, e.g. Payroll, Second Collections, Foundation Masses etc.*
- *The handbook produced by the Association of Church Accountants and Treasurers (ACAT) should be available at the Parish. Their Handbook covers the management of "the financial and legislative affairs of the Church".*

- **When can we have online banking?**

- *Currently parishes are able to access online banking to view the Parish Bank Accounts – if you wish to read your statements online, please contact the Finance Office.*
- *However, enabling parishes to make payments online is a different discussion. From a risk perspective, it is the sender of an electronic payment who bears the liability for any loss. By contrast, when using a cheque the primary liability is with the bank.*
- *If a Parish were to use online banking to make payments, then – in the case of a suspected fraudulent transfer – it would be down to the Parish to prove that (i) they did not make the payment; and/or (ii) the payment authorisers did not share their PINs with anyone. Proving this could be a time-consuming exercise.*
- *Furthermore, the Diocesan auditors will want to consider the potential risks associated with online payments, and the robustness of the risk processes that would need to be in place. We will continue to give more thought to this matter.*
- *We increased the limit on the priest's corporate card from £2,000 to £5,000 in January.*

- **Are there any main suppliers that everyone uses? If so where do we get information from?**

There is no list of principal suppliers across the Diocese; nor is there any obligation to use the same supplier in each Parish, as each Parish is responsible for their own finances. The Finance Office and Property Offices are happy to inform you of the suppliers they use.

- **What about the security of the financial data we keep at Parish Level and also send to the Finance Office?**

The data stored on Finance Co-ordinator is only financial data. There is no confidential or personal data regarding any individuals. The file upload of Finance Co-ordinator is encrypted when it is sent to and from the Finance Office. As long as you do not post anyone's personal data there are no implications under the General Data Protection Regulation (GDPR).

- **Any fundraising ideas, e.g. how to set up a 100 club, information about legacies?**

Please contact the Finance Office if you need any help with these activities.

- **What is the process to arrange Foundation Masses?**

Foundation Masses

- *A Foundation Mass is one which is said once a year, for 25 years.*
- *The term “foundation” relates to the concept of investing a capital sum, the returns from which would pay for the priest’s stipend each year.*
- *The suggested donation is £250.00 for an annual Foundation Mass for 25 years, and the procedure is as follows:*
 1. *The Parishioner should speak to the Parish Priest to arrange when they would like the Foundation Mass to be celebrated (i.e. in a particular month, or “on or around” an anniversary date);*
 2. *The Parishioner should write a cheque for £250.00 payable to 'BRCDT' and give it to the Parish Priest;*
 3. *The Parish Priest will then write to the Finance Office, enclosing the donation, the date and the wording for the dedication.*
 4. *The Finance Office will then send confirmation to the Parish Priest that the Foundation Mass has been formally established for the period of 25 years.*
- **Can you remind me of the process for Second Collections? (Please also see schedule in this booklet)**
 - *We send out a schedule annually which shows details of direct payments to third parties and to the Diocese. Where indicated on the schedule, you can send an e-mail to finance@dioceseofbrentwood.org confirming the amount. We will debit your Parish account (using our internet banking service), and in turn credit the relevant body. For all other second collections, please send your contribution to the address indicated.*
 - *Please note that the Finance Office is only able to process those second collections where*
 - *We receive an invoice from the collecting organisation (e.g. Catholic Education Service Collection); or*
 - *The collecting organisation is not equipped to handle payments from all 91 Parishes; or*
 - *The collection is for an internal Diocesan fund*
 - *Please ensure that you have paid out your second collections before the Year End.*
- **How do we know what the monthly recharges relate to?**
 - *At the end of every month we send out a statement out to every Parish showing all the details of their charges and the amount. If you have any enquiries, please e-mail finance@dioceseofbrentwood.org.*

GENERAL DATA PROTECTION REGULATION – GDPR (comes into force 25th May 2018)

- **What do we mean by “data protection”? (See also the Data Processing Record Template produced by the diocesan insurers, CIS)**
 - Being able to answer the following questions:
 - **What** kind of personal information do we hold?
 - **Whose** personal information do we hold
 - **How** many people do we hold information on?
 - **Why** do we hold this personal information?
 - **Where** do we send it (i.e. to third parties)
 - **How** do we store it?
 - **When** do we stop holding it?
 - CIS have produced a separate checklist for parishes – also included in the booklet

- **What do we have to do to comply with the GDPR legislation?**
 - We need to produce records on the personal data we hold, as per the template
 - We need to issue privacy notices, telling people how we will process their personal data
 - We need to build privacy into everything that we do

- **What actions can we take now?**
 - Think about the questions in the template, and how you would answer them as they apply in your parish

- **What support will you receive?**
 - We and CIS will help you with
 - Confirming the types of personal data that you hold
 - Providing advice on answering the question: “Why do we hold this personal data?”
 - Answering your more detailed questions
 - Helping to draft privacy notices
 - Keeping you informed

CIS: DATA PROCESSING RECORD TEMPLATE – PARISH

WHAT? Type or category of Personal Data	WHO? Data Subject(s)	HOW MANY? Volume of Personal Data (approximate number of Data Subjects)	WHY? Legal basis for and purpose of processing	WHERE? Transfers to third party recipients (including outside EEA)?	HOW? Security arrangements	WHEN? Retention period	Suitable Privacy Notice?	Responsible Person
--	-------------------------	--	---	--	-------------------------------	---------------------------	--------------------------	--------------------

EXAMPLE

CCTV footage	Visitors to premises, including staff, clergy & parishioners	Up to 50 visitors per week	Legitimate interests: safety of individuals and prevention and detection of crime	Shared with insurers; police	E.g. Footage stored in secure server room; password known to 2 members of clergy/staff/parishioners	Disc overwrites after 1 month	Signs displayed outside premises identifying the Data Controller	Facilities Manager or equivalent
--------------	--	----------------------------	---	------------------------------	---	-------------------------------	--	----------------------------------

Notes

For each type of data processing undertaken, there must be a lawful basis for processing under Article 6 of the GDPR. The main lawful bases that a Diocese can rely upon are:

- (i) the processing is necessary to enter into or perform a contract;
- (ii) the processing is necessary to comply with a legal obligation;
- (iii) that the processing is necessary to pursue the legitimate interests of the Diocese and does not cause unwarranted prejudice to the privacy rights of the individual;
- (iv) you have the consent of the individual (*this should be relied upon sparingly because of the quality of consent required and the fact that Data Subjects must be free to withdraw their consent at any time, which can be problematic*).

Where the Diocese is processing **Special Categories of Personal Data**, one of the conditions for processing under Article 9 GDPR must also be identified. Such processing generally requires the explicit consent of the individual. However, where processing is carried out under the following conditions, consent is not required and the data may be processed provided there is a lawful basis for doing so under Article 6 (see above):

- with appropriate safeguards;
- in the course of the Diocese's legitimate activities;
- relating solely to the members or former members of the Diocese or to persons who have regular contact with the Diocese in connection with its purposes; and
- the personal data are not disclosed outside the Diocese without the consent of the data subjects

In addition, where Special Categories of Personal Data have been manifestly made public by the individual (as may be the case in relation to some information about religious beliefs) they can be processed without explicit consent.

DATA PROTECTION COMPLIANCE - CHECKLIST FOR CATHOLIC PARISHES

Keeping Personal Data Secure

- ✓ Is access to personal information in the parish limited to those with a strict need to know?
- ✓ If any individual PCs, portable electronic devices or removable storage media are used to store personal data, are they encrypted?
- ✓ Are passwords and PINs kept confidential and changed regularly?
- ✓ Are PCs locked or logged off and paper documents securely locked away when individuals are away from their desks?
- ✓ Are computer screens positioned away from windows and gangways to prevent accidental disclosure of personal data?
- ✓ Are offices, desks and filing cabinets/cupboards kept locked if they hold personal data of any kind, (whether on computer or on paper)?
- ✓ When you remove personal data from an office is it subject to appropriate security measures, including keeping paper files away from public visibility, the use of passwords/passcodes and encryption of portable electronic devices and secure storage (e.g. not left in the boot of a car)?
- ✓ When destroying personal data, are paper documents securely shredded and is electronic data securely deleted?
- ✓ Do you keep back-ups of information?

Managing Expectations

- ✓ Do you ensure you only collect as much personal data as you need for a particular purpose?
- ✓ When you collect personal data, do you tell people why you are collecting it, what it will be used for and with whom it may be shared?
- ✓ Do the people whose information you hold know that you've got it, and are they likely to understand what it will be used for?
- ✓ Do you update records promptly, (e.g. changes in contact details)?
- ✓ Do you securely delete/destroy personal data as soon as you have no more need for it?
- ✓ If you use CCTV, is it covered by the Data Protection Act? If so, are you displaying notices telling people why you have CCTV? Are the cameras in the right place, or do they intrude on anyone's privacy?

Staff Awareness & Training

Do clergy/staff/volunteers:

- ✓ Know not to give out personal data over the telephone unless in very limited circumstances where they know or can verify the caller's identity and their entitlement to receive the information requested?
- ✓ Require callers to put their requests in writing so their identity and entitlement to receive the information may be verified?
- ✓ Ensure personal data is securely packaged and consider the most appropriate means by which the data should be sent (e.g. special delivery, courier or hand delivery)?

Where to go for Help

Being able to answer 'yes' to the questions above does not guarantee compliance with the Data Protection Act, but it should mean that you are heading in the right direction.

If you cannot answer 'yes' to the above questions, have any questions or concerns about data protection, or if you receive a request for copies of an individual's personal data, please contact the diocesan Data Protection Officer.

PARISH MOVES – BANKING ARRANGEMENTS

If your Parish Priest is moving to another Parish, the Finance Office will carry out the following actions in advance of his move:

Finance Office contact with the departing Priest

- The Finance Office will email your Parish, and ask your departing Parish Priest to sign the new banking mandate for his new Parish (please see the guidance notes on the next page).
- We will also ask him to make any amendments to the Appendix B signatories of his new parish (if necessary).
- We will also email him a letter from the Bishop, confirming the move to HSBC, which the Priest needs to sign and return to us **via recorded delivery**.
- If the Parish Priest has not previously provided us with his photographic identification documents (passport or driver's licence), we will invite him to Cathedral House where we will make the necessary copies, and certify them.

Action by the parish welcoming a new Priest

- The new Parish Priest and all Appendix B signatories in the new parish (including any existing ones), need to sign the new banking mandate, as this mandate will replace the one currently held by HSBC (again, please see the guidance notes on the next page).
- Where there are **new** Appendix B signatories to be added to the mandate, we will require them to provide the following:
 - copies of their photographic ID (passport or driver's licence)
 - proof of their address (again, please see the guidance notes on the next page).
- The arriving Parish Priest needs to certify the copies of these documents, writing on them that that he has seen the original documents, and signing and dating next to his declaration.
- The parish should then send the new, signed mandate with these documents to the Finance Office **by recorded delivery**.

Finance Office contact with HSBC

- The Finance Office will then check all documentation and send the new banking mandate to HSBC for their action (so that the new signing instructions are in place for the Priest moving to their new Parish).
- Please note that it can take up to three weeks for the new mandate to be processed.
- The Finance Office will also contact HSBC Corporate Cards to let them know that the card needs to debit the new parish bank account when the priest moves.
- **IMPORTANT:** Please note that the Parish Priest can continue to use his Corporate Card, as it is personal to him rather than to his Parish.

The Parish Secretary/Administrator in the new Parish is responsible for the following, before the new Priest arrives:-

- Updating all standing orders relating to the arriving Priest's remuneration and other payments(s).
- Cancelling the standing orders in place for the Priest who is due to leave.

~ DIOCESE OF BRENTWOOD ~

Director of Civil Administration

CLARE LOSTY

Finance Office
Cathedral House
Ingrave Road
Brentwood
Essex CM15 8AT
Tel: 01277 265280
E-mail: finance@dioceseofbrentwood.org

BANK MANDATE – GUIDELINES FOR COMPLETING A NEW FORM

Please find below HSBC's requirements for completing a new bank mandate.

1. Appendix A– Parish Priests

- Parish Priest/Priest-in-Charge must sign the right-hand box against his printed name.
- Priest's signature must match the signature on his proof of ID.

2. Appendix B – Members of Finance Committee/New authorised signatories must:

- a. Print name in the left-hand box, and sign the right-hand box. The signature must be the same as on your proof of ID.
- b. Give the Parish Priest the originals and photocopies of the following documents:
 - (i) Photographic ID (passport or driver's licence) which
 - is current; and
 - shows the signature of the holder
 - (ii) Proof of Address: a document showing the signatory's name and address which is dated **within the past three months, e.g.**
 - utility bill (gas, electricity, water – but not a mobile phone bill)
 - OR
 - council tax statement
 - OR
 - bank statement

N.B. HSBC do not accept mobile phone bills, as a mobile phone is not tied to a specific address the same way a utility is connected to that location.

The Parish Priest must then certify each photocopy by writing, signing and dating the following statement: ***"I have seen the original document and can confirm that this is a true copy"***.

3. For security, you should send the above copy documents to the Finance Office via recorded delivery.

CLOSURE OF HSBC BRANCHES AND USE OF POST OFFICES

1. Using other banks

If your local HSBC Branch has closed, or is going to close at some stage in the future, you will have to consider using another bank that is convenient for you, e.g. NatWest, Barclays, Lloyds, etc.

Once you have decided which bank and branch is most convenient, you should email the Finance Office stating your preference.

Next steps:

- The Finance Office will send you an Interbank Agency Agreement for you to complete.
- We will have pre-completed as much as possible on this form, and will give you guidance on what information you need to add – e.g. approximate figures on how often you will be using the branch for paying-in, the likely volumes and value of cash, cheques etc.
- Once you have completed this form, please email it back to us.
- We will send it to our Relationship Manager at HSBC for them to sign and forward to the relevant Head Office of your chosen bank.
- If your chosen bank agrees to you using their branch, they will sign the Agreement and return it to HSBC – who in turn email it to us.
- We will forward you a copy of the Agreement, so that you can take it with you into the branch of your chosen bank when you start using their services.

Please note that this process can take time, as some banks are quicker to sign the Agreement than others. Therefore, the sooner you let us know that your local HSBC branch is closing (and give us the name and address of your chosen alternative), the sooner we can arrange to get the Agreement to you.

N.B.

- **Other banks can refuse to accept the Interbank Agency Agreement. We cannot compel them to do so. However, most are accommodating.**
- **Other banks will apply charges for using their services. However, for the immediate future, we will pay these charges centrally – the parish will not pay.**

2. Using the Post Office

- Due to many HSBC branches closing, HSBC have made arrangements with the Post Office.
- Our parish staff and volunteers can apply for a HSBC Deposit Card, which allows them to pay in cash at any post office (up to £250 coins and £20,000 notes in any one transaction).
- However, you should first check with your the local post office to see if they have any restrictions.
- It is easy to apply for the HSBC Deposit Card – the Finance Office will give you an application form for completing.
- Each person wishing to deposit cash must have their OWN card in their OWN name, and must therefore each complete an application form.
- You must send us the completed form with your certified photographic ID and proof of address (see the guidance on Bank Mandates elsewhere in the booklet). We will then send these to HSBC for actioning.

DIOCESE OF BRENTWOOD - Second Collections to be taken during 2018/2019

 = Mandated by the Catholic Bishops' Conference

2018		As per Calendar Notes produced by the Liturgy Office for England and Wales	Instructions
PROMOTION OF VOCATIONS	22 nd APRIL 2018	Good Shepherd Sunday (<i>Fourth Sunday of Easter</i>)	Email finance@dioceseofbrentwood.org
WORLD COMMUNICATIONS	13 th MAY 2018	World Communications Day (<i>Ascension Sunday</i>)	Email finance@dioceseofbrentwood.org
SICK CLERGY	3 rd JUNE 2018	Feast of Corpus Christi	Payee: Sick & Retired Clergy Fund (S&RCF) Send to: Secretary, S&RCF, 1 Cliffsea Grove, Leigh-on-Sea, Essex SS9 1NG
DAY FOR LIFE	17 th JUNE 2018	3 rd Sunday in June	Email finance@dioceseofbrentwood.org
PETER'S PENCE	1 st JULY 2018	Sunday after Feast of SS Peter & Paul	Email finance@dioceseofbrentwood.org
APOSTLESHIP OF THE SEA	8 th JULY 2018	Sea Sunday (<i>Second Sunday in July</i>)	Payee: Apostleship of the Sea Send to: National Director, Apostleship of the Sea, 39 Eccleston Square, London SW1V 1BX
CATHOLIC EDUCATION SERVICE	9 th SEPTEMBER 2018	Education Day (<i>Second Sunday in September</i>)	Email finance@dioceseofbrentwood.org
HOME MISSION DAY	16 th SEPTEMBER 2018	Third Sunday in September	Email finance@dioceseofbrentwood.org
HARVEST FAST DAY	7 th OCTOBER 2018	Sunday after first Friday in October	Payee: CAFOD Send to: CAFOD, Romero House, 55 Westminster Bridge Rd, London SE1 7JB
PRISONERS' SUNDAY	14 th October 2018	Second Sunday in October (<i>start of Prisoners' Week</i>)	Email finance@dioceseofbrentwood.org
WORLD MISSION DAY (APF)	21 st OCTOBER 2018	Penultimate Sunday in October	Payee: Association for the Propagation of the Faith Send to: APF, 23 Eccleston Square, London SW1V 1NU
NATIONAL YOUTH SUNDAY	25 th NOVEMBER 2018	Feast of Christ the King	Email finance@dioceseofbrentwood.org
2019			
PAX CHRISTI	20 th JANUARY 2019	World Peace Day (2 nd Sunday of Ordinary Time)	Payee: Pax Christi Send to: Pax Christi, St Joseph's, Watford Way, Hendon, London NW4 4TY
CRIB OFFERINGS Christmas until:-	2 nd FEBRUARY 2019	Until the Presentation of Our Lord – Candlemas	Payee: Brentwood Catholic Children's Society Send to: BCCS, Childcare House, Little Wheatley Chase, Rayleigh, Essex SS6 9EH
LOURDES SICK & HELPERS PILGRIMAGE FUND	10 th FEBRUARY 2019	Sunday before Our Lady of Lourdes Feast Day/World Day for the Sick (<i>11th February</i>)	Email finance@dioceseofbrentwood.org
RACIAL JUSTICE SUNDAY	17 th FEBRUARY 2019	3 Sundays before 1 st Sunday of Lent (10 th March)	Email finance@dioceseofbrentwood.org
LENT FAST DAY (Friday)	15 th MARCH 2019	Friday of 1 st week of Lent (<i>Easter Sunday: 21st April</i>)	Payee: CAFOD Send to: Romero House, 55 Westminster Bridge Rd., London SE1 7JB
HOLY LAND	19 th APRIL 2019	Good Friday	Email finance@dioceseofbrentwood.org

RECRUITMENT PROCESS

Please see below an outline of the recruitment process for hiring new or replacement employees.

The full guide to the process is available from the Finance Office:

- Recruitment Process (including how to advertise the vacancy)
- Template Job Description and Personal Specification (please adapt as required)
- Suggested interview questions
- Offer Letter
- Contract – Standard, Fixed Term or Variable (as appropriate)
- Employee Record Form (to be completed by the employee)
- HMRC Starter Checklist – to be completed and provided by employees without a P45 for the current tax year

Please be aware of the following statutory requirements re documentation:

A. Proof of Right to Work in the UK. There are three options allowed by UK Visas and Immigration (previously the UK Border Agency):

Option 1 – Where the employee has a current British or European Economic Area (EEA) passport: we will require a certified photocopy of BOTH the outside front cover AND the details page (i.e. with photograph). (Please see below re certifying the photocopies.)

Option 2 – Where the employee is born in the UK, but does not own a current British passport: we will require the following documents (as applicable):

- a. Full birth certificate (i.e. with the name of at least one parent on it), **ALONG WITH**
- b. Evidence from HMRC (or another Government Agency, such as the Department for Work and Pensions) of their national insurance number **ALONG WITH**
- c. If applicable, any documentary evidence of a name change (e.g. marriage certificate) if their name has changed since birth.

Option 3 – Where the employee is born outside the UK/European Economic Area, and does not have a British or European Economic Area (EEA) passport: we will require the following documents:

- a. Current passport: we will require a certified photocopy of BOTH the outside front cover AND the details page (i.e. with photograph).
- b. A residence permit, registration certificate or document certifying or indicating permanent residence.

B. Proof of Address: we require a document showing the employee's name and address which is dated **within the past three months, e.g.**

- utility bill (gas, electricity, water – but not a mobile phone bill)
OR
- council tax statement
OR
- bank statement

N.B. We do not accept mobile phone bills, as a mobile phone is not tied to a specific address the same way a utility is connected to that location.

C. Certifying the documentation: The employee must give the Parish Priest the originals and photocopies of the above documents. The Parish Priest must then certify each photocopy by writing, signing and dating the following statement: ***"I have seen the original document and can confirm that this is a true copy"***.

For security, you should send the certified documents to the Finance Office via recorded delivery.

WHO DOES WHAT - AND WHEN - IN THE FINANCE OFFICE

= working day

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Clare Losty - Director of Civil Administration finance@dioceseofbrentwood.org * Management of Finance Board * Oversight of everything * HR					
Tracey Luke - Fund Accountant traceyluke@dioceseofbrentwood.org * Parish Finance * Financial Returns * HR					
Amanda Balicki - Diocesan Property Consultant amandabalicki@dioceseofbrentwood.org * Property Matters * Health and Safety					
VACANT - HR/Operations Support Officer dobpavroll@dioceseofbrentwood.org * Payroll; Employee Documentation * Liaison with HSBC: - Corporate Cards; Business Internet Banking; Branch Closures; Parish Moves * Foundation Masses * Travel & Private Health Insurance					
Asta Varanauskiene - Financial Administrator astavaranauskiene@dioceseofbrentwood.org * Gift Aid * Internal Gift Aid Audits					
Gosha Stefaniuk - Accounts Assistant goshastefaniuk@dioceseofbrentwood.org * Book-keeping * Second Collections					

GIFT AID

INDEX

- Gift Aid and Compliance with the Data Protection Act 1998 (*N.B. TO BE UPDATED IN LINE WITH GDPR MAY 2018*)
- Gift Aid - Tax refunded to parishes (*updated*) – 2016/2017 vs 2015/2016
- Gift Aid – “10 Myths About Gift Aid” (*no change*)
- Gift Aid – Frequently Asked Questions (*updated*)
- Gift Aid Small Donations Scheme (GASDS) – audit requirements and process (*updated*)
- Gift Aid – Have donors paid enough tax (*excerpt from CLAS – no change*)
- Weekly Cash Sheet Template including GASDS (*no change*)
- New Gift Aid Declaration Form from April 2016 (*no change*)

DATA PROTECTION ACT 1998
EXCERPT FROM THE DIOCESE'S HANDBOOK FOR PARISH ORGANISERS – MARCH 2006

SECTION 10 **DATA PROTECTION ACT**

The Data Protection Act 1998 does not require that a "not for profit" organisation needs to Notify under the new Act. However we will comply with the Eight Data Protection Principles, which say that personal data must be:

- * fairly and lawfully processed
- * processed for Limited purposes
- * adequate, relevant and not excessive
- * accurate
- * not kept for longer than is necessary
- * processed in line with your rights
- * secure
- * not transferred to countries outside the EU without adequate protection

The Trustee of the Brentwood Diocesan Trust holds information about donors solely for the purposes of administering and operating the system of recording their donations and claiming refund of the income tax paid to the Inland Revenue.

Instructions to Gift Aid Organisers is that the data held in the parish records is used for the aforementioned purpose only. It must NOT be distributed for any other purpose whatsoever, within or outside the Parish.

The central theme of the Gift Aid scheme is to stress the confidential nature of the information held to process tax refunds, and MUST be strictly followed for the benefit of all concerned.

There is no reference made on the GAD concerning the Data Protection Act 1998. However a suggested wording can be included in the annual letter, advising donors of their total contributions and tax amount.

"Data Protection Act 1998. The Diocese will use the information supplied by you to enable those records necessary for the sole purpose of administering the reclaim of tax from the Inland Revenue."

If a parishioner has a particular problem on this matter, it can be referred to the Data Protection Commissioner on an Information Line on 01625-545745.

Brentwood Diocese		Annual Comparison			
<i>Code</i>	<i>Parish</i>	<i>2016/17</i>		<i>2015/16</i>	<i>Diff %</i>
AVELY	South Ockendon, The Holy Cross	8,521.54		8,632.47	- 1.30
BARK2	Barking, St Thomas More	20,408.07		14,823.35	27.37
BARKI	Ss Mary Ethelburga W Ilfm Erconwald	8,457.43		8,547.74	- 1.07
BARKS	Barkingside, St Augustine Of Canterbury	11,379.42		11,163.81	1.89
BASAS	Our Lady And All Saints	21,547.03		23,046.91	- 6.96
BECON	Becontree, St Vincent	6,948.69		6,346.04	8.67
BECTN	Beckton, St Mark's Church	6,648.36		7,203.31	- 8.35
BENFL	Benfleet, Holy Family	13,078.93		12,387.90	5.28
BENST	Benfleet St Thomas More	1,117.50		1,212.64	- 8.51
BILLA	Billericay, The Most Holy Redeemer	24,170.29		25,116.72	- 3.92
BRAIN	Braintree, Our Lady Queen Of Peace	16,459.93		14,914.85	9.39
BRENT	Brentwood, St Mary & St Helen	38,337.24		34,338.04	10.43
BRITS	Brightlingsea-with-wivenhoe & Gt Bentley	-		6,449.31	- 100.00
BUROC	Burnham-on-crouch, St Cuthbert	5,033.35		3,150.00	37.42
CANNT	Canning Town, St Margaret And All Saints	14,559.22		13,715.57	5.79
CANVI	Canvey Is. Our Lady & English Martyrs	4,013.91		4,484.93	- 11.73
CHADH	Chadwell Heath, St Bede	15,347.74		13,633.77	11.17
CHADM	Chadwell St Mary, St Joseph	6,914.61		6,472.91	6.39
CHEBS	Chelmsford, The Blessed Sacrament	9,644.81		9,536.03	1.13
CHEIC	Chelmsford, Our Lady Immaculate	39,133.44		43,517.99	- 11.20
CHEML	Chelmsford, The Holy Name	8,882.03		8,431.21	5.08
CHINCK	Walthamstow, Christ The King	12,957.97		14,577.00	- 12.49
CHING	Chingford, Our Lady Of Grace & St Teresa	23,533.91		23,567.02	- 0.14
CLACT	Clacton, Our Lady Of Light & St Osyth	10,980.54		10,474.19	4.61
CLAYH	Clayhall, St John Vianney	-		10,630.54	- 100.00
COLCH	Colchester, St James The Less And St Helen	19,694.28		20,420.91	- 3.69
COLLR	Collier Row, Corpus Christi	11,650.27		12,185.86	- 4.60
CUSTH	Custom House, St Anne	6,384.27		5,683.02	10.98
DAGHF	Dagenham, Holy Family	12,358.10		10,942.66	11.45
DAGSP	Dagenham, St Peter	9,295.39		10,017.50	- 7.77
DANBY	Danbury, English Martyrs	12,325.02		11,399.69	7.51
DUNMO	Dunmow, Our Lady And St Anne Line	10,684.76		8,948.36	16.25
EASTH	East Ham, St Michael	14,216.73		16,140.34	- 13.53
EASTW	Eastwood, St Peter	13,185.26		12,210.98	7.39
ELMPK	Elm Park, St Alban	9,266.46		7,579.87	18.20
EPPNG	Epping, The Immaculate Conception	15,200.81		13,573.90	10.70
FORGA	Forest Gate, St Antony Of Padua	19,536.16		20,678.61	- 5.85
FRIOS	Frinton-on-sea, Sacred Heart And St Francis	8,102.21		7,485.28	7.61
GIDPK	Gidea Park, Christ The Eternal High Priest	12,509.81		11,805.02	5.63
GOODM	Goodmayes, St Cedd	7,801.73		7,821.72	- 0.26
GRAYS	Grays, St Thomas Of Canterbury	21,074.92		18,744.79	11.06
GREEN	Greenstead, St John Payne	13,807.43		13,191.56	4.46
GTBTH	Great Bardfield Thaxted	7,633.75		7,534.74	1.30
HAINT	Hainault, The Assumption	-		4,699.05	- 100.00
HALST	Halstead, St Francis Of Assisi	2,931.02		4,213.55	- 43.76
HARHC	Harlow, St Luke's And Holy Cross	-		5,574.50	- 100.00
HARLA	Harlow, Church Of The Assumption	-		6,060.90	- 100.00
HARLF	Harlow, Our Lady Of Fatima & St Thomas More	8,085.51		9,546.91	- 18.07
HARWH	Harwich, Our Lady Queen Of Heaven	6,397.25		4,974.92	22.23
HHMHR	Harold Hill, Most Holy Redeemer	7,986.60		7,275.41	8.90
HHSTD	Harold Hill, St Dominic	6,983.37		5,632.28	19.35
HOREM	Hornchurch, English Martyrs	6,307.76		6,057.88	3.96
HORSM	Hornchurch, St Mary Mother Of God	23,244.11		21,879.55	5.87
HUTTN	Hutton, St Joseph The Worker	5,350.81		5,963.83	- 11.46
ILFJB	Ilford, St John The Baptist	5,593.99		5,738.62	- 2.59
ILFPP	Ilford, Ss Peter And Paul	21,711.86		18,962.84	12.66

Brentwood Diocese		Annual Comparison			
<i>Code</i>	<i>Parish</i>	<i>2016/17</i>		<i>2015/16</i>	<i>Diff %</i>
INGAT	Ingatestone, St John The Evangelist	7,439.39		10,329.31	- 38.85
KELVE	Kelvedon, St Mary Immaculate	8,967.22		7,924.09	11.63
LEIOS	Leigh-on-sea, Our Lady Of Lourdes	22,775.05		21,944.59	3.65
LEXDN	Lexden, St Teresa Of Lisieux	14,168.04		13,276.72	6.29
LEYTN	Leyton, St Joseph	12,006.08		12,614.63	- 5.07
LOUGH	Loughton, St Edmund Of Canterbury	22,429.25		21,990.30	1.96
MALDN	Maldon, Assumption Of Our Lady	12,171.50		9,841.86	19.14
MANPK	Manor Park, St Stephen	11,237.22		12,015.37	- 6.92
NEWPK	Newbury Park, St Teresa	12,040.02		13,129.03	- 9.04
ONGAR	Ongar, St Helen	10,566.33		9,975.13	5.60
RAIN	Rainham, Our Lady Of La Salette	7,031.15		8,595.69	- 22.25
RAY	Rayleigh, Our Lady Of Ransom	-		12,530.72	-
ROCH	Rochford, St Teresa Of The Child Jesus	8,372.75		8,096.43	3.30
ROMFD	Romford, St Edwards The Confessor	15,985.28		15,163.52	5.14
SAFWD	Saffron Walden, Our Lady Of Compassion	14,787.51		13,731.05	7.14
SHOE	Shoeburyness, St George And The English Martyrs	15,906.22		14,036.84	11.75
SOUOS	Southend-on-sea, The Sacred Heart	11,213.72		10,670.56	4.84
SOUWO	South Woodford, St Anne Line	10,597.27		10,811.63	- 2.02
SPRNG	Springfield, St Augustine Of Canterbury	10,830.96		13,885.25	- 28.20
STANS	Stansted, St Theresa Of Lisieux	8,198.57		7,550.02	7.91
STLEH	Stanford-le-hope, Our Lady And St Joseph	7,148.11		6,689.98	6.41
STOCK	Stock, Our Lady And St Joseph	8,232.36		7,341.46	10.82
STRAT	Stratford, St Francis Of Assisi	14,062.10		14,098.80	- 0.26
UPMIN	Upminster, St Joseph	24,716.44		24,665.26	0.21
UPTPK	Upton Park, Our Lady Of Compassion	24,458.17		25,207.47	- 3.06
WALAB	Waltham Abbey, St Thomas More And St Edward	6,967.86		6,780.59	2.69
WALSG	Walthamstow, Our Lady & St George	17,276.08		15,500.17	10.28
WALSP	Walthamstow, Our Lady Of The Rosary	17,252.27		18,383.85	- 6.56
WANST	Wanstead, Our Lady Of Lourdes	51,826.87		53,840.60	- 3.89
WARLY	Warley, Holy Cross & All Saints	1,474.91		5,037.31	- 241.53
WESOS	Westcliff-on-sea, Our Lady Help Of Christians And	10,775.71		11,049.06	- 2.54
WICKF	Wickford, Our Lady Of Good Counsel	10,504.84		12,250.07	- 16.61
WITHM	Witham, The Holy Family & All Saints	17,908.28		15,400.37	14.00
WOODG	Woodford Green, St Thomas Of Canterbury	36,377.13		36,590.34	- 0.59
		1,133,100.26		1,160,267.37	- 2.40

“10 MYTHS ABOUT GIFT AID”

OVERCOMING OBJECTIONS FROM PEOPLE RELUCTANT TO SIGN UP

1. *I don't want to give any more information to Revenue and Customs than I have to.*

- The completion of a Gift Aid declaration is simply proving to HMRC that you are giving a donation to your Parish. It completes the “triangle” between you, Revenue & Customs, and the Church.
- You are not providing any more information to HMRC than they already have on you – i.e. the declaration simply shows your name and address.
- The purpose of the form is to ensure that your Parish can claim Gift Aid on your donation. In order for them to be able to do this, they need your co-operation.
- You complete the same kind of declaration to Revenue & Customs each time you go on to a Justgiving website to sponsor someone doing - e.g. a Fun Run, where you are encouraged to Gift Aid your donation.

2. *I don't like everyone knowing my business.*

- Your information is seen by the Gift Aid organiser in your Parish, and the Gift Aid team in the Finance Office in Brentwood.

3. *I don't like other people holding information about me.*

- The information held in a Parish on a Gift Aid donor is for the purposes of claiming the correct amount of Gift Aid on your donation, and for ensuring that we have the resources needed to achieve our future vision and strategy in the Parishes across the Diocese.

4. *How do I know what happens after I make my donation.*

- Each year, your Parish submits its Financial Return to the Finance Office in Brentwood, since – as a single charity – we make one return to Companies House and the Charities Commission on behalf of all the Parishes in the Diocese.
- In this Financial Return, your Parish will tell the Finance Office how much it received in Gift Aid refunds from Revenue & Customs. In other words, the Gift Aid doesn't disappear into some “black hole” – the amount claimed by the Parish is there for everyone to see.

5. *I'm a pensioner, so it doesn't affect me.*

- Some pensioners continue to pay tax, even if they have stopped work.
- As long as you pay enough tax to cover the Gift Aid claimed on your donation, then Revenue & Customs will pay the claim. In other words, if you have paid £500.00 in income or capital gains tax, then your Parish can claim up to £500.00 from Revenue & Customs against your donations.

6. ***I don't want to be tied to giving the same amount each week.***

- Gift Aid is not a covenant – you are not committed to giving the same amount week after week. Indeed, you do not need to give every week, although your Parish would hope that you do!

7. ***It's too much like hard work.***

- Your Gift Aid organiser has probably placed blank Gift Aid declaration forms prominently in your Church porch.
- You fill in your details, and leave the completed copy at the Presbytery, marked for the attention of "The Gift Aid Organiser".
- He or she will then contact you with your envelopes.
- At the end of the financial year, you will receive confirmation from the Gift Aid organiser of how much you have donated.

8. ***I suppose I need to wait until the end of the tax year.***

- You can sign up to Gift Aid at any time throughout the tax year.
- Although Parish envelopes are distributed at the beginning of the new tax year, each Parish will have a supply of unallocated envelopes which they will assign to you and others as and when you sign up.

9. ***The Church is rich anyway.***

- Each Parish has to cover its own costs. There is no subsidy from elsewhere in the Church.
- Not all your donations are for the Parish – some second collections are for CAFOD, or disaster relief, or for youth, or for other equally worthy causes. All these organisations need that extra money which can be claimed through Gift Aid.

10. ***I just can't be bothered.***

- Completing a form means that your donation is worth 25% more.
- You have already paid the income tax; the Church is claiming some of it back.
- Once you sign the Gift Aid declaration form, you do not have to do anything else, except use your envelopes when you make a donation.
- For higher rate taxpayers, there is a benefit to you as well. Revenue & Customs add the amount you donate to your 20% income tax "band" – with the result that the amount of your income on which you pay 40% tax is reduced. So you are better off financially, and so is your Parish.
- In any case, why bother to give to the Church in the first place, if you are not prepared to maximise the gift?

GIFT AID: FREQUENTLY-ASKED QUESTIONS

- **What is the role of the Finance Office with respect to Gift Aid?**

- To process the Parish claims
- To assist with general queries
- To keep you updated on any changes in legislation
- To provide training to Gift Aid Organisers on Gift Aid 2008 etc.
- To audit parishes' Gift Aid processes, to ensure they comply with HMRC guidelines

N.B. The Finance Office no longer orders gift aid envelopes on behalf of Parishes – each parish orders their own.

Should you wish to use RDP for your envelopes, please contact Kathleen Shannon direct by email, kathleen@rpd.ie. Alternatively, call 00 353 1 860 3088.

- **Why does Gift Aid seem so difficult?**

Gift Aid has an undeserved reputation for being less than straightforward – probably because it involves tax!

Quite simply, under the Gift Aid scheme HMRC returns to the Diocese some of the tax paid by a taxpayer who has made a donation to his or her Parish.

The Gift Aid process brings all three parties together – the donor, the Parish and HMRC – and confirms to HMRC that the donor wishes his or her Parish to receive the Gift Aid on his or her donations. To do this, several things need to happen:

- The taxpayer must have paid sufficient tax in the financial year to cover the amount of Gift Aid claimed by the Parish on that donation during the same year.
- The Parish must have the agreement of the donor to claim back the tax on his or her behalf. This is the purpose of the Gift Aid Declaration (GAD) form. (N.B. There is no need for a donor to complete a new GAD if he or she has moved address within the same Parish.)
- The Parish needs to record the amount donated by that donor.
- The Parish can submit a claim to HMRC – via the Gift Aid Office in Cathedral House – to receive the Gift Aid on that donation.
- For more information please also refer to “10 Myths About Gift Aid” in this booklet.

- **Is there a deadline by which a parish must submit its claim?**

We encourage all parishes to submit their claim no later than by **30th June each year**. The Finance Office's final deadline to receive a claim is 30th November each year, after which we will not submit another claim to HMRC until after April of the next financial year.

- **For the Christmas and Easter offerings, does the Parish Priest receive the Gift Aid?**

The Parish Priest can receive Gift Aid, since he acts as an agent of the Diocesan charity. The Parish must pay the Christmas and Easter collections into its bank account, and can then claim the Gift Aid for passing on to the Parish Priest.

- **Gift Aid and third parties collections – how much should the Parishes send?**

All third party collections should send the full gift aid tax refund to the third party, along with the original donation.

- **What is GASDS?**

- GASDS stands for Gift Aid Small Donation Scheme, which HMRC introduced in April 2013.
- The scheme enables each parish to claim on loose cash donated via the plate, rather than through gift aid envelopes.
- A parish can claim on all cash donations of £20 or less.
- The maximum limit since April 2016 is £8,000, meaning you can recoup an additional £2,000 of tax.
- There are certain guidelines and record-keeping to which you need to adhere in order to claim.
- See also the Gift Aid Small Donations Scheme notes in this booklet.

- **Why does it take so long to get the Gift Aid after submitting the Parish claim?**

Delays arise when a Parish sends an incomplete Gift Aid claim. The following are the most frequent reasons for a claim being incomplete:

- Problems arise if the Parish
 - (i) does not give a reason for the termination; and/or
 - (ii) does not give the correct date when the donor made his or her last payment.
- Incorrect Diocesan numbers cause delays.
 - The Finance Office will give you diocesan donor numbers when we receive that donor's completed Gift Aid Declaration form (GAD). If the Diocesan numbers on your claim do not match the numbers on the Finance Office system, the system will reject the claim.
- Where there is an irregular, large donation (usually four figures) without Parish confirmation that the amount is correct.

If any of these difficulties arise, the Finance Office system rejects the claim and we must then contact the Parish and investigate the error.

Furthermore, HMRC prefer to receive claims in batches, rather than one by one. So the Finance Office needs to wait until it has a batch of claims before sending them off to HMRC.

Finally, HMRC take a minimum of six weeks to process a claim from when they receive it.

- **Should parishes send End of Year Letter to Parishioners for their donations?**

- Yes – it is very important at the end of each tax year that you send a letter to each donor, advising them how much they have donated and how much tax the Parish will receive from the donation.
- The Parishioner will then be able to check to see if they have paid enough tax to cover the refund from HMRC. If they have not, they need to contact you immediately so that you do not submit their claim. (Please see the CLAS circular in this booklet for notes on what can impact personal tax.)
- It is also good practice to demonstrate by your letters the parish's appreciation for their donation.

- **How do we know if our Parish is processing our Gift Aid Correctly?**
 - The Diocese has its own Internal Auditing team that complies with HMRC's Auditing Regulations.
 - The team will come and visit your Parish. The purpose of the visit is to ensure that the Parish has the correct record keeping in place to receive the tax refund from HMRC.
 - It is also an opportunity to offer you support and training.
 - You will receive enough notice and guidance from the Gift Aid Office in preparation for the visit.
 - It is very important that the Parish which we have selected for audit enables the team to complete the exercise within a specified time.
 - Audits can take approximately three to four hours.

- **What is the Internal Gift Aid Audit rating about?**

The parishes are rated as a result of their Gift Aid Internal Audit as follows:

 - **Gold** – awarded to parishes that follow all HMRC requirements in terms of recording, processing and maintaining details of all donors and their respective donations and submissions to the Gift Aid office on time.
 - **Silver** – awarded to parishes which need improvement in some areas.
 - **Bronze** – this designates parishes which demonstrate little evidence in following HMRC guidelines. Training and support will be provided by the Finance Office.

- **How do we print off labels using the Gift Aid 2008 programme, so that only Donors' names and their GAD numbers appear on them, but not their addresses?**
 - Ensure you have the correct Avery J8159 labels to load into your printer.
 - Go to Reports;
 - Go to Master List;
 - Click on the Folio/Env. tab to put your donors in envelope number order;
 - Tick the boxes – “Folio/Env., number on labels” and “Print addresses on labels”
 - For Gift Aid envelopes, addresses are not required on the labels. Therefore, you ‘**untick**’ the “address” box.
 - Select “Print labels”.
 - You have the option to preview the labels before printing on live stationery.

- **New Gift Aid Declaration Forms?**
 - As you know, GA Declaration forms changed in April 2016. However, the Gift Aid office still receives old type GADs for new starters wishing to join the scheme after April 2016.
 - All new GA Declaration forms MUST include the following statement – even for visitors and one-off donations:
“I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.”
 - You must forward your CSV file with new donor details to the Gift Aid office in order to obtain diocesan number. Please contact Asta Varanauskiene on astavaranuaskiene@dioceseofbrentwood.org if you need details how to upload this file.

- **Can Schools process their Gift Aid claims through the Diocese?**
 - No – Schools are not part of the diocesan charity, and so we are unable to process gift aid for them on their behalf.
 - Should schools need assistance, they need to contact the Diocesan Education Department on 01277 265284.

GIFT AID SMALL DONATIONS SCHEME (GASDS)

1. Audit Requirements: Gift Aid Small Donation Scheme – GASDS

- You cannot include any cheques in your GASDS claim.
- You must record Loose Plate cash separately on the Parish Weekly Cash Sheet (which your Parish Priest must sign).
- If the Parish has a Mass Centre, you must record Loose Plate cash for this centre separately on the Parish Weekly Cash Sheet (which your Parish Priest must sign).
- You must record an estimate of the number of people who attended the Mass to claim.
- You can submit Individual GASDS Claims up to £8,000 in a Tax Year, with effect from 5th April 2016. (It used to be £5,000).
- The highest denomination of note included in your claim is £20 – you must check that there are no £50 notes included.
- You must attach a post code for your Parish and/or Mass Centre for all your GASDS claims.
- You can submit your claim to the Gift Aid Office when it reaches £8,000 – you don't need to wait until the end of Tax Year. However, you cannot submit an interim GASDS claim (i.e. before it reaches £8,000).

2. Process for submitting your claim

- Please send an e-mail to the Gift Aid Office – giftaid@dioceseofbrentwood.org – with the following information:
 - The name of your Parish or Mass Centre (whichever is making the claim).
 - The postcode of your Parish or Mass Centre (whichever is making the claim).
 - The amount you are claiming (max £8,000.00).
 - Please provide evidence you have collected the amount you are claiming
 - Evidence that you are completing the mass counts.
- The Gift Aid Office will acknowledge receipt of your e-mail, so that you can be confident that we are processing it for you.
- Parishes graded as 'Silver' or 'Bronze' during the last Internal Gift Audit will need to submit Weekly Cash Sheets demonstrating the money they received and approximate headcount for each mass. The Gift Aid Office will confirm if Weekly Cash Sheets are required when we receive GASDS claim.

TAX

Gift Aid: have your donors paid enough tax?

For information

HMRC is very keen to ensure that Gift Aid donors are paying enough tax to cover their donations, having come under pressure from the National Audit Office and the Commons Public Accounts Committee to take steps to reduce the amount of Gift Aid claimed incorrectly. *Donors therefore need to know if they can or cannot make charitable donations with Gift Aid added.*

The tax landscape has changed; and HMRC estimates that around 50% of adults in the UK no longer pay any income tax *at all* – up from around 42% only a few years back – for various reasons:

- the increase in the personal allowance from £6,475 in 2010/11 to £11,000 in 2016/17 (with a promise of further increases to £12,500 before the end of the current Parliament in 2020);
- the fact that pension contributions can act further to reduce taxable income;
- the increasing popularity of ISAs, from which investment income is tax free;
- the introduction from 2016/17 of allowances under which the first £5,000 of dividend income is not taxed; and
- the introduction from 2016/17 of a tax-free allowance for basic rate taxpayers on savings interest of up to £1,000.

The result is that it is becoming increasingly possible for a donor – particularly a donor in part-time work – to sign a Gift Aid declaration without giving any consideration to whether or not s/he is actually paying sufficient tax to cover the donation.

We strongly urge church treasurers and Gift Aid officers to remind donors of the rules. Someone who donates under Gift Aid and pays insufficient tax is personally liable for the shortfall.

[*This is a shortened version of an article by Kevin Russell, of Stewardship: [Have you paid enough tax to 'cover' your Gift Aid donations?](#), which you are encouraged to read in full.*]

GIFT AID SMALL DONATIONS SCHEME

WEEKLY CASH COLLECTION SUMMARY

NAME OF CHURCH/BUILDING

POSTCODE FOR CHURCH/BUILDING

DATE: SATURDAY/SUNDAY

	Saturday Loose Plate	Saturday Envelopes	Sunday Loose Plate	Sunday Envelopes	2nd Collections/ Sundry	TOTALS
Notes: £50 *						
£20						
£10						
£5						
Coins: £2						
£1						
Silver:						
Copper:						
CASH TOTALS:						
Cheques *						
TOTALS:						

*** £50 notes and cheques are not accepted under The Gift Aid Small Donations Scheme**

Note to Counters: Please note that from 6 April 2013, the new Small Donations Scheme enables the parish to claim from HMRC in respect of our loose plate collections. Would counters please make sure they complete the box below and sign to confirm that they have completed it.

Signatures (x2)

(1).....

(2).....

Date of Count:

Mass Attendance: (Please tick the appropriate box)

	10-25	26-50	51+
Saturday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GIFT AID DECLARATION

The Brentwood Diocesan Trust – registered Charity Number 234092

GUIDE NOTES

1. If you make a declaration by telephone or email, you will receive a copy of the declaration.
2. You can cancel this declaration at any time by notifying the Charity.
3. If your circumstances change, and you no longer pay enough tax to cover the amount, please contact the Charity.
4. Higher rate taxpayers can claim back the difference between basic rate and higher rate tax. If you pay Income tax at the higher rate, you can claim further tax relief via your Self-Assessment tax return.
5. Please notify the charity if you change your name and address.
6. Gift Aid is linked to basic rate tax. Basic rate tax is currently 20%, which allows charities to reclaim 25 pence in the pound.

METHODS OF GIVING

STANDING ORDER BANK MANDATE - We are fast becoming a cashless society. An increasingly popular option is for each of us to decide on the amount we wish to give each week or month in support of our parish, set up a standing order with the bank.

GIFT AID ENVELOPES – your Parish Gift Aid Organiser will give you a box of envelopes with your personal number on the envelopes.

WHAT CAN BE GIFT-AIDED

- Gift Aid includes all the donations you make:
 - Your weekly offertory
 - Second collections
 - Christmas and Easter Offerings
 - Special appeals and any other one-off donations

SPECIAL APPEALS /ONE-OFF DONATIONS – you will usually find all-purpose, blank envelopes at the back of the church for one-off occasions, such as special appeals or disaster fund, etc.

You must quote your personal envelope number when you use them, and/or your name and address and/or telephone number.

PARISH.....

DONOR'S DETAILS (please complete in capitals)

Title..... Christian Name(s).....

Surname.....

Home Address.....

.....

.....

Post Code..... Telephone No.....

E-mail Address.....

Please treat as gift aid donation, all qualifying gifts of money made from the date of this declaration, or since.....

I am a UK taxpayer and understand that, if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Date.....

Parish Envelope No:.....(for Parish Office use only)
--

PROPERTY

INDEX

- Frequently-Asked Questions (FAQs)
 1. Health and Safety
 2. Property
 3. Gas and Electricity Contract
- Parish Health and Safety File – a guidance note from Precision Safety Services
- Unattended Candles – a guidance note from Catholic National Mutual (CNM)
- Parish Projects Questionnaire – Information to be included in a submission to the Finance Board
- Public Liability Insurance Requirements for Contractors – a guidance note from Catholic National Mutual (CNM)

FREQUENTLY ASKED QUESTIONS – PROPERTY AND HEALTH & SAFETY

1. HEALTH & SAFETY

- **Does the parish need a Health & Safety Representative?**
 - Parishes benefit from someone to assist the Parish Priest with Health & Safety matters. The representative can assist with:
 - Keeping the Health and Safety file up to date with inspection certificates etc.
 - Carrying out and recording the regular Health & Safety checks.
 - Looking at and acting on recommendations from the diocesan Health & Safety consultants (Precision Safety Services).
 - Preparing for and attending, along with the Parish Priest, the annual Health & Safety visit by the Diocesan Health & Safety consultants (Precision Safety Services).

- **What needs to be kept in the Parish Health & Safety File?**
 - Please see the separate guidance document (included in this booklet), prepared by the Diocesan Health & Safety consultants (Precision Safety Services).

- **Is there any guidance on the Safe use of Candles within parish buildings?**
 - Yes. There has been an increasing number of fires within church buildings as a result of candles. The impact of a fire is devastating.
 - Please take a moment to read through the guidance note, prepared by CNM (included in this booklet), and ensure that the Good Practice guidance is being followed in your parish.

2. PROPERTY

- **What authority is needed for Parish Projects and what is the procedure?**

- If the total cost of a building project (including repairs to buildings and compliance with Health and Safety recommendations) exceeds £10,000 including fees and VAT, the proposal must go to the Finance Board for approval.
- You must also secure the approval of the Finance Board before incurring professional fees exceeding £10,000 including VAT.
- We will ask you to complete the current Parish Questionnaire as part of your submission (a copy is included in this booklet). You will need to provide as much supporting information about the project as possible. Please contact the Property Office for further advice.
- All project proposals will be reviewed by the newly formed Health & Safety and Property Sub-Committee (HS&P Sub-Committee) in the first instance. The Sub-Committee is chaired by Mgr Chris Brooks, and is made up of a small group of Finance Board members whose role is to look at the detail of each project submission before making a recommendation for approval to the Finance Board.
- The HS&P Sub-Committee meets approximately two weeks prior to each Finance Board meeting. It is the role of the Diocesan Property Consultant to present each parish proposal to the HS&P Sub-Committee. It is therefore crucial to contact the Property Office for advice on your parish proposal as early as possible in the planning stages of your project, **but in any event not later than six weeks in advance of the next Finance Board meeting. We cannot accommodate late requests.**

- **When might a parish need professional help?**

- The Property Office recommends that a parish appoints professional support – such as chartered surveyors, architects or other suitable professionals – for most projects that require Finance Board approval.
- Appointing a professional with the appropriate skill and experience to produce accurate project documentation and then project manage the works on site through to completion will help ensure:
 - That a parish complies with all relevant legislation (such as building regulations, planning consent and health and safety regulations).
 - That the parish will also have the protection of an industry recognised works contract should anything go wrong during the works period or after completion.

- **Should a parish check a contractor's Public Liability Insurance (PLI) before work begins?**

- Yes. **It is a requirement of your Property Insurance cover that before a contractor begins work you ask them to provide evidence of their Public Liability insurance cover.**
- The parish must ensure that the Public Liability insurance cover is up to date and meets the minimum level of insured cover required for the proposed work. You should retain a copy of the Certificate of Cover for future reference.
- Please see the guidance note (included in this booklet) on PLI and/or contact the Property Office for further advice.

- **Who should the parish contact if there is a possible insurance claim?**
 - The Diocesan insurance scheme is managed by Catholic Insurance Service Ltd (CIS) formerly the Catholic Church Insurance Association (CCIA). The 'Property and Personal Accident' cover is provided by Catholic National Mutual Ltd (CNM).
 - You must notify all claims immediately to CNM by one of the following methods:
 1. Email – claims@cnm.gg (c.c. amandabalicki@dioceseofbrentwood.org)
 2. Telephone during office hours – 01481 732789
 3. Telephone out of office hours – emergency assistance only (provided by Vericclaim UK Ltd) 0844 8793284
 - CNM will require you to complete a claim form. Please ensure that you submit the completed claim form within 14 days of notification, and forward full claim details within 3 months of the date of the incident. **Delay could prejudice your claim.**
 - Please do not hesitate to contact the Property Office if you would like any further guidance or wish to discuss in more detail an on-going claim or a new incident, accident or near miss.

- **Is there a standard Hall Hire Agreement?**
 - Yes. Please use the standard Diocesan Hall Hire Agreements and standard Conditions of Hire. Please note that CIS will update agreements from time to time, and therefore you should ensure that you are using the current version.
 - Copies of the current documents can be obtained from the Property Office on request. The current document versions are as follows:
 - Agreement (for an Individual) 2017
 - Agreement (for an Organisation) 2017
 - Conditions of Hire (where a charge is made) 2017
 - Condition of Hire (where a donation is made) 2017

3. GAS AND ELECTRICITY CONTRACTS

- **What does the parish need to know about Gas and Electricity Contracts?**
 - The existing Diocese-wide gas and electricity contracts come to an end during 2018. The Property Office is overseeing the renewal of both of these group contracts.
 - Gas Contract – Npower. Contract ends 31st March 2018
 - Electricity Contract – SSE. Contract ends 30th September 2018

- **Who are EnergyCentric?**
 - EnergyCentric are our energy consultants and oversee the running of the diocese's group contracts.
 - Many of you will be familiar with the services they already provide for the SSE electricity contract, but they will now be extending their support services to cover the new gas contract as well.

- **Who should the parish contact with a query about their Gas or Electricity supply or invoices?**
 - Parishes should contact the EnergyCentric Support Team (see contact details below).

- **How does the parish contact EnergyCentric?**
 - You can contact the EnergyCentric Support Team in one of the following 3 ways:
 1. Online Client Portal – Go to: www.energycentric.co.uk. This is the preferred method of contact and is already up and running.
 - All parishes would have received 'Log-in' and 'Password' details at the start of the electricity contract with SSE.
 - However, if you have not used the portal before and would like a reminder of your log-in details, then please contact the EnergyCentric Support Team using either the email or telephone contact details below.
 - Please note that you can reset forgotten 'Passwords' from the log-in page.
 - We will be issuing a 'Client Portal Instruction Booklet' to all parishes during March.
 - The Client Portal provides each parish with the following:
 - Information about meters including consumption and invoice history.
 - Contract pricing information. This can be found by scrolling down to the 'Contract History' section.
 - Helpdesk Facility – the 'Ticket' system provides an easy way to raise a query and keep track of responses.
 2. Email the Support Team – support@energycentric.co.uk.
 3. Telephone the Support Team – 01708 765555

- **Is it too late to join either the Gas or Electricity Group Contract?**
 - No. Any parish that is currently with another energy supplier but would like to consider moving their supply to a Group contract should contact the Property Office to discuss.

- **How should the parish deal with calls from Energy Brokers?**
 - Many parishes receive calls from Energy Brokers or other 'consultants' trying to offer cheaper deals, or telling you that you are 'out of contract'.
 - For those parishes who are part of the Group contracts our recommendation is not to engage with these callers, and ask to be removed from their contact list.
 - For those parishes who are not part of the Group contracts, then please be wary and perhaps consider checking any proposed deals against what is available through the Group contract (by contacting the Property Office).

Gas Contract

- **Who is the new Gas supplier?**
 - The Finance Board has recently approved a new Diocese-wide gas contract with Gazprom, a UK-based energy supplier regulated by Ofgem.
- **What is the benefit of moving to Gazprom?**
 - The new contract provides the Diocese with a 9.6% saving across the group (based on current annual spend figures provided by Npower).
 - In addition, the new 30-month contract will have a fixed price for gas throughout its term, and will therefore provide budget and price certainty for the parishes – particularly taking into account the price uncertainty that is likely to follow the planned Brexit date in 2019.
- **What are the new Gas Contract start and finish dates?**
 - Start date - 1st April 2018.
 - Finish date – 30th September 2020.
- **What is the new pricing structure for Gas?**
 - We have moved to a new pricing structure based on a Standing Charge and a low fixed price/Kwh.
 - This differs from the Npower contract which was based on a higher fixed price/Kwh and no standing charge.
 - The new pricing structure provides the diocese the best overall group saving and has enabled us to spread the financial savings across all parishes.
- **What does the parish need to do?**
 - Parishes will receive an email from the Property Office at the beginning of March to explain the ‘change over’ process and the key actions for each parish.
- **Does the parish need to contact Npower?**
 - No. EnergyCentric are managing communications with Npower, on our behalf, to help ensure a smooth transition.
- **How will the parish receive its Gas invoices?**
 - The Gazprom invoices will now be paid by the centre, on a monthly basis, with the parishes receiving a debit/credit through the diocesan banking system.
 - Invoices will be sent to you by EnergyCentric (this is the same arrangement that is in place for the electricity contract).
- **Does the parish need to take meter readings?**
 - Most gas meters have automatic reading systems (AMR) and therefore meter readings are not required.
 - If you do not think that your parish has AMR meters or you are regularly receiving estimated bills from Npower, then please contact either the Property Office or the EnergyCentric Support Team.

Electricity Contract

- **Who is the Group contract with and when will it end?**
 - The current group contract is with SSE, and will come to an end on 30th September 2018.

- **What will happen when the electricity contract ends in September 2018?**
 - The Property Office will oversee the renewal of this group contract and will communicate with parishes closer to the renewal date with further information.
 - Parishes will not need to contact SSE directly, as all communication will be managed through EnergyCentric on our behalf.
 - If a parish does receive any communication from SSE about the contract coming to an end then just forward it on to the Property Office.

- **Where should the parish send its meter readings?**
 - All meter readings should be submitted to the EnergyCentric Support Team, preferably using the online Client Portal (see contact details above).

PARISH HEALTH & SAFETY FILE

All parishes should have their Health & Safety information readily to hand for any safety inspection, visitors, or contractors. **Please set up a folder containing the following:**

- 1. Copies of the Policy documents (i.e. the Insertable Sheets) created by Precision**
 - These policies are based on your parish requirements.
 - The Parish Priest should sign each Policy document together with any other person who needs to understand and act in accordance with your safety policies.
- 2. A copy of the Precision Summary Report and the Fire Assessment Deficiencies Report**
 - You should annotate these reports to show what work the parish has carried out in response to the reported recommendations.
- 3. A copy of the parish Asbestos Management Survey**
 - You should annotate the survey report to show what work the parish has carried out in response to the reported recommendations.
 - You should consolidate the survey results, along with your notes of any action taken, into a single sheet Asbestos Register.
 - You must ensure that all asbestos related work is carried out by a licenced asbestos removal company. You should include all test certificates and copy invoices evidencing work completed in relation to asbestos with this report.
 - Please contact the Property Office for any further advice in relation to asbestos management.
- 4. The 5 yearly electrical testing reports (EICR), together with details of any necessary remedial work carried out.**
- 5. Formal test reports for fire alarms and emergency lighting etc.**
- 6. Contact numbers for all key maintenance contractors.**
- 7. Weekly and/or monthly inspection sheets of the premises covering:**
 - Fire Alarms – with testing record sheet
 - Fire extinguishers – with testing record sheet
 - Emergency lighting – with testing record sheet
 - Any completed accident sheets with associated documents (if any)
 - Trip hazards, Fire Doors, First Aid checks, etc. A facilities checklist, along with template forms, is available in the Precision documentary file store.

You should annotate all these sheets to show action(s) taken if you discover problems.
- 8. Gas safety certificates.**
- 9. Any other test certificates for equipment or plant owned and used by the Parish requiring testing (eg Lifts, Tall scope, sit-on lawnmowers etc)**
- 10. Any other information which has been specifically requested during safety visits from Precision, a Fire Officer or the Local Authority (e.g. Food Safety files).**
- 11. You should also have a Fire Pack available in the event of an emergency.**
 - You should place a copy of the pack in all key locations. This will be checked during any Fire Safety audit.

**If you have any further queries, please contact
Chris Horsfall, Precision Safety Services Consultant on telephone: 07960 459972.**

Guidance Note

Unattended Candles

Introduction

We recognise the symbolic importance that the lighting of candles has within the faith. However, fires were our largest cause of claim over the last five years and for the 2016/17 policy period in particular. We acknowledge that events can occur that are beyond your control and the CNM property insurance policy is there to protect you in those instances. All of our Members have a responsibility to do what they can to help protect the assets of the Mutual in order that we can continue to respond to fortuitous and unforeseen events and for us to continue to maintain premiums at a reasonable level.

The potential threat that unattended candles pose has been an area of concern expressed by both the Company and CIS Ltd in recent years with the topic being raised at the Guernsey Seminar in 2015 and via CIS Ltd updates. Despite the attention that has been drawn to this area we continue to encounter claims for incidents that could have been avoided had some simple steps been followed by the Members concerned.

We have highlighted below some examples which you may find to be of interest.

Tea Lights

A recent claim occurred when a number of tea light candles had been placed under a plinth of a statue and due to their close proximity to each other the plastic holders overheated and caught fire. Fortunately, the fire damage was minimal but the soot and smoke damage was significant. Had the tea lights been placed in a votive candle stand with a reasonable space between each candle and the stand situated away from any combustible materials, as shown below, then that event would not have occurred.



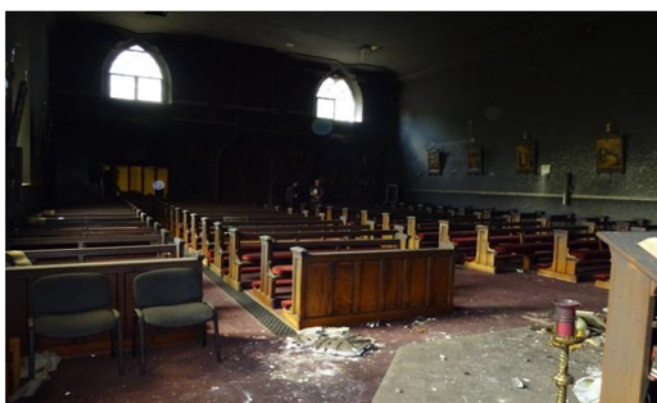
Large Free-Standing Candles

In October 2017, following Mass at which a Baptism was celebrated the church was secured mid-afternoon. At lunchtime the following day, a neighbour noticed a glow coming from the church and the fire brigade were called. A two-and-a-half-foot candle had been left alight when the church had been secured and had burned down. The molten wax pooled into the bowl at the base of the candle and eventually ignited matches which had been left in the bowl. The flaming liquid then poured over the bowl onto the wooden floor. It is imperative that upon securing any property all candles are extinguished. The only exception to this would be "Sanctuary Lamps" kept within glass containers.



Altar Candles

In May 2017, an altar candle was lit by the Parish Priest in the morning in preparation for Mass. Following Mass, the Priest visited the Diocesan offices and the church was secured by a Deacon on his departure who was left with instructions to extinguish the candles. On his return, the Priest heard fire alarms and entered the presbytery and was greeted by thick black smoke at which point he called the emergency services. The altar candle had not been extinguished and CCTV footage pinpointed the ignition of flowers and linen on the altar just over an hour after the property was secured. The candle itself had been placed on the top of the altar on a bed of silk flowers and linen sheets. This highlights the need for all candles to be extinguished when securing a property (other than Sanctuary Lamps as mentioned above) and that thought must be given to the proximity of combustible materials when any candle is left unattended at any time.



The fire, soot, smoke and extinguishment water damage within the church itself was substantial and smoke permeated into the presbytery which has resulted in further cleaning and decorating costs. The extinguishment of that one candle and the removal of combustible materials from its proximity would have avoided a claim that has run into hundreds of thousands of pounds.

Guidance

These three recent claims examples show that significant losses can be avoided if some simple guidelines are followed. In particular, two of these claims involved properties which had been secured without every candle being extinguished. Accordingly, we would encourage you to observe the following good practices:

- Before a property is secured and at the end of each day, ensure that all candles are extinguished (other than Sanctuary Lights kept in glass containers)
- Candles should be only placed on a non-combustible surface and all combustible materials should be removed from their proximity at all times
- Votive candle stands should be used for holding multiple candles; each candle should be adequately spaced (approx. 10cm) apart and consideration on the height of candles used should be given as these can easily collapse and ignite each other
- Always keep candles away from drafts
- Ensure that tea lights are placed in fire resistant holders
- Check the candle holders are sufficient in size to accommodate any molten wax
- Suitable fire extinguishers must be available in areas where candles are used
- The risk candles pose should always be considered as part of regular risk assessments

Enquiries

We hope that you have found this guidance note to be helpful but if you have any queries please do not hesitate to contact us at claims@cnm.gg or by calling us on 01481 732789. Further advice may be available from candle retailers such as Hayes & Finch as part of their sales process.

PARISH PROJECTS QUESTIONNAIRE
INFORMATION TO BE INCLUDED IN SUBMISSION TO FINANCE BOARD

1. Description of the project, health & safety work, or the required repairs/maintenance
2. What is the initial cost estimate – including fees and VAT?
3. How has the need for repairs been identified?
 - a. Health and safety inspection (date)
 - b. Current quinquennial inspection (date)
 - c. Other (give details)
4. What are the Parish Financial Returns since 2012-2013, and the trends in key indicators (i.e. annual surplus/deficit, income, expenditure, Mass attendance etc.)?
5. How much can the Parish contribute to the project?
6. Will a Diocesan loan be required – if yes, for how much?
7. How long does the Parish need to repay the Diocesan loan?
8. What are the plans in the parish to raise funds? E.g.
 - a. Increase in Offertory
 - b. Increase in Gift Aided donations
 - c. Fundraising events
 - d. Other income (e.g. sale of land/buildings)
9. Is there a management team in the parish that will “own” the project – and can this team survive over the lifetime of the project?
10. Does the proposed work involve any work to the church interior? If ‘Yes’, has the Diocesan Art Architecture & Heritage Committee been consulted?
11. Does the proposed work involve any structural alterations?
12. Is the church/building listed or in a conservation area?
13. Has a building surveyor or architect been consulted?
14. Has the Parish Finance Committee approved the spend?

Guidance Note

Public Liability Requirements for Contractors

Following on from the guidance on Contractors' PL insurance requirements provided by CNM as part of CCIA's update in December, a number of queries have been raised by Members which has led to a further review of that guidance note.

Guidance under this note relates only to where the actions of Contractors or Volunteers could potentially cause damage to property insured by CNM. Guidance on the associated liability risks and how such work may cause loss or damage to third parties or third party property will be provided separately by CCIA.

Our original note stated that any "Dangerous Work" should be undertaken by contractors with the necessary skills and experience. The feedback we received is that how we had defined "Dangerous Work" was too restrictive. We clearly need to strike a balance between setting some rules which are workable and ensuring that the more dangerous activities are undertaken by qualified experts and, where damage is caused, losses may be recovered from the contractors' liability insurances rather than from CNM's funds. However, we have reviewed the definition of "Dangerous Works" and this will now be limited to the following activities:

- Work on roofs
- Work on utilities (i.e. gas/electric/water)
- Work involving the application of heat (e.g. welding, soldering, use of blow torches, etc.)

You will see that working at height (other than on roofs) and the use of power tools are no longer deemed to be "Dangerous Works".

All "Dangerous Works" should be carried out by professional tradesmen with the relevant qualifications and experience to undertake that work as well as possessing the required £5 million of Public Liability insurance. Where "hot work" is being undertaken then the contractors' insurances must be extended to include such work.

Any works undertaken by Contractors that would not fall under the definition of "Dangerous Works" (e.g. decorating) will require the Contractors to evidence Public Liability Insurance with a minimum limit of £1 million.

Volunteers must not undertake "Dangerous Works" as any damage caused will not be covered under the CNM Property Policy. Where volunteers are used for other work there is no requirement for them to demonstrate that they hold public liability insurance as they will be covered under the diocesan policies.

NOTES

NOTES