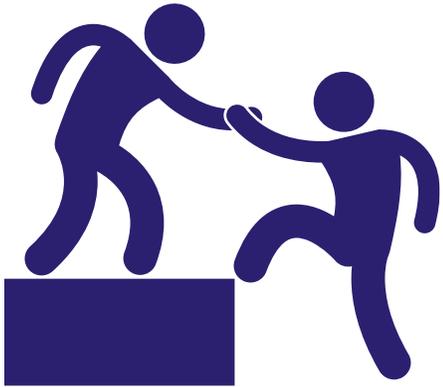


www.leeds.anglican.org



TREASURER FORUM SESSION 6

Monday 9th February 2026

 THE CHURCH
OF ENGLAND

Diocese of Leeds

AGENDA

- Welcome /Treasurer Ambassadors (Janet Edmond)
- Parish Share Agreement (PSA) - General Information (Janet)
- PSA Meeting Parish Feedback
- Archdeacon's Visitation Meetings - (Anne Firth)
- Treasurer Succession Planning - (Lynne Johnson)
- End of Year Deadlines Dates (Jenni Robinson)
- Results of Banking Survey (Jenni)
- WhatsApp Group Slide on current use (Jenni)
 - Breakout Room Treasurer Social
 - Poll in WhatsApp group 20/21st April?
- Breakout rooms
- Other News
- Q&A session

TREASURER AMBASSADORS

We have 10 Treasurer Ambassadors, covering each Episcopal Area, plus an additional 6 treasurers who are happy to provide support and guidance regarding banking, systems and training.

Find out more about :

- **being a Treasurer Ambassador**
- **offering your help to fellow treasurers**

Register your interest on our website:

(more Ripon Area TAs needed!)

<https://www.leeds.anglican.org/how-we-can-help/finance-and-stewardship/finance-support/treasurer-forum/>

Parish Share Agreements (PSA) - Information

PSA Briefing meetings June 2025: [psa-ea-briefing-slides.pdf](#)

PSA FAQs : [faqs-for-ea-zoom-meetings.pdf](#)

New PSA Webpages in development

Listen

To each parish's local context and financial situation

Help

With Stewardship advice and guidance, and signposting to additional resources

Agree

On a Parish Share contribution that is both fair and achievable

Deanery	EA	No. Parishes	Draft Timetable
Pontefract	Wakefield	23	Q4 2025
Aire & Worth	Bradford	20	Q1 2026
Halifax & Calder Valley	Huddersfield	22	Q1 2026
South Leeds	Leeds	22	Q2 2026
Skipton	Ripon	16	Q2 2026
Barnsley	Wakefield	18	Q3 2026
Dewsbury and Birstall	Huddersfield	24	Q3 2026
Wensley	Ripon	32	Q4 2026
South Craven & Wharfedale	Bradford	11	Q1 2027
East Leeds	Leeds	25	Q1 2027
Brighouse & Elland	Huddersfield	17	Q1 2027
Richmond	Ripon	33	Q2 2027
Outer Bradford	Bradford	18	Q3 2027
Harrogate	Ripon	32	Q3 2027
Ripon	Ripon	31	Q4 2027
Almondbury and Kirkburton	Huddersfield	18	Q1 2028
North West Leeds	Leeds	24	Q1 2028
Wakefield	Wakefield	22	Q2 2028
Inner Bradford	Bradford	14	Q2 2028
Huddersfield	Huddersfield	16	Q3 2028
Bowland & Ewecross	Ripon	18	Q3 2028

PSA Deanery Timetable

PSA Feedback – St Edmund, Kellington (Pontefract Deanery)

“It’s honest to say that both myself and Sue Parker (Church Warden @ St Edmunds) were a little anxious about the PSA meeting. As a small rural church, we have struggled for many years to contribute to the Parish Share, and most years we looked at the previously proposed figures as unachievable.

That said, the meeting itself was surprisingly very positive. We received a very warm welcome and in short, we had an open and honest conversation about our congregation, our hopes for the future and of course the challenges we had, specifically financial challenges. Beth and Ann were both very sympathetic to our situation and based on data, an agreement was reached that was fair and ultimately inspiring to have a target that although challenging, we genuinely believe its achievable.

My advice to anyone attending a PSA meeting would be, go with an open mind, review your data, and take it along with you. See the meeting as an opportunity and I hope you’ll be as pleasantly surprised as Sue and I were.”

Graham Palfreyman, PCC Treasurer

PSA Feedback – St James the Great , Ryhill (Pontefract Deanery)

Paul Carnell – PCC Treasurer & Treasurer Ambassador

PSA Meeting : 1st October 2025



Archdeacon's Visitation: Treasurer Tasks

Preparation form (Finance Checklist)

About 20 questions

Answer honestly

Give detail rather than just YES/NO answers

Similar form for every Archdeacon

What to take

Paper copy or file on laptop to support answers to questions

During the visit

Discussion with suggestions / recommendations

Meant to be a positive experience

Praise and thanks

“Catch people doing things right”

Finance Checklist for Treasurers

Finance

Parish

Date

<i>Item</i>	<i>Notes</i>	<i>Further Action</i>
1. Do you have an annual cycle of preparing and communicating a budget?		
2. Is there an annual cycle of thanking planned givers and inviting all to review their giving?		
3. Has the PCC carried out an annual Giving Review to help identify ways to: <ul style="list-style-type: none"> a. Enable giving b. Encourage giving c. Build a generous culture? 		
4. How often is giving / stewardship discussed or taught about?		
5. Are you promoting legacies, providing legacy literature and have a legacy reserves policy?		
6. When collecting for a		

Other Visitation Prep. Forms

- [Caring for Parish Records](#)
- Mission & Growth Checklist
- Fabric Checklist
- Safeguarding Checklist

Useful Telephone Numbers/Websites/Email addresses

Records Officers

The officers are assigned to an Episcopal Area (EA) but may work across boundaries, depending on their home base and availability. In the first instance, contact as follows (all addresses below are @leeds.anglican.org):

Wakefield EA , East Leeds Deanery & general enquiries	Paul Harris	<i>paul.harris</i> and <i>records.enquiries</i>	01977 707 056
Ripon EA	Maggie Morris	<i>maggie.morris</i>	01833 627 084
Huddersfield EA & South Leeds Deanery	Ian Rex Noah Philpott	<i>ian.rex</i> <i>noah.philpott</i>	0113 263 8656 07504 851 818
Bradford EA & North West Leeds Deanery	Lynne Barber Jenni Hall	<i>lynne.barber</i> <i>jenni.hall</i>	01943 466 493 07710 670 072
Leeds EA: East, South & North West Deaneries	as above		

Archives:

The Diocesan Archive is the West Yorkshire Archive Service:

<https://www.wyjs.org.uk/archive-services>

[with links to 5 district offices in Bradford, Calderdale, Kirklees, Leeds and the West Yorkshire History Centre, Wakefield].

Archives serving other parts of the Diocese:

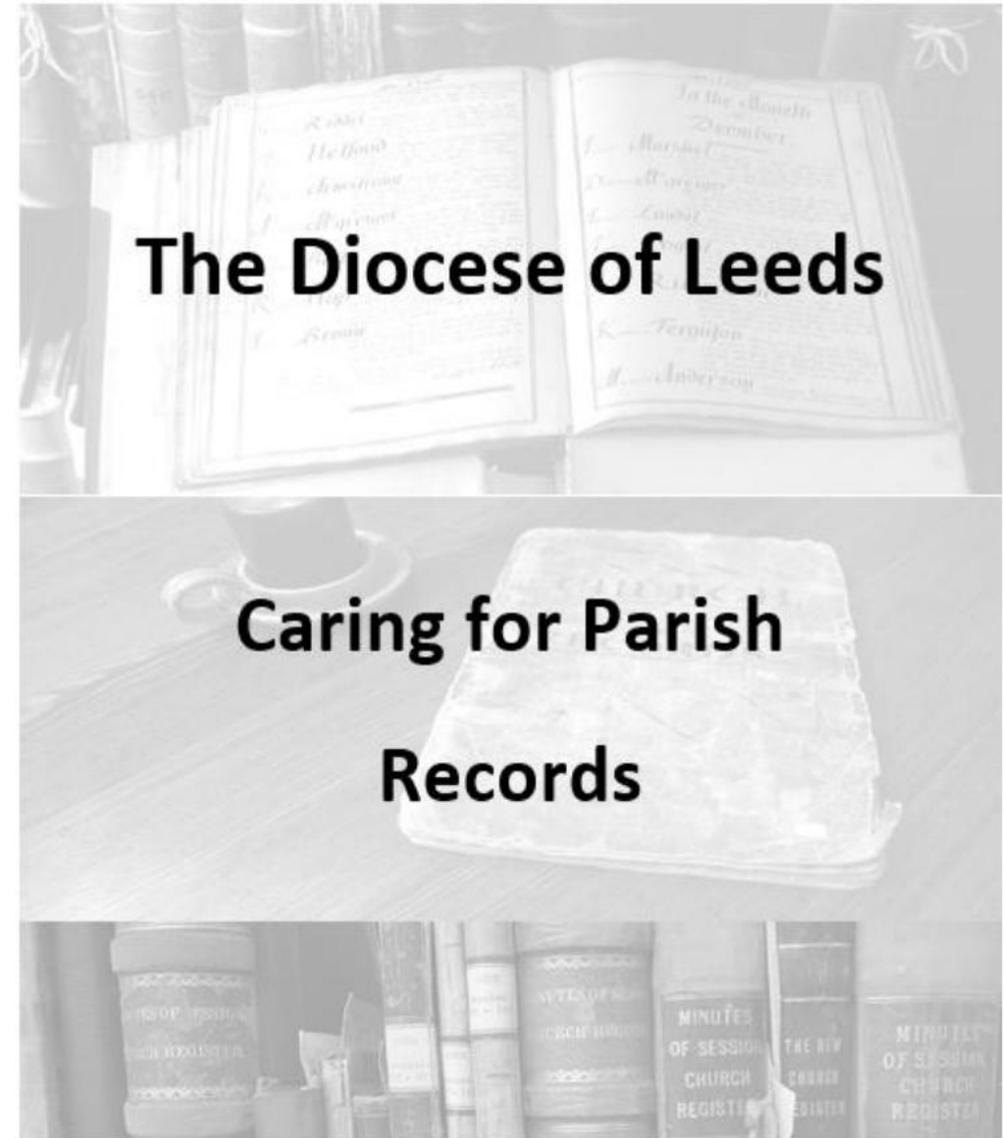
North Yorkshire <https://www.northyorks.gov.uk/leisure-tourism-and-culture/north-yorkshire-archives>

Lancashire <https://www.lancashire.gov.uk/libraries-and-archives/archives-and-record-office>

North East <https://www.durhamrecordoffice.org.uk/>

Church of England Records Office for more information about church records:

<https://www.churchofengland.org/about/libraries-and->



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AND

Diocese of Leeds

SUCCESSION PLANNING

Strong financial management requires a plan for the future. Consider these key questions:

- Who currently holds key financial information in your parish? (Bank details, signatories, etc.)
- Who manages your banking, including online access and deposit accounts?
- Who is responsible for relationships with utility companies and suppliers?
- Who understands your accounting system and has access to records?
- Who handles audits and expense claims?
- Who oversees financial policies and payroll procedures?

Documenting these roles and responsibilities is crucial for smooth transitions and preventing disruptions in parish finances.

YEAR-END PROCESSES

Deadlines

Annual accounts and report - 31st May 2026

Return of Parish Finance - 28th June 2026

[Energy Footprint Tool \(EFT\)*](#) - 30th June 2026

Charity Commission accounts submission (for registered charities) - 31st October 2026

Please see our video guide on completing the Return of Parish Finance:

<https://youtu.be/osA7flxPe4k>

*EFT completion is essential to be considered for National Church funding for Net Zero Carbon Grants. Access to EFT is on Parish Returns website and completion alongside the RoPF is recommended.

New EFT guidance video available at [Energy Footprint Tool 2026 walk through](#)

PARISH BANKING SURVEY

Key Findings

Historical Banking Preferences

Many parishes keep long-standing bank arrangements to maintain stability and avoid operational disruption.

Common Bank Provider

Virgin Money is the most commonly used bank, reflecting legacy ties and ease after mergers or rebranding.

Mixed Satisfaction Levels

Treasurers describe their banking experience as acceptable but highlight ongoing tensions and challenges.

Shared Challenges and Opportunities

Recurring issues across parishes suggest benefits from improved guidance, support, and multi-parish knowledge sharing.

PARISH BANKING SURVEY

What works well

- Online banking is essential and widely valued
- Mobile apps support day-to-day treasurer tasks
- Dual authorisation is valued where available

What causes problems

- High or unclear bank charges
- Difficulty changing signatories or mandates
- Excepted charity status not always recognised
- Reduced branch access for cash handling

PARISH BANKING SURVEY

Banking Advice

Review banking arrangements regularly

- Check current charges and any planned changes
- Confirm the account is correctly set up as a charity

Ensure appropriate controls

- Dual authorisation should be enabled where possible
- Keep signatory details up to date

Seek advice or alternatives if issues persist

TREASURER WHATSAPP GROUP

Our Treasurer WhatsApp group has become an active and supportive space for sharing questions, experiences and practical tips.

- Treasurers regularly help each other with day-to-day issues
- Questions are answered quickly by people who understand parish finance
- The tone is friendly, respectful and genuinely supportive

Thank you to everyone who contributes and helps make it such a positive community.

If you would like to join the group please email jennifer.robinson@leeds.anglican.org for the link

Other News

[Budget Training - Budget Training recording](#)
[Budget Training - Tuesday, February 24](#)
[Budget Training - Tuesday, March 24](#)

[LPW Scheme to close 31st March 2026](#)

[Cornerstone – Introductory online sessions](#)

[Money4Mission Newsletter Direct Mail Sign Up](#)

[Diocesan Church Buildings Grants – next deadline 28th February 2026](#)

BREAKOUT ROOMS

Optional topic: Online Treasurer Social? **April?**

Feel free to discuss anything else that's on your mind! If your group has any feedback about the website, please nominate one person to share it with the wider group after the breakout session.

15 minutes



Q&As

Q1.

What is the PSA Resolution template document for?

- A. Following a PSA meeting we want the negotiated Parish Share figures to be discussed by the whole PCC so that they take an active part of the agreement process. The agreements that we make in our PSA meetings together will represent a commitment and intent from a parish to contribute an amount that is both reasonable and attainable and so the PCC need to understand and support this. Following the PSA meeting we provide a PCC Resolution template document, which sets out the negotiated figures for you to use at your PCC meeting. This is signed by the PCC Chair and returned to the Diocese. It is not a legal contract. It does however let the Diocese know that the PCC have agreed the figures.

The wording is “This Council will make reasonable endeavours to contribute these agreed amounts, and should we anticipate a shortfall, we will notify the LDBF Finance Team as soon as possible on finance@leeds.anglican.org. Similarly, if we anticipate finishing with a surplus in any of the agreed years, we will consider whether some of this can be directed towards Parish Share as an additional contribution.”

Q2.

Is it possible to submit an invoice to the Listed Places of Worship Scheme before the invoice has been paid?

A. Having checked the LPW website at [Listed Places of Worship scheme closure update - Listed Places of Worship Grant Scheme](#) it does not state that an invoice can be submitted before it has been paid. It does say the following:

“Places of worship should continue to submit claims under the existing grant scheme for all eligible work completed and invoiced before 23:59 on 31 March 2026. Applicants are able to invoice for individual works completed rather than wait for the whole project to be completed”.

Q3.

What is the correct figure for the Diocese of Leeds' Deficit

A. The underlying deficit is around £2.5m. The final 2025 position will be reported to the Board on 7th May and Diocesan Syond on 13 June.

Q4.

What advice can the Diocese provide regarding the poor return on parish investments through CCLA?

A. The Leeds Diocesan Board of Finance ('LDBF') isn't authorised to give financial advice and therefore cannot advise parishes on investment decisions - these are the responsibility of each PCC. However, we agree that CCLA's recent performance has been disappointing. In their latest [investment review](#), CCLA have attempted to explain why this has occurred.

Depending on the size of your investments and budget available, the PCC could decide to seek financial advice regarding parish investments. There are many firms that offer this including [CAF](#), who have some guidance on this along with a range of useful resources to support [charity investing](#), and [Ecclesiastical Insurance Group](#) who have Independent Financial Advisors. Whilst the DBF has not used either of these they are both well regarded organisations.

*Thank
you!*

We'd like to extend our sincere thanks to Graham Palfreyman, Jan & Paul Carnell, Anne Firth and Lynne Johnson for their contributions at this Forum meeting, to all our Treasurer Ambassadors and support treasurers for their continued support, and to every treasurer who helps make these gatherings such a positive and engaging experience.



Diocese of Leeds

We'd love to hear your feedback on the Treasurer Forum. Our aim is to make these meetings as helpful and relevant as possible, ensuring they offer both practical support and a sense of community for Treasurers across the diocese.

Janet Edmond

Senior Stewardship Officer

Jennifer Robinson

Parish Support Accountant

Contact details:

resourcingparishes@leeds.anglican.org

0113 2000 0540

linktr.ee/treasurerforum

