

Scottish Episcopal Church

Receipts and Payments Accounts - checklists

Four checklists have been produced to assist in the preparation of Receipts and Payments Accounts. The checklists are designed to help ensure that accounts meet the requirements of The Charities Accounts Regulations. Further guidance regarding the style and format of the accounts can be found by referring to the two sets of sample accounts (St Albion's and St Worship's).

Comments on the checklists and any suggestions for improvements should be submitted to John Payne in the General Synod Office. (JohnP@scotland.anglican.org)

Checklists

Trustees' Report
Receipts and Payments
Statement of Balances
Notes to the Accounts

(Note - a separate checklist has been produced for Independent Examiners and is included in the "Independent Examination" paper.)

September 2007

The General Synod of the Scottish Episcopal Church does not accept responsibility for any loss or liability which may arise from reliance on information or expressions of opinion contained in this document.

General Synod of the Scottish Episcopal Church
Scottish Charity No SC015962

Trustees' Report Checklist (Annual Report of the Members of the Vestry)

	Yes	No	N/A
1 Registered name of the charity and any other name by which it is known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Charity's Scottish charity number (SC0xxxxx) – not the tax reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Address of the principal office (usually the church), or, if none, the name and address of one of the trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Name of all the charity trustees on the date the annual report was approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Name of anyone who has been a charity trustee during the period covered by the accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Particulars of the constitution or governing document of the charity that contains the purposes and regulates the administration of the charity, including:			
- how the charity is constituted (e.g. unincorporated association, trust etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the organisational structure of the charity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the relationship of the charity to any other body (e.g. affiliation with an umbrella group)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 The purposes of the charity as set out in the constitution or governing document of the charity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 A description of how charity trustees are recruited and appointed, including the name of any external body entitled to appoint charity trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 A summary of the main activities of the charity and achievements in the period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 A description of the policy the charity trustees have adopted to determine the level of <i>reserves</i> to be held by the charity, including:			
- the level of reserves held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- why they are held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the amount and purpose of any <i>designated fund</i> , and the likely timing of any expenditure that has been set aside for the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 If the charity has a deficit, an explanation of how it came about and what steps are being taken to rectify it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 An analysis of <i>donated facilities and services</i> , if any, that the charity received during the period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Signed and dated by a trustee on behalf of all the trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receipts & Payments Checklist

Receipts	Yes	No	N/A	Payments	Yes	No	N/A
1 Donations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Expenses for fundraising activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Legacies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Gross trading payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Grants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Investment management costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Receipts from fundraising activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Payments relating directly to charitable activities, detailing material iter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Gross receipts from trading <i>(unlikely for a church)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Grants and donations relating directly to charitable activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Receipts from investments other than land & buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Governance costs relating to:			
				- independent examination or audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				- preparation of annual accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				- legal costs associated with constitutional matters or legal advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Rent from land and buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Purchase of fixed assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Gross receipts from other charitable activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Purchase of investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Proceeds from sale of fixed assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10 Proceeds from sale of investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Statement of Balances Checklist

Yes No N/A

- | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|
| 1 | Cash and Bank Balances at end of period | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Reconciliation with balances at beginning of period | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Summary of investments at market valuation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Summary of other assets at valuation (if available) or cost (Valuation if lower) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Total estimate of liabilities at period end | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Contingent liabilities (if appropriate) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Signed and dated by a trustee on behalf of all the trustees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notes to the Accounts Checklist

	Yes	No	N/A
1 Nature and purpose of the different funds held by the charity, including any restrictions on their use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Number and amount of any grants paid out, the type of activity or project supported by those grants, and whether they were paid out to an individual or an organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Amount of remuneration paid to a charity trustee or person connected to a charity trustee or a statement that no such remuneration was paid. (<i>Consider clergy costs</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Total amount of expenses, if any, paid to charity trustees and the number of charity trustees receiving expenses (<i>consider clergy</i>). Or a statement that no such expenses were paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Nature of any transactions between the charity and any charity trustee or person connected to a charity trustee, including:			
- the nature of the relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the nature and amount of the transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- any outstanding balances at the financial year end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Any further information required to reasonably assist the reader to understand the statement of accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>