

# GOVERNANCE AND COMPLIANCE CHECKLIST 2018

Every Church of England PCC is a charity. There are some things that all PCCs are required to do, whilst other requirements vary according to your gross income. This checklist provides a handy way of verifying that you are covering some of the most important issues. However, it is not an exclusive list. There are many further resources to support good governance practice on the Parish Resources and Charity Commission websites.

## *The Checklist*

*Tick or write N/A in the boxes on the right*

|   | Sorted   | Action needed & date completed |
|---|--|--------------------------------|
| <b>1 ALL PCCS</b><br><b>Have you checked that all of your trustees are eligible to serve?</b><br>Using our nomination forms is an easy way of getting trustees to confirm that they are not disqualified. You will need to get a similar declaration from ex-officio members.<br>See: <a href="http://www.parishresources.org.uk/pccs/apcms">www.parishresources.org.uk/pccs/apcms</a>  | <input type="checkbox"/>   |                                |
| <b>2 ALL PCCS</b><br><b>Have the PCC implemented GDPR in the parish?</b> In particular<br>- Do you have a privacy notice?<br>- Have you obtained opt-in consent where you are wanting to rely on consent?<br>We've sample policies, consent forms and guidance available to help at: <a href="http://www.parishresources.org.uk/gdpr">www.parishresources.org.uk/gdpr</a>   | <input type="checkbox"/><br><input type="checkbox"/>                             |                                |
| <b>3 ALL PCCS</b><br><b>Is the PCC up to date with its safeguarding responsibilities?</b><br>Newly updated legislation requires PCCs to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults and, amongst other things, to:<br><br>a. confirm that they have done so in their Annual Trustees Report<br><br>b. ensure the PCC's safeguarding policy is up to date and in use<br><br>c. Ensure DBS checks are up to date for all necessary people<br><br>Resources to support this are on the Church of England website (See <a href="http://bit.ly/2lGrLgx">bit.ly/2lGrLgx</a> ) and Diocesan websites. | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |                                |
| <b>4 ALL PCCS</b><br><b>Are you up to date with inductions for new PCC members?</b><br>and have you reviewed Trusteeship responsibilities with existing members within the last two years? Resources to help you do this are at: <a href="http://www.parishresources.org.uk/pccs/trusteeship">www.parishresources.org.uk/pccs/trusteeship</a>   | <input type="checkbox"/>   |                                |

*Continued overleaf*

|   | Sorted | <i>Action needed &amp; date completed</i> |
|---|--------|---|
| <b>5 PCCS WITH INCOME LESS THAN £1 MILLION</b>  |        |   |
| a. Does your Report and Accounts include the Trustees Report and Independent Examiners Report as well as the Financial Statements?  |        |   |
| b. Does your Independent Examiner use the required report format?   |        |   |
| c. If your Income is greater than £250k then is your independent examiner a member of an approved professional organisation?  |        |   |
| See: <a href="http://www.parishresources.org.uk/accounting">www.parishresources.org.uk/accounting</a>   |        |   |
| <b>6 PCCS WITH INCOME GREATER THAN £100k</b>  |        |   |
| a. You must register with the charity commission. Have you done so?<br>See: <a href="http://www.parishresources.org.uk/pccs/registration">www.parishresources.org.uk/pccs/registration</a>  |        |   |
| b. Are you up to date with submitting your annual returns and annual report and accounts? A quick way to check is to search for your PCC on the Charity Commission website:<br><a href="http://www.gov.uk/government/organisations/charity-commission">www.gov.uk/government/organisations/charity-commission</a> |        |   |
| <b>7 PCCS WITH INCOME GREATER THAN £250k</b>  |        |   |
| Charities with income above this level must use Accruals Accounting.<br>Are you aware that the SORP requirements changed for accounts from 2016 onwards?<br>See: <a href="http://www.parishresources.org.uk/accruals">www.parishresources.org.uk/accruals</a>   |        |   |
| <b>8 PCCS WITH INCOME &gt; £1 Million OR ASSETS &gt; £3.25 Million</b>  |        |   |
| You will need a full audit for your accounts rather than just Independent Examination. If you need help with arranging this, talk to your Diocesan Finance team.  |        |   |

A group of charity bodies, including ACEVO and NCVO, together with the Charity Commission have introduced the Charity Governance Code ([www.charitygovernancecode.org](http://www.charitygovernancecode.org)). It helps charities review their governance in seven areas:

1. Organisational purpose
2. Leadership
3. Integrity
4. Decision-making, risk and control
5. Board effectiveness
6. Diversity
7. Openness and accountability

Although some elements need a little translation into the church sector, we encourage PCCs to use this framework to review their operations. PCC members will also find the Charity Commission's publication, "The Essential Trustee", a helpful guide to being a charity trustee - search "Essential Trustee CC3" online.

This Checklist is a resource from the National Stewardship and Resources team:

Resources to support your parish in all areas of encouraging giving, finance, Gift Aid, governance and administration:  
[www.parishresources.org.uk](http://www.parishresources.org.uk)

National contracts available which use the C of E's scale to help parishes spend less. In buying together we save together:  
[www.parishbuying.org.uk](http://www.parishbuying.org.uk)