



# Diocese of Edinburgh

Scottish Episcopal Church

EDINBURGH DIOCESAN OFFICE • 21A GROSVENOR CRESCENT EDINBURGH EH12 5EL

## To all Church Treasurers in the Diocese copy to: Rectors/Priests-in-Charge for information

29 November 2022

Dear Treasurer,

### Accounts and Finance Schedules 2021/22

This is a reminder to you to submit your Annual Accounts for 2021/22 to **the Diocesan Office** ([office@edinburgh.anglican.org](mailto:office@edinburgh.anglican.org)) as soon as they are available, but in any event **by 31 December 2022**. Please send them electronically if possible.

Ideally these will be accounts approved by the vestry, in a form suitable for submission to OSCR, and independently examined (or audited). However, if this is not possible, draft accounts will be accepted.

The accounts must be accompanied by the **2022 Finance Schedule**, available on the Diocesan website at the link below. A copy is also attached. Please use the appropriate version to suit your format of accounts – ie Receipts and Payments Accounts or Full Accrual (SORP) Accounts. Please complete this and submit the Schedule **in excel format**, so that I can easily transfer the information to other spreadsheets. However, if this is not possible I will accept a handwritten version.

This year's Finance Schedule also includes a column for last year's figures. I think this will help you complete the Schedule consistently, and will also help me when I review them. If you haven't kept a copy of the 2021 Schedule please email me and I will send it to you.

The 2022 Finance Schedule will be used in the allocation of 2024 quota between congregations in the Diocese. In general, the greater your church's income the bigger the share of quota it is asked to pay. However, certain items of income are permitted to be excluded and the Finance Schedule is your opportunity to claim these exclusions so that all churches in the Diocese contribute on a level playing field and according to their means.

Please read the attached Guide carefully so you understand the reasons for the various permitted exclusions, and do please help reviewers by explaining fully the basis of any estimates and also where figures you have included in your Finance Schedule can be found in your Accounts. Explanations may be provided on a separate document or within the excel spreadsheet.

Thank you for all you do in your congregations, vestries and for the wider church!

Yours sincerely,

**Ian A S Lawson BSc CA**

Diocesan Treasurer

[treasurer@dioceseofedinburgh.org](mailto:treasurer@dioceseofedinburgh.org)

07722 161691

Link referred to: [Resources - Diocesan Office FINANCE | Diocese of Edinburgh \(anglican.org\)](#).

[office@edinburgh.anglican.org](mailto:office@edinburgh.anglican.org) • 0131 538 7033 • Charity Number: SC001214