

<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<b>Buildings maintenance</b>			
<p>Make sure any gutters, downpipes, and external taps or pipes have not been damaged by low temperatures. Make a note of any cracks or leaks in rainwater goods and arrange for them to be fixed or replaced.</p> <p>Check for cracks in masonry joints and arrange for repair during the warmer months.</p>	<p>Check for any broken slates or pieces of mortar debris on the ground from roofs or walls damaged over the winter. If found, make a thorough check in case there are problems – contact your architect for advice if necessary</p> <p>Clear any leaves from gutters and downpipes, see if they need repainting.</p> <p>Cut the grass regularly over the summer months – consider wildlife areas to reduce this cost.</p>	<p>Hire a contractor to rod underground drains if required. Remove silt and debris build-ups, and any weeds, from downpipe drains.</p> <p>Make sure all windows and vents are clear to ventilate the building during warmer months.</p>	<p>Submit Parish Returns and EFT on the online system.</p> <p>Inspect windows and glazing for any damage.</p> <p>Check timberwork including floors, roof voids, under stairs etc for signs of rot. If bats are found, do not disturb them! Contact the Bat Conservation Trust (BCT) for advice.</p>
<b>PCC responsibilities</b>			
	<p>PCC to approve and sign the Annual Accounts and TAR.</p> <p>Financial statements made available to church members for inspection min. 7 days before APCM</p>	<p>APCM by 31<sup>st</sup> May.</p> <p>PCC to display approved accounts for 7 days post APCM.</p> <p>Submit SOFA, TAR and IR Reports to the Diocese within 28 days of APCM.</p>	<p>Submit Parish Returns on the online system.</p>
<b>Annual Accounts Budgeting and Preparation</b>			
<p>IE to complete the review of Annual Accounts with recommendations to PCC/Treasurer to implement.</p>	<p>IE recommendations for Annual Accounts implemented.</p> <p>IE to issue an Independent Examiner’s Report.</p>		
<b>Trustees Annual Report Preparation (TAR)</b>			
<p>IE to complete the review of TAR with recommendations to PCC/Treasurer for implementation.</p>	<p>IE recommendations for TAR implemented.</p> <p>IE to issue an Independent Examiner’s Report.</p>		

<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
<b>Buildings maintenance</b>			
<p>Check plant growth around drains and walls, door, and window frames and especially fire exits.</p> <p>Ensure building is ventilated in warm weather to prevent false fire alarms.</p> <p>For the next Financial year: The PCC is to choose and engage an Independent Examiner (IE) if they don't already have one, or want to change their examiner.</p>	<p>Arrange for your boiler and heating system to be serviced to ensure it works before the autumn.</p> <p>Can energy efficiency be improved in the church with draught excluders or curtains etc? Consider this and prepare ready for the winter.</p>	<p>Ensure flagpoles or high-level equipment is secure before winter storms. Hire a contractor if required for high level work.</p> <p>Ensure all lighting and emergency escape light units are clean and operational.</p>	<p>Check whether any external taps or exposed pipes need lagging to protect them from frost.</p> <p>Clear leaves from paths to prevent slip accidents.</p> <p>Keep checking roofs for slipped tiles or damage during winter storms. PAT test electrical equipment.</p> <p>Service turret clock when clocks change.</p>
<b>PCC responsibilities</b>			
<p>For the next Financial year: The PCC is to choose and engage an Independent Examiner (IE) if they don't already have one, or want to change their examiner.</p>		<p>PCC to have received the letter of engagement from the new IE. PCC agreed to a timetable with the new IE.</p>	<p>Churches registered with the Charity Commission to submit their Annual Reports by the 31<sup>st</sup> of October (10 months after the financial year-end).</p>
<b>Annual Accounts Budgeting and Preparation</b>			
	<p>Book boiler and any ancillary heating system services.</p>		<p>Purchase grit and salt for pathways.</p> <p>PAT testing costs.</p> <p>Servicing costs for turret clock.</p>
<b>Trustees Annual Report Preparation (TAR)</b>			

NOVEMBER	DECEMBER	JANUARY	FEBRUARY
<b>Buildings maintenance</b>			
<p>Ensure all drains, gutters, and paths are free from leaf litter once all the leaves have dropped from surrounding trees.</p> <p>Check you have appropriate equipment to clear snow and ice from paths and walkways.</p>	<p>Annual review of fire risk assessment. Check all fire safety systems and equipment are working before Christmas services esp. if using lit candles.</p>	<p>Check smoke alarms – clean and test them. Do the batteries need changing?</p> <p>If there is snow, are there any build ups on valley gutters or roof edges that may cause damp ingress? Clear if it is safe to do so.</p>	<p>Check whether any windows, roofs, bell louvres, or towers need to be bird proofed before nesting season starts. If you find hibernating bats – do not disturb them! Contact the Bat Conservation Trust (BCT) for advice.</p> <p>If there has been snow over the winter, check the roof for slipped tiles, and gutters for any breaks.</p>
<b>PCC responsibilities</b>			
<p>PCC to designate relevant people e.g. vicar, wardens, trustees and staff to start writing reports for the Trustee Annual Report (TAR) to cover all areas of church activity and to adhere to TAR key criteria.</p>		<p>PCC to schedule APCM –before the 31<sup>st</sup> of May. (Annual Reports to be prepared and signed off by PCC before APCM)</p> <p>PCC to check, suggest amendments to the Trustees Annual Report (TAR)</p>	
<b>Annual Accounts Budgeting and Preparation</b>			
<p>Contractor to clear gutters and rainwater goods.</p>	<p>Bookkeeping for the financial year completed as much as possible.</p>	<p>Complete the bookkeeping for the financial year.</p> <p>Consolidate the accounts to produce Annual Accounts (SOFA).</p>	<p>Complete the Annual Accounts</p> <p>Submit to Independent Examiner (IE).</p>
<b>Trustees Annual Report Preparation (TAR)</b>			
<p>Start preparing the Trustee Annual Report (TAR).</p>	<p>Continue with TAR preparation.</p>	<p>Draft Trustees Annual Report (TAR) to be completed</p>	<p>Complete the Trustees Annual report.</p> <p>Submit to Independent Examiner (IE).</p>

<b>Church buildings maintenance expenses - allow for in annual budget</b>	<b>Frequency</b>
Boiler and heating system servicing	Annual
PAT testing electrical equipment	Annual
Clearing gutters and paths	Autumn after leaf drop
Clearing gutters	Spring after winter storms
Servicing turret clock	Annual - as clocks change
Replacement light fittings	Annual (unless fully LED - then they should last)
Grass cutting	Approx. 6-8 times per year, or as needed (consider wildlife spaces to reduce costs)
Building maintenance – pointing and plaster repairs	Annual
Heat escape reduction – draught excluders, pipe lagging, curtains etc	Check annually
Cleaning of church – high level access	Annual
Surveys and reports	QI – every five years but save some towards it each year. Ecologist survey for bats, if observed in locality Arboriculturalist for trees – at least every five years, or as issues arise