



## **Index to Finance Guideline Leaflets**

This is an Index of the leaflets created to help Ministers, Treasurers and Baptist Churches with Finance related topics.

# Index to Finance Guideline Leaflets

## Church Finance

No	Title	Edition	Former No
<b>F01</b>	<a href="#">Leasing a Property (owned in whole or in part by a Minister) to a Church for use as a Manse</a>	January 2020 Currently being updated	PM05, C34
<b>F02</b>	a) <a href="#">Guidelines on Charity Accounts with Income Under £250,000</a> b) <a href="#">Appendix – Template for Receipt and Payment</a>	April 2025  February 2025	
<b>F03</b>	a) <a href="#">Guidelines on Charity Accounts with Income Over £250,000</a> b) <a href="#">Appendix – Template for Accrual Accounts</a>	January 2025  February 2025	
<b>F04</b>	<a href="#">Independent Examiner</a>	January 2024	
<b>F05</b>	<a href="#">Preparation of Annual Reports</a>	January 2024	
<b>F06</b>	<a href="#">Employment Allowance</a>	May 2022	F14
<b>F07</b>	<a href="#">Charity Reserves</a>	January 2024	
<b>F08</b>	<a href="#">Budgeting Planning</a>	January 2024	
<b>F09</b>	<a href="#">Fellowship Funds</a>	January 2024	C23, A08
<b>F10</b>	<a href="#">Direct Debit Instruction Form</a>	November 2023	
<b>F11</b>	<a href="#">Template for Expenditure Budget</a>	December 2019	FPB01
<b>F12</b>	<a href="#">Template for Income-Budget</a>	December 2019	FPB02

## Gift Aid

No	Title	Edition	Former No
<b>G01</b>	<a href="#">Gift Aid Small Donation Scheme (GASDS)</a>	January 2024	FGA04
<b>G02</b>	<a href="#">New Form of Gift Aid Declaration</a>	December 2019	FGA06

## Taxation

No	Title	Edition	Former No
<b>X01</b>	<a href="#">Ministers on Line Tax Returns</a>	April 2023	T01, FTG01
<b>X02</b>	<a href="#">Self Assessment and the Minister</a>	April 2023	T02, FTG03
<b>X03</b>	<a href="#">Taxation Guidelines for Churches and Ministers</a>	December 2024	T03, F06
<b>X04</b>	<a href="#">Guidelines for Ministers holding a property which is rented on a shorthold tenancy</a>	Jun 2022	

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers, Treasurers, and Baptist churches. They have been prepared by the Finance Team and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff in the Finance Team at Baptist House will be very pleased to answer your queries and help in any way possible. It helps us to respond efficiently if you email your enquiry as simply as possible.

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