



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
F01	Leasing a Property (owned in whole or in part by a Minister) to a Church for use as a Manse	No longer available	PM05, C34
F02	a) Guidelines on Charity Accounts with Income Under £250,000 b) Appendix – Template for Receipt and Payment	February 2026 February 2026	
F03	a) Guidelines on Charity Accounts with Income Over £250,000 b) Appendix – Template for Accrual Accounts	February 2026 February 2026	
F04	Independent Examiner	January 2024	
F05	Preparation of Annual Reports	January 2024	
F06	Employment Allowance	May 2022	F14
F07	Charity Reserves	January 2024	
F08	Budgeting Planning	January 2024	
F09	Fellowship Funds	January 2024	C23, A08
F10	Direct Debit Instruction Form	November 2023	
F11	Template for Expenditure Budget	December 2019	FPB01
F12	Template for Income-Budget	December 2019	FPB02

Gift Aid

No	Title	Edition	Former No
G01	Gift Aid Small Donation Scheme (GASDS)	January 2024	FGA04
G02	New Form of Gift Aid Declaration	December 2019	FGA06

Taxation

No	Title	Edition	Former No
X01	Ministers on Line Tax Returns	No longer available - see X02	T01, FTG01
X02	Self Assessment Tax Returns for Ministers of Religion Holding Office	June 2026	T02, FTG03
X03	Taxation Frequently Asked Questions	May 2026	T03, F06
X04	Guidelines for Ministers holding a property which is rented on a shorthold tenancy – currently under review	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.

Finance Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: financeoffice@baptist.org.uk Website: www.baptist.org.uk

BUGB operates as a charitable incorporated organisation (CIO) with registered Charity Number: 1181392

Date of Issue: 09 June 2026