

## **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) <a href="#">Guidelines on Charity Accounts with Income Under £250,000</a> b) <a href="#">Appendix – Template for Receipt and Payment</a>	February 2026 February 2026	
F03	a) <a href="#">Guidelines on Charity Accounts with Income Over £250,000</a> b) <a href="#">Appendix – Template for Accrual Accounts</a>	February 2026 February 2026	
F04	<a href="#">Independent Examiner</a>	January 2024	
F05	<a href="#">Preparation of Annual Reports</a>	January 2024	
F06	<a href="#">Employment Allowance</a>	May 2022	F14
F07	<a href="#">Charity Reserves</a>	January 2024	
F08	<a href="#">Budgeting Planning</a>	January 2024	
F09	<a href="#">Fellowship Funds</a>	January 2024	C23, A08
F10	<a href="#">Direct Debit Instruction Form</a>	November 2023	
F11	<a href="#">Template for Expenditure Budget</a>	December 2019	FPB01
F12	<a href="#">Template for Income-Budget</a>	December 2019	FPB02

## Gift Aid

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

## Taxation

No	Title	Edition	Former No
X01	Ministers on Line Tax Returns	No longer available - see X02	T01, FTG01
X02	<a href="#">Self Assessment Tax Returns for Ministers of Religion Holding Office</a>	April 2026	T02, FTG03
X03	<a href="#">Taxation Frequently Asked Questions</a>	April 2026	T03, F06
X04	<a href="#">Guidelines for Ministers holding a property which is rented on a shorthold tenancy</a> – 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.

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