# 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<br>b) Appendix – Template for Receipt and Payment | February 2026<br>February 2026 | |
| **F03** | a) Guidelines on Charity Accounts with Income Over £250,000<br>b) Appendix – Template for Accrual Accounts | February 2026<br>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 | September 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: 02 September 2026