# Introduction

With church buildings closed parishes will no longer be in receipt of income from weekly collections and other income sources may be affected as well. The impact of this will vary greatly from parish to parish, but some may be impacted so badly that they are unable to pay their essential bills as they fall due. The Truro Diocesan Board of Finance Ltd (TDBF) has created this emergency crisis loan scheme to support them through this period.

We are all in uncharted waters, and nobody is certain how this crisis will play out. We have tried to make the process as simple as possible and go through the approval process as fast as possible as well.

# Outline of the scheme

A parish can apply for an interest free loan of up £10,000. No repayments will be required in the first 12 months. Thereafter, the parish will be asked to repay the loan over the following 24 months, so the end date for repayment is 36 months after the loan is made. No personal guarantees will be required. A parish may choose to repay a loan earlier if it wishes.

# Conditions of the scheme

This is meant as a crisis loan to help those who are struggling to pay their essential bills (including wages) as they fall due. Parishes are expected to use their reserves before applying for a loan (unless prevented from doing so because of the nature of any restrictions on the fund).

However, we also acknowledge that the stock market is in a highly depressed state at the moment and we will consider loans to help parishes avoid selling investments whilst the market is so low. These may be for a shorter period and the parish would be required to sell their investments to repay the loan when the market improves after the crisis.

# Application process

Please complete the attached application form and email it to [finance@turordiocese.org.uk](mailto:finance@turordiocese.org.uk), along with:

* A copy of your 2019 accounts, provided they have been approved by the PCC. It does not matter if you have not yet held your APCM.
  + If you do not yet have your 2019 accounts, please state this and we will use your 2018 accounts that you submitted last year. If you are one of the parishes that did not submit accounts last year, please contact us to discuss what alternative information you can provide to help us assess your request.
* A copy of your latest bank statement for your general fund. This must show the name of the account, the account number and the sort code, along with the balance. Please cover the names of individual donors or suppliers to protect personal data, but leave the dates and balances showing. If you do not have scanning facilities, please take a photograph of the bank statement (with personal details hidden) and attach that.
* A copy of the latest statements for CCLA or other investment manager if you have investments.
* A copy of any other bank account statement(s) that you may have, again hiding any personal details.
* Details of any Friends’ scheme relevant to the parish, including the amount of current funds they hold.

# PCC approval process

The application needs to be approved by your PCC and “signed” by two different people from the incumbent, church wardens and treasurer. Since PCCs are no longer meeting face to face this can be done via email asking PCC members to “Reply to all” to create the email thread to support the approval. If a PCC member is not on email, we would ask that someone telephone them for approval and record that in an email. However, we do not need 100% response. Provided those responding positively represent a majority of the PCC, we will accept that as evidence of approval.

The application will be reviewed initially by the diocesan finance team and then emailed to the Executive committee and archdeacons for approval, again by email. We will aim to respond within the week, provided you have supplied the necessary information with your application.

# Payment of any loan

Any approved loan will be transferred to the PCC’s main general fund bank account using the information on the bank statement submitted.

|  |  |
| --- | --- |
| Parish name: |  |

**Provide an explanation of the key issues behind the requested crisis loan to your PCC. Why do you need this loan? What other avenues have you explored? What are the key areas of expenditure you are facing?**

|  |  |  |
| --- | --- | --- |
| **No.** | **Consideration** | **Comment / response** |
| 1 | Please confirm that you have read the preceding notes on crisis loans to PCCs |  |
| 2 | How much loan are you requesting? |  |
| 3 | Have your PCC approved the 2019 accounts yet? |  |
| 4 | Have you completed the 2019 Return of Parish Finance yet? |  |
| 5 | Did you send your 2018 accounts to the TDBF? |  |
| 6 | Did you complete your 2018 Return of Parish Finance? |  |
| 7 | If you need the loan to help pay wages, have you considered the government scheme to pay 80% of wages for furloughed staff?  If you are not going to furlough staff, please explain why not? |  |
| 8 | What bank accounts do you have and what balance does each one have at the time of application? |  |
| 9 | Do you hold any investments (e.g. CCLA)? |  |
| 10 | What is the value of your PCC’s funds at present (or latest accounts)?  Unrestricted: £  Restricted: £  Endowment: £ |  |
| 11 | Please explain the nature of the restrictions on any restricted / endowment funds: |  |
| 12 | Please provide details of any Friends’ scheme from which your parish can benefit, including the current amount held by the Friends and any restrictions on the nature of support they may provide. |  |
| 13 | Please list and attach the additional information required by the TDBF to help in assessing your application (e.g. 2019 accounts if available, copy / photo of bank statements, CCLA statement etc). |  |

## PCC approval

Application for a loan approved by PCC via email on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Application form submitted by (please copy both in to the email submitting the application):

Incumbent / PCC Chair / church warden: (Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_)

PCC treasurer/ church warden: (Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_)

## To be completed by the TDBF

|  |  |
| --- | --- |
| Reference number |  |
| This investment was issued to the Exec on (date): |  |
| Based on the email responses, is the loan approved? |  |
| Are there any conditions on the approval? |  |
| Has the money been transferred |  |