



Representative Church Body of
the Church of Ireland

General Data Protection Regulation Overview

Rebekah Fozzard

Representative Church Body



Introduction

- Data Protection Officer for the Representative Church Body
- Manage GDPR compliance for Church House, Dublin and Belfast
- Support GDPR compliance across the Dioceses and Parishes

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What is General Data Protection Regulation (GDPR)?

New European data protection regulation

Overhauls and harmonises existing data protection law

New responsibilities on organisations including religious not for profit

*25th
May
2018*

Comes into Effect

LAW

General Data Protection Regulation

- Aligns regulation to the modern digital world
- Ensures that processing of personal data protects and respects individual's rights
- Standardises, strengthens and enhances individuals rights to the privacy and protection of personal data
- Emphasises transparency, security and accountability

Non-compliance?

Depending on severity - up to 4% of global annual turnover or €20million.....

Some Common Terms



Data Subject

- Natural Living Person



Data Controller

- Person determining the HOW and What



Personal Data

- Information capable of identifying a living



Processing Data

- Anything you might do with personal data



Special Category Data

- Sensitive personal data

Key Principles... GDPR



Personal data is:

- Processed lawfully, fairly and transparently
- Only used for the specific purpose you received permission for, and no other purpose
- Is adequate, relevant and limited
- Is accurate and kept up to date
- Is only stored for as long as is necessary
- Is kept safe and secure



No
keeping data
'just in case'

Individuals now have rights to:



BE INFORMED



ACCESS their personal information



Have personal data **ERASED**



Have personal data **CORRECTED**



RESTRICT processing



OBJECT

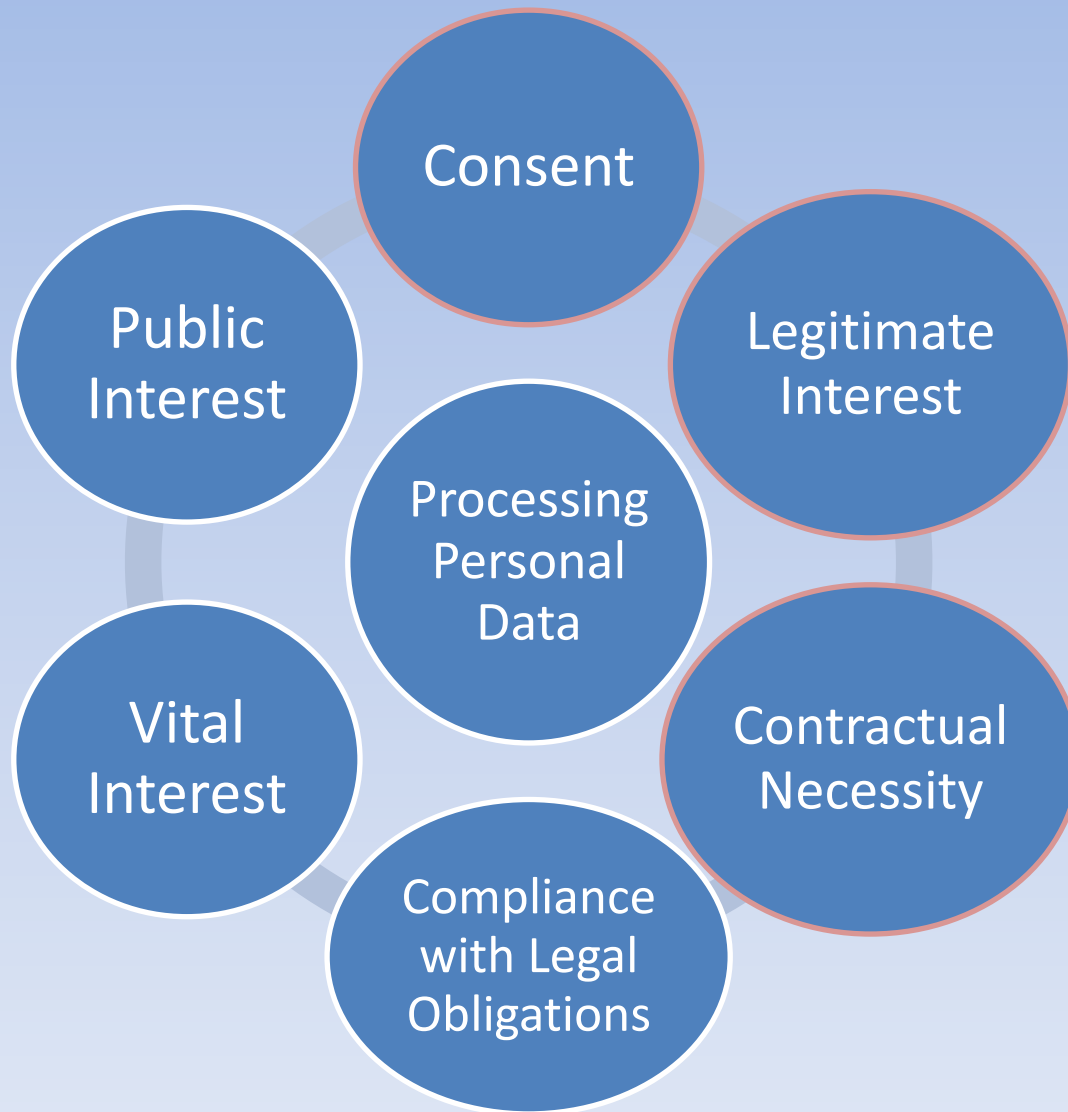


Data **PORTABILITY**



No **AUTOMATED** decision making

6 Ways to Process Personal Data



Consent

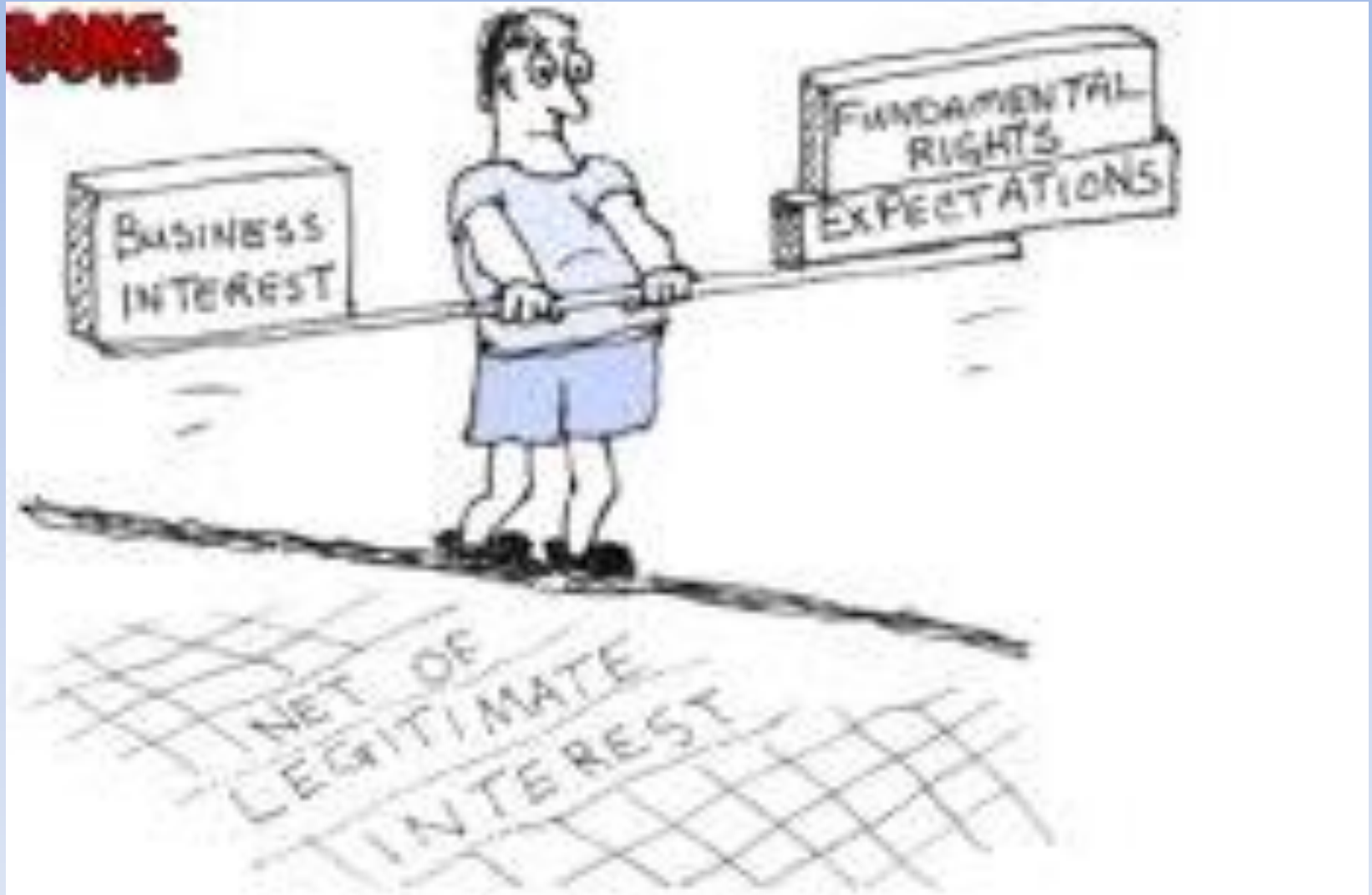
- Article 4
 - **freely given**
 - **specific**
 - **informed**
 - **unambiguous**
 - **can be withdrawn**



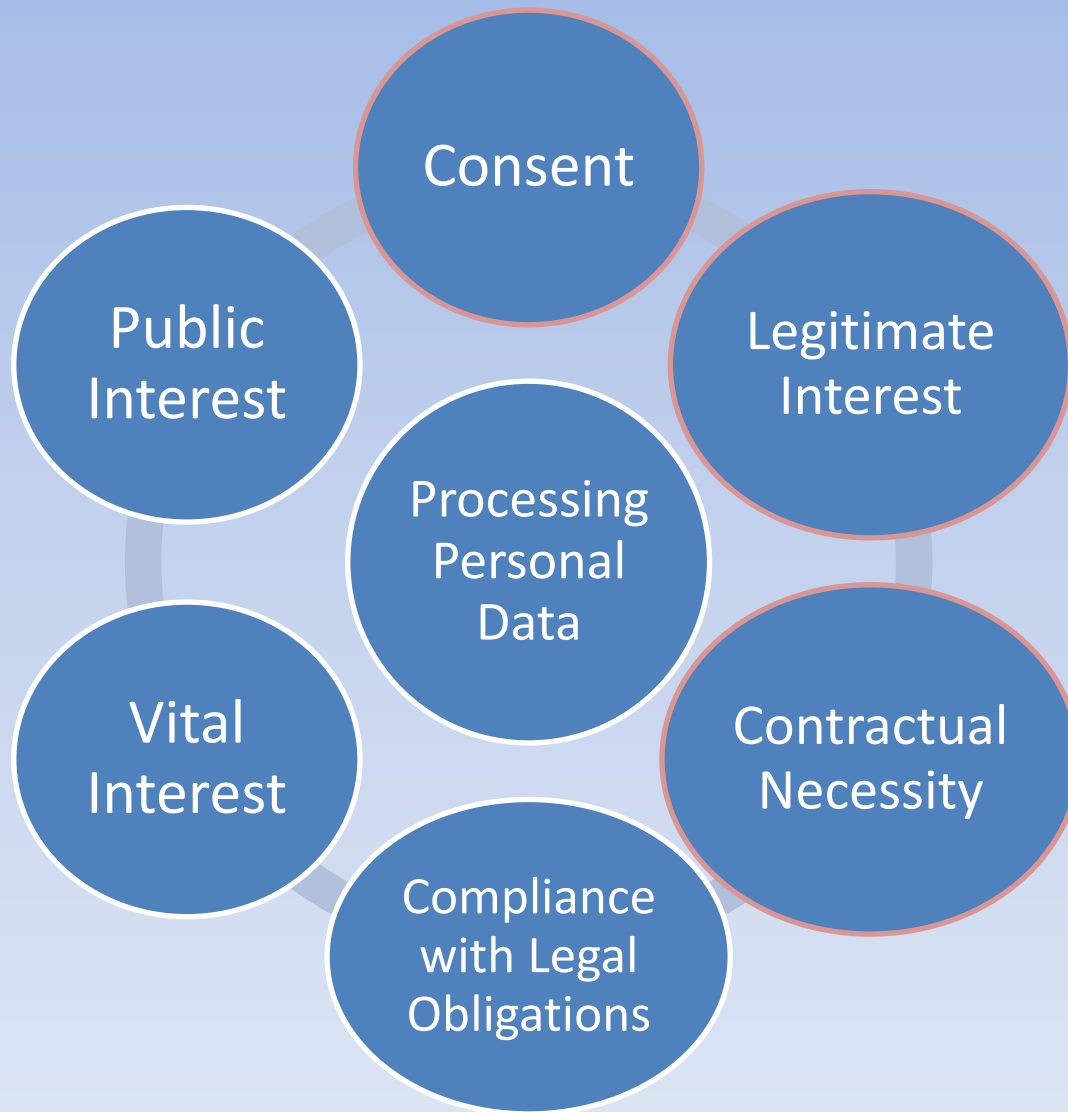
indication of the data subject's wishes, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her



Legitimate Interest



6 Ways to Process Personal Data





DON'T PANIC

You may already have data protection policies in place, or you may need to start from scratch. Whatever the case, don't panic!

Once you have started on your journey towards compliance, and have a plan to become compliant, you will be fine!

GDPR puts a responsibility on each Diocese and Parish to **show accountability**

A quick note on data breach!

What is a breach?

- Something that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data

What do I do?

- Follow your documented procedure which should include:
 - Inform the person in charge of Data Protection in your parish
 - Contact Rebekah Fozzard, Data Protection Officer, RCB
 - If a high risk to the individuals involved, e.g. through identity theft, GDPR makes informing the Data Protection Commissioner compulsory

What each Parish needs to do:

1. Agree who is in charge

- Who is responsible for data protection in your parish?
- Download the GDPR checklist from the RCB website

2. Become Accountable

- Review ALL personal data you hold
- Document how you did your review

3. Develop processes, procedures and notices

- Data Privacy Notice
- Parish Retention Policy
- Procedure on how you get consent
- Procedure on what to do if a data breach

4. Communicate

- Poster on your notice board
- Update parishioners
- Communicate via parish magazines etc.

You have been asking:

Do we need to get consent from parishioners when GDPR commences?	Not necessarily. You may already have existing consent. Just make sure it is explicit
Can I only use consent?	No, you can rely on another method of consent e.g. legitimate interest. Just document your reason why
What is a data request?	This is when an individual requests a copy of their personal data. Information must be provided within one month.
Does my Parish need a Data Protection Officer?	No; but someone needs to be in charge of managing data protection at a local level

And you have been asking

Does every website need a Data Privacy Notice?	Yes
Are we regulated by both the Data Protection Authority in Ireland and United Kingdom?	Organisations working cross border are only regulated by the Data Protection Authority where they have their main establishment.
Can we publish accounts with names, addresses and amounts of donations?	Not without explicit consent from every member to do this. You will have to demonstrate evidence of consent.
How long should we keep minutes of meetings?	Last action plus 5 years and then archive
What can we do to keep data secure?	Have as much as you can online; don't have boxes of information unsecured; have strong passwords; locked cabinets

Final Thoughts

Compliance with data protection is something which will have to be lived, rather than a box to be ticked or a policy to be drafted and then set aside

GDPR compliance will have to be in the back of one's mind when dealing with any personal data

Questions?





REPRESENTATIVE CHURCH BODY OF THE CHURCH OF IRELAND

Preparing your Parish for Charities Accounting

Seminar II - 2018

Kate Williams

RCB

Agenda

1. RCB & local supports
2. Accounting for your Parish as a registered charity
3. Trustee responsibilities
4. Thresholds
5. What are “Receipts & Payments” and “Accrual” accounts
6. How to account for your Parish, Group or Union
7. Independent Examination and Independent Audit
8. Implications for Parishes – what must be filed and when
9. Trustee report – opportunity to tell your story
10. Explaining restricted & unrestricted funds
11. What is the statement of Assets & Liabilities and Balance Sheets?
12. Accounting for Church Property
13. Accounting for Parish Investments
14. Accounting for Parish bank accounts
15. When does all of this apply from?
16. Applying for a tax registration number

RCB & local supports

- RCB providing **guidance & support on the charities registration process** via synod office
- RCB finance department have developed a **series of supports** for Parishes which are available on the Church of Ireland website under parish resources/parish finances
 - 1) Example Receipts & Payment Accounts
 - 2) Explanatory Notes on receipts & payment accounts
 - 3) Glossary of terms for receipts & payment accounts
 - 4) Example SORP compliant accrual accounts
 - 5) Explanatory notes on SORP compliant accrual accounts
 - 6) Glossary of terms for SORP compliant accrual accounts
 - 7) Guidance on accounting for Church property
- **Additional guidance** will be available in due course to include:
 - 1) Trustees Report – example reports

RCB & local supports (continued)

- **Treasurers networks** – Diocese are encouraged to support the formation of local treasurer networks to share learnings
- RCB will facilitate Diocesan meetings of **Parish treasurer networks during 2018 & 2019**
- Select Vestries are encouraged to **seek out local resources & experts** in Parish to support with email, new format of accounts, charities reporting, etc.
- SV encouraged to set up a **Parish email address** for communicating with the regulators office & the RCB (htdunshaughlin@gmail.com)
- Asking Parishes to **prepare now** and commence the transition to the example formats of accounts

Accounting for your Parish as a registered charity

- Trustees are responsible for:
 - keeping proper books of account
 - Prepare annual statements of accounts
 - Ensuring accounts receive an annual audit or examination
 - Prepare an annual report
- The parish trustees are the members of the Select Vestry of the Parish, Group or Union
- The trustees must keep either receipts & payment accounts or accrual accounts in line with thresholds

Income thresholds – not enacted into legislation yet .

However the Regulators office has advised that these are recommended

Charities with income of €250,000+	Trustees prepare accrual accounts applying FRS 102 to be independently audited by a professional auditor Statement of financial activities, Balance sheet, Cash flow statement and notes to the accounts
Charities with income less than €250,000	Trustees prepare receipts and payments accounts to be independently examined Statement of receipts and Payments, Statement of Assets & Liabilities and notes to the accounts
Lower threshold - TBC	Minimal reporting – annual return

Most Parishes are in the position where they can produce accounts under the simplified receipts and payments methods

Parish should consider any Diocesan Rules which apply to accounts and which may mean even if the Parish is within the lower threshold, that they should still produce audited accounts

Receipts & Payments and Accrual Accounts

Receipts and Payments Accounts

Simpler form of accounts based on summary of money received and paid both through the bank and cash accounts for the financial period/year. Best practice is to include a statement of assets & liabilities and notes to the financial statements.

The majority of Parishes will fall into receipts & payment accounts

Accrued Accounts

Here the income or expense of a particular activity is accounted for when the liability is incurred or when there is an entitlement to certain income.

Parish, Group or Union – what unit do we prepare accounts for?

Entity	Select Vestry	
Single Parish with a CRN number	One Select Vestry and will be registered as one charity with Charities Regulator	Prepare financial statements for the single parish
Group of Parishes each with their own CRN number	Each Parish within the Group will have a Select Vestry and each Parish within group will have registered with the Charities Regulator	Prepare financial statements for each Parish within the Group
Union of Parishes which are all registered under the one CRN number	The Union will have one Select Vestry and will be registered as one unit with Charities Regulator	Prepare one set of financial statements for the Union of Parishes (this may mean that separate Parish accounts will have to be consolidated into one set of financial statements)

Independent Examination

- Where accounts are not required to be audited, they must be independently reviewed – threshold to be recommended by CRA is income of less than €250,000.
- Independent Reviewer of Charity Accounts:
 - An independent person who, in the reasonable opinion of the Select Vestry (Trustees), has the requisite ability and practical experience to carry out a competent review of the accounts.
 - If on an accrual basis – reviewer must be a member of a relevant professional body.
- Format/content of independent reviewer's report specified in the regulations.
- Important that there is no conflict of interest between a member of the trustees and the independent examiner.

Audit

- Audit threshold – to be recommended by Charities Regulator of €250,000 or more
- Accounts must be audited where the gross income or expenditure exceeds the threshold
 - In the financial year, or
 - In either of the two preceding financial years, or
 - Where an audit is required by
 - Diocesan rules
 - A decision by the Parish
- Duties of the auditor and format/content of the auditor's report specified in the Regulations
- When examining the financial report, auditors must follow auditing standards which are set by a government body

What must Parishes file?

- Submission of an Annual Return to the Charities Regulator
- These submissions will become a matter of public record
 - Financial statements must be filed with the Charities Regulator within 10 months of the financial period ending
- The Regulators office requires:
 - Online return
 - Upload Annual Report (trustee report)
 - Upload Annual Statement of Accounts (Receipts & Payments and Statement of Assets & Liabilities or Accrual Accounts, Balance Sheet, Cash Flow and Notes)
 - Upload auditors/independent examiners report (as required)

Trustee report – guidance not issued in ROI but regulators office have advised that the format in NI will be similar

- Reference and administration details of the charity
- Structure, governance and management
- Objectives and activities
- Achievements and performance
- Financial overview which includes a reserve policy
- Plans for future periods
- Public benefit statement – statement of trustees responsibilities

The trustees report should explain what a parish is trying to do and how it is going about it. It is an opportunity for the Parish to tell its story. It should show whether the Parish has achieved its objectives during the year and explain its future plans.

The trustee report should not be left to just one member of the SV to complete
Can review details on Sample Style accounts for the “Best” Parish Church – see
handout

Restricted and Unrestricted Funds

Restricted Funds

Funds received for a specific appeal and which can only be used for that specific purpose – Church roof repair fund

Unrestricted Funds

Income arising which can be used for general Parish purposes

Endowment Funds

Funds donated or bequest made which can be either restricted or unrestricted and either permanent or expendable.

Statement of Assets & Liabilities and Balance Sheet

Most Parishes won't have produced a statement of assets & liabilities or a Balance Sheet

- What should be included:
 1. Fixed Assets – The RCB has produced guidance for Parishes on how to value church property (Church, Grave yard, Parish hall, Rectory & any land)
 2. Investment – held in trust or managed by the RB in the General unit trust or other investments
 3. Cash – held by the RB
 4. Bank – all bank accounts
 5. Debtors – amounts due to be collected which have not been received but are included in the accounts (BS only)
 6. Creditors e.g. suppliers or money owed which has not been paid but due (BS only)
 7. Bank Loans – any loan from banks or other financial institutes

The Statement of Assets & Liabilities is less onerous

Full Balance Sheet is only applicable to SORP compliant accrual accounts

Accounting for church property

- ✓ RCB holds Parish property and land in trust for the Church of Ireland
- ✓ Property includes – Churches, Graveyards, Glebes, Glebe Land, Parish Halls and other Parish properties
- ✓ Where the property is vested in the RCB the property **should be included** in the Parish statement of assets & liabilities
- ✓ Where the property is vested in the Parish, then the property **should be included** in the Parish statement of assets & liabilities
- ✓ Where the property is vested in individual or independent trustee these circumstances will need to be considered individually

Church properties

Church property	Valuation
Historic Churches & Graveyards	Can be recognised as a “heritage asset” and where its cost or valuation is not available no value need be ascribed in the statement of assets & liabilities but a note needs to be included
Churches built in latter part of twentieth century	Can be recognised as a “heritage asset” however, where costs are available a value will be ascribed in the statement of assets & liabilities to the property
Parish Halls / Centres Option 1 - Is physically attached to Church	Can be deemed a “heritage asset” – refer to accounting treatment above of Church property deemed heritage asset
Parish Halls / Centres Option 2 - Is not physically attached to Church and no reliable record of cost exists	A value should be ascribed, however, if parish hall was built at a time when no reliable record of costs of construction or acquisition exists then no value need be ascribed

Church properties

Church property	Valuation
<p>Parish Halls / Centres Option 3 - Is not physically attached to Church and a reliable record of cost exists</p>	<p>A value should be ascribed where a reliable record of cost of construction or acquisition exists. The parish hall will be recognised in the statement of assets & liabilities or the Balance Sheet at the cost of construction or acquisition.</p>
<p>Glebe Option 1 - Which stand on their own grounds and <u>could</u> be placed on the open market or sold separately</p>	<p>Record in statement of assets & liabilities at cost or deemed cost. Cost is cost of construction or acquisition. Deemed cost might be the valuation placed on the property for local property tax valuation or rateable valuation</p>
<p>Glebe Option 2 - Which stand within the grounds of the Church &/or graveyard and <u>could</u> be placed on the open market or sold separately</p>	<p>Record in statement of assets & liabilities or Balance Sheet at cost or deemed cost. Cost is cost of construction or acquisition. Deemed cost might be the valuation placed on the property for local property tax valuation or rateable valuation</p>

Church properties

Church property	Valuation
Glebe Option 3 - Which stand within the grounds of the Church &/or graveyard and <u>could not</u> be placed on the open market or sold separately	These properties should be ascribed a value in the statement of assets & liabilities or Balance Sheet. However, where no reliable record of cost of construction or acquisition exist and a valuation of such a property would lack sufficient reliability, then no value need be ascribed in the accounts.
Glebe lands	May be valued at the market value of an acre of land in the area.
Depreciation on Church Hall or Glebe	The select vestry may not need to provide for depreciation where it deems: <ol style="list-style-type: none">1. The SV maintains the property in good repair2. The current estimated residual value is not less than the carrying value / book cost3. The remaining useful life of the building exceeds 50 years

Please note insurance valuations of your property is a separate matter and you will need to discuss insurance valuations with your insurance broker

Parish investments

Parish Investment	Valuation
<p>Where a parish has investments being managed externally these must be included in the statement of assets & liabilities</p> <ul style="list-style-type: none">• RCB General Unit Trust ROI or NI• Church of Ireland Trustees (NI only)• Shares Independently held <p>Where the investments are held in trust by the RCB a note should be included on the statement of assets and liabilities or the balance sheet to note that specific investments or funds are held in trust by the RB</p>	<p>Valuation to be included on Statement of Assets & Liabilities or Balance Sheet will be the market value of the investments at the year end</p> <p>Parish will have the number of units held at the year end date</p> <p>The external investment manager (RCB/CIT/other) will be able to provide a year end market valuation per unit</p> <p><u><i>RCB General Unit Trust Investments</i></u></p> <p>Valuations may be obtained from the RCB for the Parish year end accounts after 31st December of each year where the Parish holds units in the RCB General Unit Trust</p> <p>The Church of Ireland web site under Parish resources provides a facility for a Parish to value its own investments and obtain a valuation immediately</p>

Parish Bank Accounts

Parishes historically have produced accounts for each bank account held on a receipts and payments basis.

- Going forward need to bring all accounts into **one set of Parish accounts**.
- Need for Parish organisations to produce accounts for the **same accounting period** (i.e. all tie in with the same year end date).
- Include activities which are **part of the parish** e.g. choir, active retirement group, flower club.
- Organisation with national head-quarters should **not** be included in your Parish accounts e.g. Boys Brigade, Girls Friendly Society, Girls Brigade, Mothers Union, these organisations will produce separate accounts.

Future reporting for Parishes

- From 2019 onwards it is expected that Parishes will file annual report with CRA which will include
 - Receipts and Payment accounts
 - Trustees report

Parishes are encouraged to prepare now and move to example receipts & payment accounts for the year beginning 2018

A separate seminar will be held for those Parishes who have income greater than €250,000

ROI – application for a **tax registration number**

Parish with no CHY number

If you have a tax registration number - do nothing at the moment

If you do not have a tax registration number currently - Apply to your local tax office for tax registration number

Register with Charities Regulatory Authority (CRA) as a separate charity. The RCB will advise when the Diocese and Parish will be called forward to register (do not register until called)

CRA will then issue a letter confirming the Parish as a charity and issue a registered charity number (RCN)

Apply to revenue for charitable exemption using CHY1 form and include letter from CRA granting RCN

To operate charitable donation scheme (CDS) complete revenue AUTH form and CDS form. This AUTH form is used to authorise the parish as an eligible charity to obtain tax relief on donations

Must register on line with ROS – this allows the parish to input bank details for refunds



**Hopefully
this will be
child's play**



**Thank you
&
any questions?**