



February 2024 Circulation Additional Documents for Churches



Please ensure this booklet is completed and returned to Head Office as soon as possible after your AGM. If you fail to do so, your Church representative card will not be issued and you may lose voting rights.

If your Church does not have a Healing Group please leave the Healing Medium Return section blank

**The Spiritualists' National Union, Redwoods, Stansted Hall, Stansted, Essex CM24 8UD
www.snu.org.uk | snu@snu.org.uk | 01279 816363**

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Church Returns Information 2024

The Spiritualists' National Union, Redwoods, Stansted Hall, Stansted, Essex CM24 8UD
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It is hoped that the information below will assist Church Officers in the completion of the form. If you have any other queries please contact the SNU Head Office on the contact information provided above. Head Office will forward your query to the appropriate person. The constitution for the Church is set out in the Rules for Churches (Available to download from the 'Churches' Page via www.snu.org.uk). This sets out all the procedures for the conduct of business of the Church applying to the completion of the Church Return Form. Please do keep a copy of the Return Form for the Church records. A copy of the Church Rules must be given to every member of the Committee and to any other member of the Church on request.

1. Church Return Form

Please consider sending the Returns by recorded delivery, ensuring correct postage is paid. Please ensure that the information is clearly written and that people's titles [Mr/Mrs/Miss/Ms] are included. Head office may have occasion to contact a Church Officer quickly, and needs contact telephone numbers. All sections must be fully completed. Please notify Head Office immediately of any changes to the information provided, particularly relating to personnel, otherwise the wrong person could be contacted and information for the Church may go astray. Please notify any changes in writing to head office or e-mail snu@snu.org.uk.

2. Healing Returns

Please send to Head Office. (See additional Guidance)

3. Church Accounts

If your Church has its own printed accounts it can send these in place of the Union's printed Financial Statement forms but you must ensure that these are signed and dated by your Church's auditors or independent examiners. Accounts should be audited or independently examined, agreed by the committee and signed, prior to submission for approval to members at the AGM.

Clarification: accounts for the period from 1st January to 31st December 2023 should be submitted with the 2024 Church Return Form.

Balance Sheet: Church Treasurers are asked to ensure that a Balance Sheet is drawn up and included in the presentation of the accounts to members and that a copy is also sent to the Union. If you have any queries about compiling a Balance Sheet, please contact head office by telephone or e-mail snu@snu.org.uk who will forward your request to the appropriate person.

4. Insurance

We require a copy of the whole Policy which must include the Schedule, showing what the policy covers, the amount paid and the date to show the cover is current.

Clarification: the Union is the Trustee of any Church held in Sole Trust and in this capacity needs to ensure that these churches have adequate cover and that insurance premiums are up to date. This also applies to those churches held in Joint or Appointing Trust, where the Union acts as one of a number of Trustees or where members of the Union act as individual Trustees.

5. Local Warden

This position is not subject to annual elections. The Union appoints a Church Local Warden from a nomination received in writing from the Church. Once appointed, this person remains in post until he or she dies, resigns or is removed. When a vacancy does occur, nominations should be sought from members in general meeting and the name of the agreed nominee notified to the Union (see Clarification paragraph 2 overleaf).

Please note the change recorded in Guidance Notes No 3 to Church Rule 20: "Failing nomination by members in general meeting the President shall be the local warden." Clarification: the Union can provide a pro-forma letter setting out the procedures for the nomination of a Local Warden, together with a form for completion. When the completed form is received at head office the nominee will receive literature to assist with the role and a declaration form which they will be asked to sign, signifying their willingness to undertake the role in liaison with the National Warden. The Church will need to make specific representations to the Union if it wishes to remove a Local Warden.

Trustees and wardens shall be notified of all general meetings of the Church and shall have the right to attend and speak at such meetings. They shall not be entitled to attend ordinary meetings of the Church Committee, unless specially invited, but they shall be consulted by the Church Committee before any decision concerning the trust property is reached.

Clarification: National Wardens - travelling expenses: churches are required to pay the travelling expenses of a National Warden attending the AGM or any other meeting where the purpose is to discuss the building.

6. Photographs of the Church

Head office has collated information relating to any works carried out to various churches over the years and this information may also include photographs. There is no need to send photographs if the Union already has these in its records. Photographs are a useful aid to the Property Manager when approached for advice. Please check with Head Office if you are unsure whether the Union already holds photographs of your Church. Either telephone head office or e-mail: snu@snu.org.uk.

7. Other Information

Wardens' Report Forms 2024: The Wardens' Report form is sent to the National Warden, who then liaises with the Local Warden to arrange a mutually-convenient date and time to carry out their inspection. Both Wardens are required to sign the form, following their agreement to its content. The form is circulated in January 2024 directly to the National Warden. On receipt of the completed form, following the inspection, a copy will be sent to the Church Secretary for the Church file.

Portable Appliance Test [PAT]: The date of this test has to be inserted on the Wardens' Report Form but in quite a number of cases has been left blank. The PAT applies to all electrical equipment in the Church, e.g. electric kettle, fridge, vacuum cleaner, sound system, electric cooker, microwave, etc. Each plug should have a valid sticker attached. It is a safeguard to the Committee to have the test carried out. Please contact a qualified electrician and keep the certificate you receive in the Church Health & Safety file. It would be helpful if these tests could be put in hand where applicable prior to the visit of the Wardens. **Inspection of the electrical circuit:** In the interests of safety, ensure this is carried out periodically. If the Committee has no knowledge of the date of the last inspection or suspects something may be faulty, please seek advice from a qualified electrician and notify head office. **Emergency Lighting:** Substituting several torches around the building in lieu of emergency lighting is no longer acceptable and Committees need to consider installing it as part of its ongoing maintenance plans. If you have any queries about any matter relating to the Wardens' Report Form, Contact Head Office.

Head office is open from 9am to 5pm, Mon -Fri. www.snu.org.uk | snu@snu.org.uk | 01279 816363

NB. Head office cannot issue a Church Representative credential card or cards until all the component parts of the Church Returns have been received and verified. The cards are always sent to the Church Secretary.

Correspondence

All correspondence from the Union to the church is sent to the Church Secretary by default.
If the committee wishes correspondence to be sent to the church directly please tick box below:

We request all correspondence be sent directly to our Church: ☐

Document Check list

Ensure you have included the following please tick the boxes provided

	Included	N/A
Church Annual Return Form Part 2	☐	☐
Church Accounts 2023	☐	☐
Insurance policy	☐	☐
Healing Return	☐	☐

Church Annual Return Form

2024 Part 2

Please return completed form to: SNU Head Office, Stansted Hall, Stansted Mountfitchet, Essex CM24 8UD 01279 816363 snu@snu.org.uk www.snu.org.uk



Church Name			
Address:			
Postcode:	Tel:		E-mail:
Website:		Social Media Address:	
District:			

Total number of Church Committee members, including Officers: _____

Please provide details below for all Committee Members, continue on a separate sheet if necessary:

President	Title		
Address:			
Postcode:	Tel:		E-mail:

Vice President 1	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Vice President 2	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Treasurer	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Secretary	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Church Rep 1	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Church Rep 2	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Committee Member	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Committee Member	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Committee Member	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Committee Member	Title		
Address:			
Postcode:	Tel:		
E-mail:			

Committee Member	Title	
Address:		
Postcode:	Tel:	
E-mail:		

Committee Member	Title	
Address:		
Postcode:	Tel:	
E-mail:		

Registration of Marriages

This section is for Churches which are registered for the solemnisation of marriages and have one or more Authorised Persons appointed by the General Register Office to register marriages in the Church. (This can be checked with your local Registry Office.)

Authorised Person	Title	
Address:		
Postcode:	Tel:	
E-mail:		

Deputy Authorised Person	Title	
Address:		
Postcode:	Tel:	
E-mail:		

If the Church has more than two authorised persons please use a separate sheet of paper.

Is the Church registered for Same Sex Marriage? Yes ☐ No ☐

Authorised Signatories

This section is for Churches to inform Head Office of who the signatories are for the Churches bank account.

Church Rule 22.3b the signatories to any account must be the Treasurer and any two other members of the committee, with any two to sign. No person may be appointed as a signatory to an account if he is a spouse, civil partner, close relative, business or personal partner or employee of any other signatory to that account.

Signatory 1	
Signature:	Please print name:

Signatory 2	
Signature:	Please print name:

Signatory 3	
Signature:	Please print name:

Trust Property Section

Church Rule 20 This section is for Churches in Sole Trust with the Union.

Local Warden	Title
Address:	
Postcode:	Tel:
E-mail:	

National Warden	Title
Address:	
Postcode:	Tel:
E-mail:	

Is any part of the property leased or rented Yes ☐ No ☐
If YES, please give details:

And either supply a copy of any leases or rental agreements or confirm date when these were last sent to SNU Head

Sent with Return Form ☐

Date sent previously / /

Unless previously sent, please enclose photographs of the exterior/interior of the Church.

Church Independent Examiners

Church Rule 19 You need either one professional or two non-professional Independent Examiners, who must be appointed at the Annual General Meeting

(Please tick relevant box)

Status: Professional Accountant ☐

 Full Member of your Church ☐

 Full Member of another SNU Church ☐

Name	Title
Address:	
Postcode:	Tel:

(Please tick relevant box)

Status: Full Member of your Church ☐

 Full Member of another SNU Church ☐

Name	Title
Address:	
Postcode:	Tel:

1. General

- a. A Church which had an income or expenditure of more than £20,000 (not including capital items) in either of the last two accounting years must at its AGM appoint a professional accountant or firm of accountants as its independent examiner.
- b. In other cases a Church must at its AGM either appoint a professional accountant or firm of accountants or elect two persons who have been validly nominated for the position.

2. Disqualified Persons

No person may act as an independent examiner if he is:-

- a. a member of the Committee;
- b. a major donor to the Church within the previous accounting year; or
- c. a spouse, civil partner, close relative, business or personal partner or employee of any of the persons in (a) or (b) above.

Annual General Meeting

Church Rule 6 (1)

Date of the AGM

2024

Church Rule 8 (1)

Were any motions requiring three-quarters majority carried at the AGM or any Special General Meeting during 2024?

Yes ☐ No ☐

(If YES, please give the wording of all such resolutions on a separate piece of paper)

Church Rule 20 (3)

Trustees and Wardens must be notified of all General Meetings of the Church and have the right to attend and speak at these meetings.

Insurance

Church Rule 15 (6) (i) see Guidance Note no. 4 - Insurance. This section applies only to Churches in their own premises.

Name of Insurer			
Policy Number:		Is it index-linked?	Yes ☐ No ☐
Renewal Date:		Last Revision date?	
What would be the cost of replacing your Church in the event of a total loss?			£
What is the total amount your building is insured for?			£
What is the total amount of your public liability insurance?			£
What was the cost of your insurance premium for 2023?			£

Church Subscription Fee

Church Rule 21: Please enter the amount paid by each type of member.

Full

£

Associate

£

Safeguarding

1. Do you have any regular* activities specifically for children under 18 years of age?

Yes ☐ No ☐

2. Do you have any regular* activities specifically for vulnerable adults?

Yes ☐ No ☐

*'Regular' for this purpose means any one of the following:-

- (i) once or more a week;
- (ii) four or more times in a 30-day period;
- (iii) between 2 a.m. and 6 a.m. occurring once or more.

3. If YES to either 1 or 2, have the people working with these activities been DBS and ISA-checked?

Yes ☐ No ☐

Website and Yearbook Entry

Contact Tel:	
E-mail:	

Services Open to the General Public
Please include start times etc

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Other Information:	
Does your Church have an active Healing Group? Yes ☐ No ☐	

Declaration

We, the undersigned Officers of the Church, certify that the information given in this form is correct.

Name:	Title	Signature:	
Position:		Date:	

Name:	Title	Signature:	
Position:		Date:	

Church Check List: have you included with this form?

- Audited Accounts
- Copy of Schedule/Summary of Insurance Cover
- Photographs of Exterior/Interior of Church (Unless Previously Sent)
- Healing Returns

For Head Office use

-
-
-
-

For Head Office use only

	Date		Initial
Website checked/amended			
Letters sent to Church re this form			

Church Representative Card(s) Issued

Date:	Signature:
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CHURCH ACCOUNTS

as at 31st December 2023

Name of Church/Centre



www.snu.org.uk

INCOME AND EXPENDITURE

For the year 2023

INCOME	2023	2022
Core Activities		
Sunday Collections		
Weekday Collections		
Circles/Workshops		
Members Fees		
Healing		
Literature & Library		
Fundraising and Social		
Special Demonstrations		
Social Events		
Shop/Goods Sold		
General Fundraising		
Private Sitzings		
Raffles		
Refreshments		
Donations		
Rents Receivable		
Sundries		
SNU Trust Interest		
Other Interest/Investments		
Total Income:		
Surplus or (Deficit):		

EXPENDITURE	2023	2022
Speakers Fees & Expenses		
Committee/Church Representative Expenses		
General Expenses/ Postage		
Utilities & Cleaning/Caretaker		
Literature		
Refreshments		
Fundraising and Social		
Repairs and Renewals Insurance		
Stationery/Printing Advertising		
Utilities & Cleaning/Caretaker		
Shop/Goods for Resale		
Affiliation Fees		
Rent		
Expenses Rents Receivable		
Sundries		
Interest Charges		
Depreciation		
Total Expenditure:		

BALANCE SHEET

As of 31st December 2023

FIXED ASSETS	2023		2022	
	£	£	£	£
Land & Buildings b/f				
Add Major Improvements in the Year Land & Buildings c/f				
Fixtures and Fittings b/f				
Plus Additions this Year				
Less: Depreciation to date Fixtures and Fittings c/f				
CURRENT ASSETS				
SNU Trust Deposits & Savings				
Non-SNUT Deposits & Investments				
Stocks of Books & Goods for Sale				
Current Bank Account				
Cash in Hand				
Debtors/Prepayments				
LESS: LIABILITIES				
SNU Trust Loan Balance c/f				
Other Loans Outstanding				
Creditors / Accruals				
TOTAL NET ASSETS:				
REPRESENTED BY				
Accumulated Funds b/f				
Income and Expenditure Surplus or (Deficit)				
Adjustments / Revaluations				
ACCUMULATED FUNDS c/f				

The Total Net Assets figure should be the same as the Accumulated Funds carried forward.

FINANCIAL STATEMENTS

For the year 2023

This report is to be completed by the independent examiner(s) of your accounts and submitted to the Committee and the Annual General Meeting.

Church & Bank Details
Name of Church/Centre:
Name of Churches Banker(s):
Bank Address:

The independent examiners must:-

- review accounting records kept by the Church, including investments;
- compare the accounts presented with the records;
- extract or obtain information relevant to the examination from the Rules for Churches, the minutes of general meetings and meetings of the Committee, and discussions with the members of the Committee;
- consider any unusual items or disclosures;
- check and verify any procedures on which they have significant concerns or doubts and cannot obtain satisfactory explanations from the Treasurer and/or the Committee.

I certify, in connection with my examination of the Church's 2023 accounts, that:-

- no matter has come to my attention which gives me reasonable cause to believe that proper accounting records have not been kept or that the accounts do not agree with these records;
- there is no matter to which I consider attention should be drawn in order to reach a proper understanding of the accounts; (If there are matters in which attention needs to be drawn, these should be declared as a note to the accountants)
- I am satisfied, from the Church minute book, that the Treasurer is making regular reports of each Church Committee meeting;
- I have been provided with any information and explanations to which I am entitled.

(Only required if Examiner 1 is not a professional accountant)

Examiner 1
Name:
Address:
Signature:
Qualifications:

Examiner 2
Name:
Address:
Signature:
Qualifications:

Date of report: / /



Healing Mediums

Annual Return Form 2024

The Spiritualists' National Union, Redwoods, Stansted Hall, Stansted, Essex CM24 8UD
www.snu.org.uk | snu@snu.org.uk | 01279 816363

A Guide to the completion of the Healing Mediums Annual Return form.

The Church Healing Mediums Annual Return Form requires a range of information to be given enabling the SNU Exponents Committee to maintain a continual update on the Healing Mediums Database. The 2024 Church Healing Mediums Annual Return Form must be completed in full because the information will be used to maintain the register of all your Church Healing Mediums as SNU Spiritualist Healing Mediums.

Details of all Healing Mediums working in or on behalf of your Church Healing Group must be included on these returns. Any Healing Mediums not holding a current SNU Spiritualist Healing Mediums Card must not be allowed to practise healing within or on behalf of your Church. Please note that membership of other healing organisations such as the NFSH or BAHA does not confer any status or rights in respect of SNU Church Healing Mediums; all such healing bodies are external to the SNU and have no standing whatsoever in relation to Spiritual Healing within an SNU Church.

Please complete the attached form and include the full details of all Healing Mediums registered with the Healing group in the sections marked 'SNU Accredited Spiritualist Healing Mediums' and 'SNU Trainee Spiritualist Healing Mediums'. A new section entitled 'Spiritualist Healing Mediums not Renewing Registration' needs to include all accredited and trainees that are no longer part of the 2024 group but were previously registered. Please include those who have passed to the spirit world, moved area, retired, and those the Church Committee has chosen not to appoint on to the healing team.

The Church Healing Mediums annual return form must be signed by the Church Healing Group Leader and Church Secretary and returned as soon as possible to the Head Office following the Church Annual General Meeting.

If the forms are not signed then these will be returned to the last known Secretary.

Healing Mediums

Annual Return Form 2024



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Spiritualist Healing Mediums Return 2024

Name of Church:

Please note that if you are paying for your Healing Mediums renewals then you must submit the renewal form which was sent to them.

SNU ACCREDITED Spiritualist Healing Mediums

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

SNU ACCREDITED Spiritualist Healing Mediums

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

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Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Please continue on a separate sheet of paper if required, specifying which page the names continue from.

SNU TRAINEE Healing Mediums

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
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Name:	Healing Mediums Number:	Office Use ☐
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Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Please continue on a separate sheet of paper if required, specifying which page the names continue from.

SNU TRAINEE Healing Mediums

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
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Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Name:	Healing Mediums Number:	Office Use ☐
Address:		Tel:

Please continue on a separate sheet of paper if required, specifying which page the names continue from.

Healing Mediums NOT renewing registration

Name:	Healing Mediums Number:	Office Use ☐
Address:	Tel:	
Reason for not renewing:		
Ceased Date: / /		

Name:	Healing Mediums Number:	Office Use ☐
Address:	Tel:	
Reason for not renewing:		
Ceased Date: / /		

Name:	Healing Mediums Number:	Office Use ☐
Address:	Tel:	
Reason for not renewing:		
Ceased Date: / /		

Name:	Healing Mediums Number:	Office Use ☐
Address:	Tel:	
Reason for not renewing:		
Ceased Date: / /		

Name:	Healing Mediums Number:	Office Use ☐
Address:	Tel:	
Reason for not renewing:		
Ceased Date: / /		

Name:	Healing Mediums Number:	Office Use ☐
Address:	Tel:	
Reason for not renewing:		
Ceased Date: / /		

Please continue on a separate sheet of paper if required, specifying which page the names continue from.

Signatures

Church Healing Group Leader
Name:
Signed:
Date: / /

Church Secretary
Name:
Signed:
Date: / /

Notes:

Notes:



Find us and follow us!

The Spiritualists' National Union
Redwoods, Stansted Hall,
Stansted Mountfitchet,
Essex CM24 8UD

01279 816363 | www.snu.org.uk | snu@snu.org.uk