

Charity Commission Annual Return 2020

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT JOHN THE BAPTIST WOKING Charity registration number: 1128277

For period between 28/04/2019 and 01/03/2020

Aims and purposes

St John's Parochial Church Council (PCC) has the responsibility of co-operating with the vicar in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is responsible for the maintenance of the church buildings, the Youth Centre, the curate's house and the flat formerly used by our youth minister.

Objectives and activities

The primary objective of the PCC is summarised in the motto *"To know Christ and to make Him known"*. This remains the same year on year because the gospel never changes; 'Jesus is the same yesterday and today and forever' (*Hebrews 13v8*).

The PCC is committed to encouraging and involving as many people as possible to become part of our parish community. Our services and worship put our faith into practice through regular Bible reading, teaching, music, singing and prayer.

In planning future activities, the members of the PCC will have regard to the guidance issued by the Charity Commission where this is relevant, and will include:

- Acts of worship which are open to all.
- The provision of space for prayers, reflection and contemplation.
- Pastoral work including visiting the sick, housebound and bereaved.
- Provision of children's and youth work for the local community, plus weddings, funerals, etc.
- Provision of venues for community activities.
- Teaching the Christian faith through sermons, courses and small groups.

Achievements and Performance

The numbers on the electoral roll to be reported at the APCM are St. John's 245 (last year 235) and Emmanuel 26 (last year 28). This makes a parish total of 271 (last year 263).

The average Sunday attendance during October was adults 194 (243 in 2018) and children 42 (50 in 2018); there were approximately 2,640 attendances (including schools services) over the Christmas period (2,670 in 2018).

There were 5 baptisms and 5 Services of Thanksgiving (2 and 5 in 2018); no confirmations (0 in 2018) and 0 weddings (8 in 2018). During 2018, 14 funerals (9 in 2018), 8 cremations (10 in 2018) and 6 interments of cremated remains (4 in 2018) were conducted.

Woking Deanery Synod

Woking Deanery is part of the administration of the Church of England and is represented by 15 local Parishes. It is one of 12 Deaneries in the Guildford diocese. Representatives from St. Johns will be elected at the APCM in 2020 and serve for 3 years.

Our last Deanery event was at St Johns and was a talk “Transforming Church, Transforming Young People’s Lives” by David Welch, the Youth Advisor of Guildford Diocese. Our other meeting last year was an opportunity to share successes and problems and learn some interesting solutions from around our neighbouring parishes. Not surprisingly perhaps we have many problems in common, perhaps what was surprising was what the common problems were! All members of the church can attend any Synod meeting they think may interest them, please feel free to come.

One of the key functions of Deanery Synod is to act as a conduit from Parish churches to the church hierarchy. Topics for debate and recommendation to Diocese or general synod can be proposed at any time and by anyone. Does any member of this church have anything it would like the Diocese or General Synod to do something about? Please get involved, talk to one of our synod reps or ask Richard Collinson.

Maintenance of buildings and other assets at St John’s

The major preoccupation this year has been the damage caused by the lead theft from the roof of the welcome area. The work has only recently been completed and minor issues still need to be resolved. CCTV must be installed before full insurance coverage is restored.

Nevertheless, considerable other routine and exceptional work has been carried out. Some progress has been made to reduce the backlog of outstanding problems identified from the architect’s 2015 inspection (quinquennial review). Repairs to the slate roof and flat roof areas have been completed and all the “urgent” requirements have finally been addressed. The worst of the blocked and leaking gutters have been fixed though more still needs to be done. Once we have stopped water running down the walls, we can address the repairs needed to the stonework.

A lot of important maintenance and repair work has also been done by the Tuesday men’s group. Further work has been done on Ashley road during the year including a new floor downstairs in hall, kitchen, etc. Various other smaller repairs and refurbishments have been carried out to fixtures and fittings throughout the house. Work has also been carried out at Willowmead; replacing the failed oven, worn out taps and similar.

Emmanuel

Attendance at Sunday services continues to be in the twenties, with greater numbers at Christmas and when we host Easter, harvest and Christmas services for the Mayford pre-school. We have undertaken extensive publicity shots during the year with a view to reaching local residents, especially those with a younger age profile. We are taking steps to make the church building more visible in Saunders Lane, with enhanced lighting and signboards. Several Christian speakers have attended the monthly coffee mornings. We held an experimental afternoon café church in November.

We have benefited from increased clergy leadership and preaching during the year, but recent staff changes will mean a return to more lay leadership for a period. The monthly Holy Communion service will be held at St John's during this time, but this will enable Emmanuel to be more involved across the parish.

The church building is popular among local groups and churches from across quite a wide area, who hire the premises for meetings and quiet retreats. The Woking Welsh Society meet at Emmanuel for their annual service and tea. We provide a pre-Christmas lunch and entertainment for elderly residents in Mayford, thanks to the Trust set up by former parishioner Herbert Kinch many years ago. Coffee mornings, Mums & Tots and Knit'n'Natter meet monthly. The home group meets fortnightly.

Pastoral Support Group

The Pastoral group currently consists of 1 fully trained Pastoral Assistant and 5 Pastoral helpers (all of whom have undertaken pastoral training).

In January Lorna Gladstone, Gill Tandy, Cynthia Green, Denise Halls and Hazel Rosier retired from the group after many years of excellent service and we thank them for all their hard work and dedication.

The group offers and delivers:

- visits to people at home who are in need and/or request a visit with pastoral concerns;
- visits to the recently bereaved;
- regular visits to local residential homes;
- visits to people in hospital and hospice;
- transport to doctor/hospital/church;
- help with weekly shopping trips;
- help to clergy with 'at home communions' 3 times a year for people who cannot get to church.

The group also sends cards to the recently bereaved, baptism families and to people who are unwell. The group meets monthly to discuss issues and monitor workload of each helper.

Mary Kirkman (Safeguarding officer) attended the January Pastoral Group meeting to highlight training and record keeping requirements. In particular the need to complete 'Record of contact forms' each time a pastoral assistant visits anyone in the parish. A role description of the Pastoral Assistant is to be drafted. Any volunteers wanting to join the group in the future will need to complete an application form with name, address, and past experience and details of how long they have been coming to St Johns (should be a minimum of three years).

In 2020 the group is starting a new way of record keeping to enable us to keep the PCC up to date with its many and numerous activities. These records will be kept in line with Data Protection requirements, protecting the identity of who has been visited and issues that could be associated with any individual.

Minutes are also to be taken at each monthly Pastoral Group meeting; any names of individuals and issues (that could be associated with any individual) will not be included.

Financial Review

The accounts presented with this Annual Report have been prepared under the Charities Act 2011 in accordance with the Church Accounting Regulations 2006, together with Charities SORP (FRS 102); accounting regulations stipulate that the financial statements are prepared on an accruals basis. They have been subject to an independent examination by Fuller Spurling, Chartered Accountants.

Our expenditure exceeded income by £7,400 (2018 also saw a reduction in funds of £9,937).

Income was £23,716 higher than last year (a 6.7% increase); inward giving was up just over £29,000 but other income was down £5,000. A significant number of our congregation reviewed their giving but in total the monthly giving increased only very slightly. The increase of £29,000 was almost entirely due to one-off or annual gifts. As far as we can tell, there remains a significant minority of church members who do not give regularly to the church. Income from other sources was down marginally but the difference from the previous year is exaggerated due to the revision of some old accounts in 2018.

Our costs were also higher than in 2018 (an increase of £21,179 or 5.8%); in total our Parish Share, staff costs and outward giving make up nearly 81% of our expenditure. Our Parish Share payment to the diocese was up £2,500 at £116,012 and we keep our outward giving at 12.5% of adjusted income, so that too rose by £2,500. Staff costs were up by £10,000, reflecting an increase in pension costs and an additional staff member. Finally, some much needed renovation and repairs were carried out on the church before the Quinquennial Inspection in 2020, making maintenance and repairs £7,000 higher than last year.

The lead theft from our roof, although a great inconvenience, has not significantly affected us financially. Most of the costs were covered by our insurance; the excess on the policy and some other non-recoverable costs totalled £774 and the £559 enthusiastically raised by our young people with their car washing day covered a substantial part of that.

Risk management

The major risks to which the PCC is exposed have been reviewed and systems and procedures designed to manage or minimise those risks have been established. A rolling annual review is being established and appropriate updates will be incorporated into our Health and Safety Policy.

Safeguarding

The Parish of St John's, Woking is committed to the safeguarding, care and nurture of the children within our church community, and also to encouraging an environment where all people and especially those who may be vulnerable are able to worship and pursue their faith journey with encouragement and in safety.

We are also committed to the implementation of the Diocese of Guildford Safeguarding Policy and Procedures and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults. We have complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

In line with the House of Bishops Guidance 2019, it is now mandatory for all PCC members to complete a Basic Awareness course in safeguarding. This is an entry point for anyone working with children and/or vulnerable adults and these volunteers are now required to complete a foundation course in safeguarding in addition to the Basic Awareness course. Certain roles require additional safeguarding training in the form of leadership and domestic abuse sessions.

During the course of the year we have compiled role descriptions for all activities relating to children and vulnerable adults which are endorsed by the PCC in line with diocesan guidelines

There are plans to invite Ian Berry, the Safeguarding Advisor to the diocese, to St Johns one evening in the spring to talk about his role and there will be an opportunity for questions. This session will be open to all members of the congregation.

Every year the PCC agrees the Parish Safeguarding Children and Vulnerable Adults Policy Statements, displaying each copy in the Church and forwarding one copy of each to the Diocesan Safeguarding Office for their records; our Safeguarding Representative is Mary Kirkman.

Administrative Information

The Parish is composed of two churches: St John the Baptist in St John's village, the parish church, and Emmanuel in Mayford. Rev. Glyn Lucas is the incumbent and Rev. Daniel Newman was Associate Minister until 13 January when he took up the post of Rector of Sherbornes with Pamber. They were assisted by Rev. Robert Bennett (honorary OLM Curate, retired and with Permission to Officiate), Andy Williamson (Youth Minister), Mary Faulkner (Families' & Children's Worker), Jan Morrison (Licensed Lay Minister) and Roger Sayers (Licensed Lay Ministers with Permission to Officiate).

The following have served on the PCC since the last APCM, held on 28th April 2019:

Clergy: Rev Glyn Lucas and Rev. Daniel Newman.

Churchwardens: Michael Stuart and Tony Graham (who also held the post of treasurer).

PCC members: Alec Ashley, David Askew, Samantha Barwick, Chris Dale, Gerardine Densham Brown, Thomas Faulkner, Richard Fairless, Chris Fenwick, Caroline Gall, Smrithy George, Mary Kirkman (Safeguarding Officer and co-opted), Robin Lack, Rhona Read, Mark Sankey, Dominic Sexton, Gill Tandy

Deanery Synod members: Richard Collinson, Tony Graham and Darren Hughes (Rev Glyn Lucas and Rev Daniel Newman, as members of the deanery clergy are also members)

The appointment of PCC members is governed by and set out in the Church Representation Rules. PCC members are elected for a three-year term, after which they stand down for at least a year. Day to day management is delegated to the incumbent and the churchwardens.

This year Samantha Barwick, Chris Dale and Rhona Read are standing down having served three years. We'd like to thank them for their dedication and hard work.

Structure, governance and management

The Parochial Church Council is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

Standing Committee meets between PCC meetings when necessary and comprised the Incumbent, the Associate Minister (until January 2020), the churchwardens, Chris Dale and Gerardine Densham Brown.

Emmanuel Committee is responsible for the day to day running and maintenance of its church.

A handwritten signature in black ink, appearing to read 'A. Densham', is positioned above the approval text.

Approved by St John's PCC - 28 January 2020

**Parochial Church Council of the Ecclesiastical Parish
of St John the Baptist, Woking**

Registered Charity number 1128277

Financial Statements for the year ended 31st December 2019

Statement of Financial Activities for the year ended 31 December 2019

		TOTAL FUNDS	
		2019	2018
	Note	£	£
INCOME AND ENDOWMENTS	2		
Voluntary income	(a)	344,304	315,090
Income from investments	(b)	9,315	9,598
Income from church activities	(c)	24,263	29,478
TOTAL INCOME		<u>377,882</u>	<u>354,166</u>
EXPENDITURE	3		
Outward giving	(a)	45,109	42,657
Church activities	(b)	292,904	274,615
Church management and administration	(c)	46,169	45,811
Governance costs	(d)	1,100	1,020
TOTAL EXPENDITURE		<u>385,282</u>	<u>364,103</u>
NET INCOME/(EXPENDITURE)		<u>(7,400)</u>	<u>(9,937)</u>
BALANCES BROUGHT FORWARD AT 1 JANUARY 2019 (2018)		<u>459,697</u>	<u>469,634</u>
BALANCES CARRIED FORWARD AT 31 DECEMBER 2019 (2018)		<u>452,297</u>	<u>459,697</u>

The notes on pages 3 to 8 form part of these accounts

Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Woking

Balance Sheet as at 31 December 2019

	Note	TOTAL FUNDS	
		2019 £	2018 £
FIXED ASSETS			
Tangible fixed assets	5a	158,620	159,178
Investment assets (designated)	5b	230,000	230,000
		<u>388,620</u>	<u>389,178</u>
CURRENT ASSETS			
Debtors	6	6,347	10,364
Cash at bank and in hand		95,311	91,312
		<u>101,658</u>	<u>101,676</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	7	37,981	31,157
NET CURRENT ASSETS/(LIABILITIES)			
		63,677	70,519
NET ASSETS			
	8	<u>452,297</u>	<u>459,697</u>
FUNDS			
Designated but non-restricted Funds		230,000	230,000
Unrestricted		222,297	229,697
		<u>452,297</u>	<u>459,697</u>

Approved by the Parochial Church Council on 28 January 2020 and signed on its behalf by Rev G Lucas



The notes on pages 3 to 8 form part of these accounts

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006, together with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.'

The financial statements have been prepared under the historical cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law.

The financial statements represent the transactions of both churches in the Parish, St John's the Baptist, Woking and Emmanuel Church, Mayford.

Income

All income is recognised in the Statement of Financial Activities once the church has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Voluntary Income

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenants or gift aid donations is recognised when the income is received.

Grants to the PCC are accounted for as soon as the PCC is notified of its legal entitlement of the amount due.

Sale of books and magazines from the church bookstall are accounted for gross.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Legacies are accounted for when formal notification of the entitlement and amount has been received.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is due.

Other income is recognised when it is received.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the church to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Resources expended include attributable VAT which cannot be recovered.

Notes to the Financial Statements for the year ended 31 December 2019

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The Parish Share is accounted for when payable.

Fund accounting

Unrestricted (or General) Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. They include funds held for Emmanuel Church, Mayford.

Funds designated for a particular purpose by the PCC are also unrestricted funds. The flat purchased for the Youth Minister in 2007 has been treated as designated but non-restricted with effect from 1 January 2015, following confirmation from the Charity Commission that this is in order.

Restricted funds can only be used for particular restricted purposes within the objects of the church. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected (at any reasonable time).

For inalienable property acquired prior to 1996 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since January 1996 have been capitalized and depreciated in the accounts over their currently anticipated useful economic life (not exceeding ten years) on a straight line basis.

All expenditure incurred during the year on consecrated or benefice buildings and individual items under £700, or on the repair of moveable church furnishings acquired before 1 January 1996, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Freehold land and Buildings

All these are valued at historical cost and are depreciated on a straight-line basis over an estimated 50 year life.

Impairment of fixed assets

Fixed assets are reviewed annually as to their existence, viability and value.

Notes to the Financial Statements for the year ended 31 December 2019

Other fixtures, fittings and office equipment

Individual items of equipment used within the church are depreciated on a straight-line basis over their estimated life. Individual items of equipment with a purchase cost of £700 or less are written off when the asset is acquired.

Depreciation on all assets is charged for a full year in the year of purchase, regardless of when in the year they were acquired. No depreciation is charged in the year of disposal.

Investment Assets

Investment fixed assets are held primarily for investment purposes and are valued at the PCC's estimate of their open market value as determined by available market information. Any aggregate surplus arising from changes in fair value is recognised in the SOFA.

Stocks

Stocks are stated at the lower of cost and estimated selling price.

Debtors

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Cash at bank and in hand

Cash at bank and cash in hand includes cash at bank and in hand, and demand deposits with banks. Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

Creditors

Creditors and provisions are recognised where the church has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

Taxation

The church is exempt from corporation tax on its charitable activities.

Cash Flow Exemption

Exemption has been taken from preparing a cash flow statement in accordance with the Financial Reporting Standard using the disclosure exemptions permitted by section 1 of FRS 102.

2 INCOMING RESOURCES

		TOTAL FUNDS	
		2019	2018
		£	£
2(a) <u>Voluntary income</u>			
Planned giving:			
Gift Aid donations		202,093	201,066
Income tax recoverable on Gift Aid donations		50,912	51,839
Other Planned Giving		43,041	46,325
Other giving		32,412	5,187
Income tax recoverable on other giving		2,796	510
Open plate collections		8,250	7,634
Income tax recoverable on cash collections		2,094	2,247
Sundry donations		2,706	282
		<u>344,304</u>	<u>315,090</u>
2(b) <u>Income from investments</u>			
Interest		443	335
Rent from Youth Minister Flat		8,872	9,263
		<u>9,315</u>	<u>9,598</u>
2(c) <u>Income from Church activities</u>			
Lettings		16,124	16,910
Fees		4,267	9,048
Youth contributions including Toddler Group		1,924	2,033
Bookstall		33	117
Events, photocopier, outreach		1,915	1,370
		<u>24,263</u>	<u>29,478</u>
TOTAL INCOMING RESOURCES		<u>377,882</u>	<u>354,166</u>

3 RESOURCES EXPENDED

		TOTAL FUNDS	
		2019	2018
		£	£
3(a) <u>Outward giving</u>			
-overseas		30,064	28,825
-home		12,775	11,419
-secular		2,270	2,413
		<u>45,109</u>	<u>42,657</u>
3(b) <u>Church activities</u>			
Ministry: Diocesan Parish Share		116,012	113,400
Working expenses of incumbent including vicarage		4,167	4,659
Assistant staff		110,323	100,465
Church-running expenses and maintenance		24,262	20,794
Upkeep of services		7,580	6,344
Upkeep of churchyard		432	702
Bookstall		119	258
Training, Mission, Events, Publicity and Toddler Group		10,691	13,553
Youth Centre running costs and maintenance		11,028	11,311
Other PCC property upkeep		3,023	1,421
Major repairs (over £1000)		5,267	1,708
		<u>292,904</u>	<u>274,615</u>
3(c) <u>Church management and administration</u>			
Administrative costs incl salaries		36,087	36,682
Depreciation fixtures and fittings		4,311	3,358
Depreciation buildings		5,771	5,771
		<u>46,169</u>	<u>45,811</u>
3(d) <u>Governance costs</u>			
Independent Examiners fee		1,100	1,020
TOTAL RESOURCES EXPENDED		<u>385,282</u>	<u>364,103</u>

4 DESIGNATED BUT UNRESTRICTED FUNDS

As explained in Note 1, the flat purchased in 2007 for the Youth Minister was originally classified as restricted, but, following advice from the Charity Commission, is now classified as designated but unrestricted. The flat is treated as an investment property (see note 5B) as it is commercially let. The income from this investment is detailed in Note 2(b) and totalled £8,872 in 2019 (2018: 9,263).

6 FIXED ASSETS**5(a) Assets used by the PCC**

	St John's Buildings £	Unrestricted St John's Equipment £	Total £	Emmanuel Buildings £	Unrestricted Emmanuel Equipment £	Total £	TOTAL 2019 £
COST							
At 1 January 2019	196,549	74,375	270,924	92,000	6,811	98,811	369,735
Additions	0	9,524	9,524	0	0	0	9,524
Disposals	0	0	0	0	0	0	0
At 31 December 2019	196,549	83,899	280,448	92,000	6,811	98,811	379,259
DEPRECIATION							
At 1 January 2019	103,089	56,742	159,831	46,000	4,726	50,726	210,557
Disposals	0	0	0	0	0	0	0
Charge for year	3,931	3,943	7,874	1,840	368	2,208	10,082
At 31 December 2019	107,020	60,685	167,705	47,840	5,094	52,934	220,639
NET BOOK VALUE							
At 1 January 2019	93,460	17,633	111,093	46,000	2,085	48,085	159,178
At 31 December 2019	89,529	23,214	112,743	44,160	1,717	45,877	158,620

St John's unrestricted freehold land and buildings comprises a house at 13 Ashley Road and the Youth Centre.

Emmanuel Church is owned freehold and is dedicated not consecrated.

All have been valued at historical cost, including the cost of improvements.

VALUATIONS

Valuations for insurance purposes are as follows:

Ashley Road: £204,000 (2018: £204,778)

Youth Centre: £1,190,000 (2018: £984,397)

Emmanuel Church: £527,926 (2018: £509,926)

As explained in Note 1 to the Financial Statements, St John's church is a consecrated building and as such is not owned by the PCC. However, the PCC is responsible for ensuring that the building is adequately insured and the value for insurance purposes is £7,850,000 (2018: £6,520,594).

5(b) Investment fixed asset

The flat was originally purchased for the Youth Minister in 2007 for £149,527, and is now commercially let and held at market value; it was revalued at 31 December 2014 and at 31 December 2017 and the PCC do not believe that the current market value is materially different from the 2017 valuation of £230,000.

The flat is owned leasehold and has 88 years remaining on the lease.

6 DEBTORS

	TOTAL FUNDS	
	2019 £	2018 £
Income tax recoverable	5,826	9,838
Bank interest due	112	114
Pre-payments	409	412
	<u>6,347</u>	<u>10,364</u>

7 LIABILITIES - Amounts falling due within one year

	TOTAL FUNDS	
	2019 £	2018 £
Payroll taxes	2,573	1,887
Expenses	3,364	2,005
Associate Minister	9,854	9,695
Governance costs	1,100	1,020
Outward Giving	8,931	14,539
Held Funds (Agency Collection)	4,659	2,011
Deferred income	7,500	0
	<u>37,981</u>	<u>31,157</u>

Notes to the Financial Statements for the year ended 31 December 2019

8 NET ASSETS

	TOTAL FUNDS	
	2019	2018
	£	£
Tangible fixed assets	158,620	159,178
Investment asset (designated)	230,000	230,000
Debtors (Note 6)	6,347	10,364
Cash in banks and in hand	95,311	91,312
Liabilities: amounts falling due within one year (Note 7)	(37,981)	(31,157)
	<u>452,297</u>	<u>459,697</u>

9 GRANTS

Missionary and Charitable Giving

	St John's	Emmanuel	TOTAL	
		£	2019	2018
			£	£
<u>Home</u>				
UCCF	7,239		7,239	6,963
Engage (SCATS)	1,500		1,500	1,500
Across Cultural Ministry	1,533		1,533	1,533
Christian Institute		1,518	1,518	973
Evangelical Alliance	250		250	250
Churches together in Woking	470		470	80
Diocesan Evangelical Fellowship	30		30	30
Other	235		235	90
	<u>11,257</u>	<u>1,518</u>	<u>12,775</u>	<u>11,419</u>
<u>Overseas</u>				
Crosslinks (2 families)	14,979		14,979	13,926
Interserve	7,239	607	7,846	7,936
SIM UK	7,239		7,239	6,963
	<u>29,457</u>	<u>607</u>	<u>30,064</u>	<u>26,825</u>
<u>Secular</u>				
York Road Project	1,360	910	2,270	2,413
	<u>1,360</u>	<u>910</u>	<u>2,270</u>	<u>2,413</u>
TOTAL	<u>42,074</u>	<u>3,035</u>	<u>45,109</u>	<u>42,657</u>

10 STAFF COSTS

	2019	2018
	£	£
Gross salaries	98,596	90,341
Employer's national insurance	5,969	3,352
Pension costs	6,298	3,804
Total	<u>110,863</u>	<u>97,497</u>

An average of eight persons have been employed by the PCC over the year. No member of staff has been paid more than £60,000.

11 RELATED PARTY TRANSACTIONS

The Associate Minister, who sat on the PCC, had his salary, expenses and accommodation provided by the PCC; The total cost to the PCC, including employer's NI contributions, pension contributions and expenses, paid amounted to £43,200 (2018: £42,295).

Apart from the above, no other payments were made to members of the PCC or any other connected persons.

**INDEPENDENT EXAMINER'S REPORT
TO THE PAROCHIAL CHURCH COUNCIL (PCC) OF THE
ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST, WOKING
FOR THE YEAR ENDED 31st DECEMBER 2019**

I report on the Accounts of the PCC for the year ended 31st December 2019 which are set out on pages 1 to 8.

Respective responsibilities of trustees and examiner

The PCC is responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act and;
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Susan Keane FCA
Fuller Spurling
Chartered Accountants & Statutory Auditors
Mill House
58 Guildford Street
Chertsey
Surrey KT16 9BE



17th February 2020