

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF  
CHRIST CHURCH ROXETH (HARROW)**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2019**

**Registered Charity number: 1134836**

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## Administrative information

The Annual Report and Accounts are independently examined by David Green of Gowers Ltd who can be contacted at The Old School House, Bridge Road, Hunton Bridge, Kings Langley, Herts, WD4 8SZ. The PCC banks at HSBC Bank, 31 Holborn Circus, London, EC1N 2HR.

PCC members who served between 1 January 2019 and the date this report was signed are:

<i>Clergy:</i>	The Revd Simon Durrant The Revd Elaine Weaver	Vicar & Chair Curate
<i>Churchwardens:</i>	Andrew Morsley Mark Slatter Sue Arnold	Vice Chair (until 28 <sup>th</sup> April 2019) (from 28 <sup>th</sup> April 2019)
<i>General Synod:</i>	Clive Scowen	Licensed Lay Minister
<i>Deanery Synod:</i>	Helena Tucker Marianne Isherwood Alan Dempster	Licensed Lay Minister Secretary (from 5 <sup>th</sup> October 2019)
<i>Elected:</i>	Sue Arnold Ashok Thadi Christine Akot Rachel Calvey Penny Carballo-Smith Paul Gabriel Bola George Marianne Isherwood Carole Slatter Mary Dunning Jenny Parker Nicola Bielicki Joe Calvey Maureen Jordan Natalia Lester Bush Matthew Hosking Mark Tyas	Secretary (until 28 <sup>th</sup> April 2019) Treasurer            (from 28 <sup>th</sup> April 2019) (from 28 <sup>th</sup> April 2019) (from 28 <sup>th</sup> April 2019) (from 28 <sup>th</sup> April 2019) (until 28 <sup>th</sup> April 2019) (until 15 <sup>th</sup> July 2019)

Other roles appointed by the PCC are:

*Assistant Treasurers:* Tadeusz Bielicki  
Arthur Akhurst  
Alan Dempster

*Electoral Roll Officer:* David Arnold

*Safeguarding Officer:* Scott Flashman

The method of appointment of PCC members is set out in the Church Representation Rules. All baptised lay habitual worshippers over the age of 16 are encouraged to register on the Electoral Roll compiled by the Electoral Roll Officer. Members of the Electoral Roll are entitled to vote in the election of members to the Deanery Synod and the PCC, and to stand for election after six months of membership.

The Annual Meeting of Parishioners (AMP) and Annual Parochial Church Meeting (APCM) were held on 28<sup>th</sup> April 2019. The AMP elected two churchwardens and the APCM elected one member of the Deanery Synod and 5 parochial representatives of the laity. At 31 December 2019, there were 180 members on the Electoral Roll (compared with 241 in 2019).

Matters of policy and substance are discussed at PCC meetings. Financial liaison with the Treasurer and day-to-day spending decisions are undertaken by the Operations Co-ordinator and budget holders within parameters agreed at the Standing Committee.

Deputy Churchwardens were appointed by the APCM to assist the Churchwardens in the coordination of teams of assistant churchwardens for each service. Those that served in this role from 28<sup>th</sup> April 2019 were David Arnold (for 10.30 service). Assistant Churchwardens were appointed by the APCM to assist the Churchwardens in fulfilling their statutory responsibilities during church services. Those that served during the year were David Arnold, Mark Dunning, Will Ellis, Alan Smith, Ashok Thadi, Oliver Sormaz, Paul Gabriel, Mark Slatter and Clive Scowen.

The PCC employs various staff members to support the church's ministry and mission. Salaried posts are usually advertised internally and externally, where relevant, before interviews are held. Salaries are set at rates appropriate to the job description and experience of the candidate. Salaries are reviewed annually, or where there are significant changes to a role, in line with the PCC's Staff Remuneration Policy. See Note 4 to the Annual Accounts for further information.

Christ Church Roxeth is a parish of the Church of England belonging to the Deanery of Harrow, within the Willesden Episcopal Area of the Diocese of London. The PCC maintains a close relationship with the wider diocese, providing active representation at Deanery, Diocesan and General Synod level as well as working in partnership with local churches and making an additional contribution above core costs towards the Common Fund.

During the year, the following sub-committees reported to the PCC:

- *Standing Committee* - This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The members of the committee at 31<sup>st</sup> December 2019 were the Vicar, two Churchwardens, the Treasurer and the two Licensed Lay Minister who are members of the PCC.
- *Finance Team* - This committee oversees, monitors and makes recommendations on finance related matters on behalf of the PCC. The PCC still retains full accountability for all finance related decision-making. Its members at 31 December 2019 were Andrew Morsley (Chair), Ashok Thadi, Alan Dempster, Arthur Akhurst and Paul Gabriel.
- *Premises Team* - This committee oversees all property related matters on behalf of the PCC. Its members at 31 December 2019 were Sue Arnold (Chair), Alan Dempster, David Arnold, Jonathan White and Paul Gabriel.
- *Leadership Team* - The Leadership Team consists of the church's paid staff, Churchwardens, Licensed Lay Ministers and several volunteer leaders, each of whom is responsible for a specific aspect of church life. The Leadership Team gathers regularly and works with PCC representatives and other church members to consider key aspects of church life:
  - Sunday Ministry - Shaping our Sunday services to enable all generations to encounter God in scripture, worship and prayer.
  - Discipleship - Building a clear pathway from welcome to committed discipleship to enable every person to discover and grow in faith
  - Mission - Developing an integrated vision for global, local and frontline mission. This team oversees the distribution of funds to various mission partners, organisations and individuals.
  - Youth & Children - Growing holistic ministry to children and young people.

## Objectives and Activities

Christ Church Roxeth's 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*. It also has maintenance responsibilities for the Church and its related buildings, is the managing trustee of property vested for its benefit in the London Diocesan Fund and is responsible for managing the church's finances.

## Achievements, Performance and Plans for the Future

The PCC met formally on 7 occasions during the year. Formal sub-committees met between meetings and notes of their deliberations were received by the full PCC and discussed where necessary. Key outcomes from the Leadership Team and its various thematic areas of focus were reported to each PCC meeting through a Vicar's Report.

A full account of the activities of the Parish will be made available to the APCM. This will include detail of plans for the future, particularly in relation to the continuing development of our mission through the Found charity shop, involvement in the One Church Harrow church planting movement (in partnership with St Peter's West Harrow and St Paul's South Harrow), the departure of our Youth Pastor and the recruitment of a new Children & Families Worker and a Worship Development Lead.

## Public Benefit

The PCC members have a statutory duty under the Charities Act 2011 to have regard to the guidance issued from time to time by the Charity Commission. PCC members have read the Charity Commission guidance, *Charities and Public Benefit*, and the supplementary guidance in *The Advancement of Religion for the Public Benefit* and have had regard to it in making relevant decisions.

The PCC believes that this report taken as a whole provides evidence of the public benefit of the PCC's work in 2018. The PCC helps to promote the whole mission of the Church, including its pastoral, evangelistic, social and ecumenical duties, and that in so doing it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its adherents and for anyone who wishes to benefit from what the Church offers.
- Promoting Christian values, and services by members of the Church in and to their communities, to the benefit of individuals and society as a whole.
- Disbursing a number of grants to individuals and organisations, in line with an agreed policy. These include the provision of support for core Mission Partners and making donations to support the wider church, relief of poverty and injustice, and outreach ministry in schools. Details are contained in Note 8 of the Annual Accounts.

## Financial Review

Overall the PCC received £340,841 and spent £346,759 during 2019, with the majority of funds coming from voluntary donations and property income. Additional income was received in the form of grant funds to enable the employment of a Community Children's & Youth Worker (received from the Bishop of London's Mission Fund, Orley Farm School Trust and CCR Foundation) and to enable the housing of a planting curate (Malcolm Finlay) for One Church Harrow (received from the Diocese of London).

The PCC currently has £128,015 designated into the "Grange Farm Community Mission Fund", the remainder of the proceeds from the sale of the Grange Farm Community Centre to London Borough of Harrow as part of the redevelopment of the surrounding estate. These funds are set aside pending the identification of an appropriate use to enable community outreach to the estate and surrounding area.

A substantial amount of voluntary help was received during the year which is not reflected as a cost in the accounts. Without this unpaid assistance, the work undertaken in the parish would be severely reduced.

## **Risk Management**

Members of the PCC received an initial induction at the start of the PCC year, which covered the key responsibilities of a charity trustee. The PCC continues to monitor the major risks which impact on the work of the Church. A set of financial procedures for monitoring and controlling monetary transactions have been in place for some time, with the most recent review occurring in March 2019. It is considered that these procedures contain the required elements of establishing a record of the sums received at the earliest opportunity, segregation of duties and evidencing the control over this area of activity.

A Safeguarding Policy agreed by the Diocese is approved by the PCC annually to cover both children and vulnerable adults and remains under regular review. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The Safeguarding Officer (Scott Flashman) is supported by a safeguarding team who oversee the implementation of agreed procedures for children and vulnerable adults, and provide regular reports to the PCC. PCC members are also expected to undertake training on safeguarding procedures on a rolling three year programme.

The PCC review existing controls to deal with all areas of risk on an ongoing basis, and a full review of key policies and risk assessments is ongoing. It is the intention that policies are introduced to cover other risks as they are identified. The consecrated and beneficed buildings and contents of the Church are adequately insured, where possible, with the Ecclesiastical Insurance Group.

## **Reserves and Investment Policy**

The PCC seeks to plan and budget expediently in order to enable the General Fund to break even on an ongoing basis. In addition, the PCC has a designated Premises Development Fund to cover future premises development costs.

The PCC also has £128,014 of funds designated in the Grange Farm Community Mission Fund and resolved on 05/02/18 to place the majority of these funds on deposit with M&G and Hampshire Savings Trust, pending the identification of an appropriate use for the funds to enable community outreach to the new estate and surrounding area.

## **Appointment of an Independent Examiner**

The changes brought in through the Charities Act 2006 lifted the net incoming resources threshold, below which entities are no longer legally required to have a statutory audit, to £1,000,000. It is not expected that the PCC's income will breach this threshold in the immediate future, and accordingly the APCM endorsed the appointment of a professionally qualified Independent Examiner to review annually the books and accounts of the PCC, as required for entities with income in excess of £250,000.

David Green was appointed as Independent Examiner on 28<sup>th</sup> April 2019 and will be proposed to continue in this role at the forthcoming Annual Parochial Church Meeting.



Rev. Simon Durrant  
Chairman of the PCC

*16th March 2020*

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH ROXETH (HARROW)**

I report on the accounts of the Parochial Church Council of the Ecclesiastical Parish of Christ Church Roxeth (Harrow) for the year ended 31 December 2019, which are set out on pages 6 to 22.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 and Wales.

It is my responsibility to:

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

### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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 matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

**David Green**  
Gowers Ltd  
Chartered Accountants  
The Old School House  
Bridge Road  
Hunton Bridge  
Kings Langley  
Hertfordshire  
WD4 8SZ

Relevant professional body:

**Institute of Chartered Accountants in England & Wales**

**27th March 2020**

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Voluntary income	228,240	55,922	—	284,163	294,709
Income from charitable activities	8,011	—	—	8,011	7,561
Activities for generating funds	322	—	—	322	413
Investment income	41,568	2,832	—	44,400	48,042
Legacy income	—	—	—	—	—
Other income	3,944	—	—	3,944	7,818
Sale of Property	—	—	—	—	—
<b>Total income</b>	<b>282,087</b>	<b>58,754</b>	<b>—</b>	<b>340,841</b>	<b>358,545</b>
<b>Expenditure on:</b>					
Cost of generating funds	937	—	—	937	380
Charitable activities	350	—	—	350	—
Premises Maintenance	10,348	4,800	—	15,148	55,071
Common Fund	91,080	—	—	91,080	88,660
Missionary and Charitable Giving	47,012	775	—	47,788	42,872
Salaries, NI & Pension	50,850	47,624	—	98,474	102,337
Youth & Children's Work	13,310	13,601	—	26,912	17,603
Church running costs	47,488	286	—	47,775	44,637
Mortgage Interest	—	—	—	—	(11)
Community Outreach	628	—	—	628	397
Governance costs	1,680	—	—	1,680	2,100
Expenses related to investment properties	15,984	—	—	15,984	13,323
<b>Total expenditure</b>	<b>279,671</b>	<b>67,088</b>	<b>—</b>	<b>346,759</b>	<b>367,371</b>
Gains / losses on investment assets	12,373	—	—	12,373	(5,040)
<b>Net income / (expenditure) resources before transfer</b>	<b>14,789</b>	<b>(8,333)</b>	<b>—</b>	<b>6,455</b>	<b>(13,865)</b>
<b>Transfers</b>					
Gross transfers between funds - in	19,009	29,958	—	48,968	37,189
Gross transfers between funds - out	(42,044)	(6,924)	—	(48,968)	(37,189)
Fund adjustment	—	—	—	—	(387)
<b>Net movement in funds</b>	<b>(8,245)</b>	<b>14,700</b>	<b>—</b>	<b>6,455</b>	<b>(14,252)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>855,836</b>	<b>25,261</b>	<b>—</b>	<b>881,098</b>	<b>895,351</b>
<b>Total funds carried forward</b>	<b>847,591</b>	<b>39,962</b>	<b>—</b>	<b>887,553</b>	<b>881,098</b>
<i>There may be minor discrepancies in the totals if the pence are not being shown</i>					



## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

## BALANCE SHEET AT 31 DECEMBER 2019

	As at 31/12/2019	As at 31/12/2018
<b>Fixed assets</b>		
6430: Property - Southdown	426,000.00	426,000.00
6432: Property - Lodge Roxeth Hill	1.00	1.00
6435: Property - Shaftesbury Parade	250,000.00	250,000.00
<b>Total Fixed assets</b>	<b>676,001.00</b>	<b>676,001.00</b>
<b>Current assets</b>		
6501: Bank current account	89,170.78	94,374.57
6520: Hampshire Trust Bank	59,288.53	58,764.00
6530: M&G Investments	65,573.33	53,724.56
Z05: Accounts Receivable	—	3,416.14
<b>Total Current assets</b>	<b>214,032.64</b>	<b>210,279.27</b>
<b>Liabilities</b>		
6601: Diocese Loan - Kneeler Stone	800.00	3,200.00
6620: Triodos Mortgage	—	—
6699: Agency collections	—	—
Z04: Accounts Payable	1,680.00	1,982.00
<b>Total Liabilities</b>	<b>2,480.00</b>	<b>5,182.00</b>
<b>Net Asset surplus (deficit)</b>	<b>887,553.64</b>	<b>881,098.27</b>
<b>Reserves</b>		
Excess / (deficit) to date	(5,917.93)	—
Z01: Starting balances	881,098.27	881,098.27
Z02: Other gains/(losses)	12,373.30	—
<b>Total Reserves</b>	<b>887,553.64</b>	<b>881,098.27</b>

Approved and authorised for issue by the Parochial Church Council on 16th March 2020 and signed on its behalf by

Rev Simon Durrant (chairman)

Andrew Morsley (vice-chairman)

The accompanying notes form a part of these financial statements.

# PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

**REGISTERED CHARITY NUMBER: 1134836**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019**

### **1. Accounting policies**

#### **a. Accounting convention**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 (not verified) and in accordance with the PCC's Powers Measure, the Charities Act 2011 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

The PCC meets the definition of a public benefit entity under FRS 102. See the "Administrative Information" section in the Trustees Annual Report for detail of the legal status of the PCC.

The accounts have been prepared in sterling which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### **b. Funds accounting**

Funds held by the PCC are:

- Unrestricted funds - general funds which can be used for PCC ordinary purposes.
- Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.
- Restricted funds - a) income from trusts which may be expended only on those restricted objects provided in the terms of the trust; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

#### **c. Incoming resources**

All incoming resources are accounted for gross and include income tax recoverable under Gift Aid where appropriate.

#### **Voluntary Income**

Collections are recognised when received.

Planned giving is recognised when receivable.

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

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

#### **All other income**

All other income is recognised when it is receivable.

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

#### d. Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

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

#### Church Activities

The diocesan parish contribution (Common Fund) is accounted for on an accruals basis. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

#### e. Fixed Assets

##### Fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts. The insurance value of the Church buildings is £6,950,000.

Investment property assets are freehold properties which are held on the Balance Sheet at their fair value.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalized in the accounts and depreciated over their useful economic life.

##### Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives, for assets above £500. The rates generally applicable are:

IT and Music Equipment	20%-33% straight line
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It is a policy of the PCC to charge depreciation on freehold property. However, it is also the PCC's policy to maintain such assets in a continual state of sound repair. Accordingly, the useful economic life of these assets is so long and residual values so high that any depreciation would not be material. In addition, these assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

#### f. Current Assets

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 uncollectible.

#### g. Financial Instruments

The PCC only has financial assets and liabilities of a kind that qualify as basic financial instruments. These are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised costs using the effective interest method.

#### h. Pensions

Employees of the Charity are invited to join an auto-enrolment compliant pension scheme details of which are contained in note 4a. There were no outstanding contributions at the year end relating to staff members who have opted into the scheme. The costs of the scheme are included within staff costs and charged to the unrestricted funds of the Charity.

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

## 2. Incoming resources

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Income and endowments</b>						
<i><b>Voluntary income</b></i>						
0101 - Bank Standing Orders	155,893	—	—	—	155,893	173,684
0110 - FWO Envelopes	10,470	—	150	—	10,620	12,266
0201 - Other planned giving	60	250	—	—	310	435
0250 - Other Planned Giving-NGA	3,679	—	—	—	3,679	4,572
0255 - Other Donations-NGA	76	—	—	—	76	2,499
0258 - CAF/GAYE Income-NGA	1,980	—	—	—	1,980	2,260
0260 - Miscellaneous Income	1,635	—	—	—	1,635	1,715
0301 - Loose plate collections	5,014	—	—	—	5,014	3,698
0401 - Gift Events	122	—	—	—	122	—
0410 - Youth Work-Event Income	—	5,635	—	—	5,635	5,719
0415 - Youth Work-Gifts	—	—	—	—	—	170
0420 - Youth Work-Restricted	—	—	22,250	—	22,250	38,512
0435 - Children-Restricted	—	—	7,400	—	7,400	—
0440 - Premises-Restricted	—	—	—	—	—	1,200
0450 - Gifts for Mission-Restricted	—	—	122	—	122	322
0501 - One-off Gift Aid gifts	—	—	2,000	—	2,000	330
0601 - Gift Aid	41,642	—	—	—	41,642	45,265
0801 - Recurring grants	—	—	24,000	—	24,000	—
0901 - Other funds generated	—	—	—	—	—	349
1230 - Jelly Tots	1,429	—	—	—	1,429	1,710
1232 - Womans Fellowship	350	—	—	—	350	—
<b>Voluntary income Totals</b>	<b>222,354</b>	<b>5,885</b>	<b>55,922</b>	<b>—</b>	<b>284,163</b>	<b>294,706</b>
<i><b>Income from charitable activities</b></i>						
0405 - Church Events Income	889	—	—	—	889	204
1101 - Wedding Fees	182	—	—	—	182	1,508
1104 - Funeral Fees	420	—	—	—	420	220
1240 - Church Hall Lettings	6,520	—	—	—	6,520	5,629
<b>Income from charitable activities Totals</b>	<b>8,011</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>8,011</b>	<b>7,561</b>

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Activities for generating funds</b>						
1210 - Bookstall Income	322	—	—	—	322	413
<b>Activities for generating funds</b>	322	—	—	—	322	413
<b>Investment income</b>						
1030 - Rent-Lodge	9,675	—	—	—	9,675	7,757
1032 - Rent-Shaftesbury Parade	—	17,168	2,832	—	20,000	21,000
1033 - Rent-Southdown Crescent	14,725	—	—	—	14,725	19,284
<b>Investment income Totals</b>	24,400	17,168	2,832	—	44,400	48,042
<b>Other income</b>						
1310 - Insurance Claims/Refunds	894	—	—	—	894	5,282
1330 - Employment Allowance	3,050	—	—	—	3,050	2,536
<b>Other income Totals</b>	3,944	—	—	—	3,944	7,818
<b>Income and endowments</b>	259,033	23,053	58,754	—	340,841	358,157
<b>Grand totals</b>						

## 3. Resources expended

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Expenditure</b>						
<b>Cost of generating funds</b>						
2270 - Discipleship:Bookstall	937	—	—	—	937	380
<b>Charitable activities - premises maintenance</b>						
2710 - CCR:Premises Development	—	1,539	—	—	1,539	5,155
2720 - CCR:Maintenance	4,762	380	—	—	5,142	41,115
2730 - CCR-Premises Safety	2,212	—	—	—	2,212	1,409
2801 - Hall:Repairs-structure	170	487	4,800	—	5,457	—
2820 - Hall:Repairs-installation	321	—	—	—	321	4,063
2830 - Hall:Decoration	—	476	—	—	476	3,327
	7,465	2,882	4,800	0	15,147	55,069
<b>Charitable activities - common fund</b>						
1910 - Diocesan Common Fund	91,080	—	—	—	91,080	88,660

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Charitable activities - mission and charitable giving</b>						
<b>1806 - Mission-Esther Challis</b>	4,800	—	—	—	4,800	4,800
<b>1807 - Mission-CMS Kirks</b>	5,250	—	—	—	5,250	11,375
1808 - Mission-Kiku Trust Charley	—	—	—	—	—	1,000
<b>1809 - Mission-Just Earth</b>	4,999	—	—	—	4,999	4,999
1810 - Mission-St Stephens Society	—	—	—	—	—	625
<b>1811 - Mission:FSCI</b>	3,600	—	—	—	3,600	1,650
<b>1812 - Mission:Susie Philips</b>	3,750	—	—	—	3,750	1,000
<b>1813 - Mission Radstock-Paul Williams</b>	5,520	—	—	—	5,520	5,070
<b>1816 - Mission:Re:Generation</b>	4,500	—	—	—	4,500	4,500
1817 - Mission:Bishop of Willesden's Schools	—	—	—	—	—	886
1821 - Mission-Poverty Injustice &	720	—	—	—	720	—
1823 - Mission:Christians Against	200	—	725	—	925	1,200
1825 - Mission:Other Donations to institutions	1,519	—	50	—	1,569	2,415
1826 - Mission-Other Grants to Individuals	1,400	—	—	—	1,400	425
1833 - Mission:Found Transformation	—	10,752	—	—	10,752	2,925
	36,258	10,752	775	0	47,785	42,870

Items in bold type represent core Global Mission Partners supported by the PCC

<b>Charitable activities - youth and childrens work</b>						
2551 - Youth Work - Training/Accreditation	2,565	—	750	—	3,315	1,333
2552 - Youth Work-Discipleship	254	—	—	—	254	810
2553 - Youth Work-MAC Retreat	—	853	—	—	853	537
2554 - Youth Work-Soul Survivor	732	4,479	—	—	5,211	4,134
2555 - Youth Work-Community Work	2,108	—	4,741	—	6,850	6,826
2556 - Youth Work-Jack Petchey Funds	—	—	1,098	—	1,098	480
2557 - Youth Work-Holiday Activities	22	—	7,012	—	7,034	1,475
2558 - Youth Work-University Students	—	313	—	—	313	59
2559 - Youth Work-Team Building	8	—	—	—	8	165
2570 - Children's Work-Expenses	640	—	—	—	640	499
2571 - Children's Work-Gifts	64	—	—	—	64	121
2572 - Children's Work-Special Events	224	—	—	—	224	298
2573 - Children's Work-Outreach	160	—	—	—	160	—
2574 - Children's Work-Community	249	—	—	—	249	—
2575 - Children's Work-Jelly Tots	632	—	—	—	632	858
	7,658	5,645	13,601	0	26,905	17,595

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Charitable activities - church running costs</b>						
1730 - Church Event Costs	100	—	—	—	100	277
1750 - Bank Charges	118	—	—	—	118	(53)
1760 - Professional Services	700	—	—	—	700	601
1780 - Recruitment Costs	86	—	—	—	86	964
1920 - Banns/Weddings/Funerals	(44)	—	—	—	(44)	670
1940 - Subscriptions	197	—	—	—	197	25
2101 - Vicar-Expenses and Hospitality	805	—	—	—	805	287
2103 - Vicar-Leadership & Training	65	—	—	—	65	530
2105 - Vicar-Discretionary Fund	1,222	—	150	—	1,372	3,766
2108 - Vicar-Telephone	430	—	—	—	430	396
2201 - Discipleship:Conferences, events etc	1,884	—	—	—	1,884	1,792
2230 - Discipleship:Prayer Resources	194	—	(105)	—	89	309
2250 - Discipleship:Midweek Groups	52	—	—	—	52	5
2260 - Discipleship:Hospitality	1,456	—	—	—	1,456	54
2301 - IT-Internet	904	—	—	—	904	929
2303 - IT-Website	782	—	—	—	782	851
2305 - IT-Software	916	—	—	—	916	651
2307 - IT-Hardware	892	—	—	—	892	4,695
2310 - Communications-Advertising & printing	136	—	—	—	136	291
2313 - Communications-Digital & Online	186	—	—	—	186	131
2315 - Communications-Development	—	—	—	—	—	143
2316 - Communications:Christmas, Easter	—	—	—	—	—	85
2318 - CCR-Equipment	1,352	—	—	—	1,352	1,074
2320 - CCR-Stationery	891	—	—	—	891	765
2325 - CCR-Photocopier Lease	889	—	—	—	889	889
2329 - CCR-Photocopier Operating	997	—	—	—	997	591
2331 - CCR-Cleaning	4,488	—	—	—	4,488	1,480
2350 - CCR-Gardening	380	—	—	—	380	1,211
2355 - CCR-Flowers	197	—	—	—	197	265
2381 - CCR-Insurance	6,248	—	—	—	6,248	6,167
2390 - CCR-Telephone	806	—	—	—	806	1,099
2401 - CCR-Electric	7,194	—	—	—	7,194	2,507
2410 - CCR-Gas	6,858	—	—	—	6,858	4,698
2420 - CCR-Water	561	—	—	—	561	624
2430 - CCR-Refuse Collection	795	—	—	—	795	678
2500 - Worship:CCLI Licences	911	—	—	—	911	905
2502 - Worship:Other Licences	—	—	—	—	—	157
2520 - Worship:Resources	609	—	—	—	609	436
2522 - Worship:Replacement	—	—	—	—	—	746
2524 - Worship:Other Expenses	466	—	—	—	466	640
2528 - Worship:Equipment	112	—	—	—	112	279
2530 - Services:Consumables	254	—	—	—	254	361
2535 - Services:Refreshments	180	—	—	—	180	582
2539 - Services:Special Services	80	—	—	—	80	488
2540 - Services:Visiting Speakers	2	—	—	—	2	70
9901 - Transport-per mile	231	—	131	—	362	230
9909 - Transport-Other	263	—	110	—	373	259
9930 - Miscellaneous Expenditure	1,625	—	—	—	1,625	19
9950 - Mortgage & Loan Payments	—	—	—	—	—	(11)
1860 - Community Outreach:Resources	—	—	—	—	—	195
1861 - Community Outreach:Expenses	62	—	—	—	62	180
1862 - Community Outreach: One	444	—	—	—	444	—
1869 - Community Outreach:Found	121	—	—	—	121	—
1870 - Community	—	—	—	—	—	22
2590 - Womans Fellowship	350	—	—	—	350	—
<b>Charitable activities Totals</b>	<b>48,447</b>	<b>0</b>	<b>181</b>	<b>0</b>	<b>48,733</b>	<b>45,005</b>



## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Governance costs</b>						
1950 - Examiners Fees	1,680	—	—	—	1,680	2,100
<b>Expenses related to investment property</b>						
2840 - Lodge-Insurance	445	—	—	—	445	298
2844 - Lodge-Maintenance	2,486	—	—	—	2,486	10,614
2853 - Southdown-Insurance	—	—	—	—	—	799
2854 - Southdown-Maintenance	2,943	6,432	—	—	9,375	-6
2856 - Southdown-Council Tax	2,263	—	—	—	2,263	—
2863 - Shaftesbury-Insurance	1,312	—	—	—	1,312	1,287
2864 - Shaftesbury-Maintenance	100	—	—	—	100	225
2870 - Grange Farm Costs	—	—	—	—	—	103
<b>Expenses related to investment</b>	<b>9,549</b>	<b>6,432</b>	<b>0</b>	<b>0</b>	<b>15,981</b>	<b>13,320</b>

## 4. Staff costs

## a. Wages, salaries and pensions

The average number of employees during the year was 4. The total salary and National Insurance costs were £88,310 and no employee had remuneration greater than £60,000. During the year, the PCC paid for the services of a part time organist, but no payment was large enough to attract National Insurance costs.

**Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.



## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2019: £9,102, 2018: £7,391)

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, the church could become responsible for paying a share of that employer's pension liabilities.

#### *b. Payments to PCC members and key management personnel*

The key management personnel that have been identified by the trustees include the members of the Standing Committee. Of these personnel, the Rev. Simon Durrant was remunerated by the Diocese. No member of the PCC received remuneration, expenses or benefits purely in respect of their services as members of the PCC.

The church's employees included Alan Dempster (Operations Coordinator), who is an ex-officio member in his capacity as a Deanery Synod representative and PCC Secretary. Other members of staff occasionally attend PCC meetings. Members of staff would normally leave the room during discussions on employment matters, as is deemed appropriate.

The PCC has a conflicts of interest policy which is reviewed each year after the APCM. PCC members declare interests annually to the PCC Secretary, and to the chair of each meeting when there is a relevant issue on the agenda.

During the year a total of £3,513 (2018: £2,799) was paid to Trustees to reimburse expenses paid by them on behalf of Christchurch.

# PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### 5. Investment property

	As at 31/12/2019	As at 31/12/2018
<b>Property</b>		
6430: Property - Southdown	426,000.00	426,000.00
6432: Property - Lodge Roxeth Hill	1.00	1.00
6435: Property - Shaftesbury Parade	250,000.00	250,000.00
<b>Total property</b>	<b>676,001.00</b>	<b>676,001.00</b>

a. The following freehold land and buildings comprising:

- The residential property at 69 Southdown Crescent, South Harrow, purchased in 1964 for housing a curate, as it was so used until 2010. Having been let as an investment property until December 2018, it has been used to house a returning missionary family at a subsidised rent from January to July 2019. It is now being used to house a church planting curate for One Church Harrow, with funds being provided by the Diocese of London. It was last valued by an Independent Chartered Surveyor at £315,000 in 2011, although the trustees revised this to £435,000 in 2018 based on subsequent changes to market value as determined by local property prices, a revaluation gain of £111,000. The current market value is deemed to be the fair value.
- The Lodge at the top of the Church drive is presently let to a church family. The Lodge, originally built on Glebe Land, was purchased by the PCC from the Incumbent for £1 in 1956, with an option for the incumbent to buy it back for £1 in the event of the PCC wishing to sell it. The trustees believe that the market value of the property is restricted to £1 as the restricted covenant has not been lifted and so deem this to be the fair value.
- A commercial shop unit with a maisonette above at 9 Shaftesbury Parade was purchased in 2012 and is let to the CCR Foundation for use as a charity shop. It was valued at £250,000 after the disposal of the maisonette on a 125 year lease. This is considered still to be the current market value of this investment property, and the current market value is deemed to be the fair value.
- The Hall and Lounge are adjacent to and attached to the church. The PCC does not intend to dispose of the Hall and Lounge and no capital value is assigned to it.

- b. In 2006, following the completion of the YMCA Roxeth Gate building, as part of the former Harrow Hospital nurses hostel redevelopment, Christ Church took the freehold of that portion of the site, which is vested in the London Diocesan Fund (LDF), and granted a 125 year lease to the West London YMCA on a peppercorn rent until 2131. The restrictions placed on the usage of the site and the terms of the lease are such that no value has been placed on the site and as such the asset does not appear on the PCC's balance sheet.
- c. All the freehold property noted above is vested in the LDF under the Parochial Church Councils (Powers) Measure 1956. The PCC is the managing trustee. Since the PCC substantively bears the risks and rewards of ownership, the value of these freehold assets is included in the PCC balance sheet.

## PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

## 6. Analysis of net assets and liabilities

		Balance	Previous balance
<b>Tangible assets</b>			
6430: Property - Southdown - Asset			
Capital	Designated	426,000.00	426,000.00
6432: Property - Lodge Roxeth Hill - Asset			
Capital	Designated	1.00	1.00
6435: Property - Shaftesbury Parade - Asset			
Capital	Designated	250,000.00	250,000.00
	<b>Tangible assets</b>	<b>676,001.00</b>	<b>676,001.00</b>
<b>Cash at bank and in hand</b>			
6501: Bank current account - Asset			
General fund	Unrestricted	30,497.17	46,550.47
Youth-Restricted	Restricted	17,211.16	17,615.13
Youth-Designated	Designated	(0.35)	11.19
Children-Restricted	Restricted	20,576.62	—
Children-Designated	Designated	—	—
Grange Farm Community Mission Fund	Designated	3,153.33	12,823.33
Premises Development Fund	Designated	15,558.14	9,622.72
Premises Development Fund	Restricted	—	—
Mission-Restricted	Restricted	0.75	6,702.00
Vicar Discretionary	Restricted	1,850.00	—
Community Resources Fund	Restricted	—	725.77
Agency collection	Restricted	323.96	323.96
		<b>89,170.78</b>	<b>94,374.57</b>
6520: Hampshire Trust Bank - Asset			
Grange Farm Community Mission Fund	Designated	59,288.53	58,764.00
		<b>59,288.53</b>	<b>58,764.00</b>
6530: M&G Investments - Asset			
Grange Farm Community Mission Fund	Designated	65,573.33	53,724.56
		<b>65,573.33</b>	<b>53,724.56</b>
	<b>Cash at bank and in hand</b>	<b>214,032.64</b>	<b>206,863.13</b>
<b>Debtors</b>			
Z05: Accounts Receivable - Asset			
General fund	Unrestricted	—	3,416.14
		<b>—</b>	<b>3,416.14</b>
	<b>Debtors</b>	<b>—</b>	<b>3,416.14</b>
<b>Creditors: Amounts falling due in one year</b>			
6601: Diocese Loan - Kneeler Stone - Liability			
General fund	Unrestricted	800.00	3,200.00
		<b>800.00</b>	<b>3,200.00</b>
Z04: Accounts Payable - Liability			
General fund	Unrestricted	1,680.00	1,982.00
		<b>1,680.00</b>	<b>1,982.00</b>
	<b>Amounts falling due in one year</b>	<b>2,480.00</b>	<b>5,182.00</b>
	<b>Grand Total</b>	<b>887,553.64</b>	<b>881,098.27</b>

# PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH ROXETH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### b. Diocesan Loan

- A loan of £6,000 was received from the Diocese in 2016 to help fund works to repair a cracked kneeler stone. Scheduled repayments of £200 per month commenced in November 2017, with the loan now reduced to £800.

### 7. Statement of funds

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
General - General fund	44,889	259,033	253,957	(21,948)	—	27,017
Youth Fund - restricted	17,615	46,250	46,654	—	—	17,211
Youth Fund - designated	11	5,635	5,647	—	—	0
Children Fund - restricted	—	10,232	19,613	29,958	—	20,576
Grange Farm Community Mission Fund	125,311	12,168	10,752	(11,086)	12,373	128,014
Premises Development Fund	9,622	5,250	9,314	10,000	—	15,558
Mission Fund - restricted	6,702	272	50	(6,924)	—	0
Vicar's Discretionary Fund	—	2,000	150	—	—	1,850
Community Resources Fund	725	—	725	—	—	—
Capital Fund	676,001	—	—	—	—	676,001
<b>Totals</b>	<b>880,876</b>	<b>340,840</b>	<b>346,862</b>	<b>0</b>	<b>12,373</b>	<b>886,227</b>

- The Youthwork Fund represents restricted funds donated to the church's youth & children's ministry. This includes grant funding received from the Bishop of London's Mission Fund, Orley Farm School Trust and CCR Foundation to enable the employment of a Community Children's & Youth Worker.
- The Grange Farm Community Mission Fund represents designated funds set aside by the PCC from the proceeds of the sale of the Grange Farm Community Centre. These funds are supplemented by 75% of rental income received from 9 Shaftesbury Parade (the *found* charity shop). These funds are set aside to be invested in community mission to the future estate and surrounding community.
- The Premises Development Fund (Designated) represents designated funds set aside by the PCC to carry out works to develop church premises.
- The Premises Development Fund (Restricted) represents restricted gifts received from church members to enable improvement to church premises.
- The Mission Fund represents restricted gifts received from church members to support global and local mission work.
- The Vicar's Discretionary Fund represents restricted gifts received from church members and funds set aside to enable the Vicar to disburse funds to respond to urgent pastoral needs.
- The Community Resources Fund represents restricted funds donated to support CAP clients and vulnerable members of the community. These funds were transferred to Rayners Lane Baptist Church in February 2019 when the Christ Church CAP centre was closed down.
- The Capital Fund represents the value of the unrestricted Freehold Property owned by the PCC, which comprises 69 Southdown Crescent (revalued at £426,000), the Charity Shop at 9 Shaftesbury Parade (included at 2012 independent valuation less capital mortgage owing) and The Lodge (revalued at £1). See Note 5 for further information.

### 8. Related parties

Some members of the PCC are also trustees of other charitable bodies (or are related to individuals) that receive mission donations and payments from the PCC. There is no financial benefit to any PCC member in these instances and the PCC's conflict of interest policy has been carefully applied in any discussions relating to financial arrangements.