

# **Kineton PCC**

**A parish of the Edgehill Benefice**

**Financial Statements for**

**year to 31 December 2019**

**ST PETERS PAROCHIAL CHURCH COUNCIL, KINETON**

**FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019**

**INDEPENDENT EXAMINER'S REPORT**

This report on the financial statements of St Peter's PCC, Kineton for the year ended 31 December 2019, which are set out on pages 1 to 7 is in respect of an examination carried out under Section 145 of the Charities Act 2011.

**Respective responsibilities**

The PCC is responsible for the preparation of the financial statements, and considers that the audit requirement of Regulation 3(3) of Section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Section 145 of the 2011 Act

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions of the Charity Commissioners, under Section 145(5)(b) of the Act and to be found in the guidance from the CBF.

That 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 financial statements, and seeking explanations concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

**Independent Examiner's statement**

In connection with my examination of the church funds, nothing came to my attention which gave me cause to believe otherwise than that the financial statements accord with the accounting records of the church, and that those records satisfied the requirements of the Act. I am not aware of any matter to which attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed by the Independent Examiner: P Essex date: 15 September 2020

Name and address of the Independent Examiner: Paul Essex FCCA

Hope House, 24 Green Farm End, Kineton, Warwick, CV35 0LD



## FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

## RECEIPTS AND PAYMENTS ACCOUNT

RECEIPTS AND PAYMENTS ACCOUNT								
		This Year				Last Year		
		Unrestricted	Designated	Restricted	2019	2018	Unrestricted/	Restricted
Note		Funds £	Funds £	Funds £	Total £	Total £	Designated	
<b>RECEIPTS</b>								
Incoming resources from donors	3(a)	55,325	785	13,782	69,892	88,211	61,322	26,889
Other voluntary incoming resources	3(b)	4,949		431	5,381	4,798	4,798	0
Income from charitable and ancillary trading	3(c)	7,613	0	3,341	10,954	14,202	9,186	5,016
Income from investments	3(d)	128			128	126	126	0
<b>Total incoming resources</b>		<b>68,016</b>	<b>785</b>	<b>17,554</b>	<b>86,354</b>	<b>107,337</b>	<b>75,432</b>	<b>31,905</b>
<b>PAYMENTS</b>								
Grants and donations	4(a)	0	5,856	4,540	10,396	10,309	5,510	4,799
Activities directly relating to the work of the church	4(b)	64,965	861	13,089	78,916	76,443	61,012	15,431
<b>Total resources used</b>		<b>64,965</b>	<b>6,717</b>	<b>17,630</b>	<b>89,312</b>	<b>86,752</b>	<b>66,522</b>	<b>20,230</b>
<b>NET RECEIPTS / (PAYMENTS)</b>		<b>3,051</b>	<b>-5,932</b>	<b>-76</b>	<b>-2,958</b>	<b>20,585</b>	<b>8,910</b>	<b>11,675</b>
<b>TRANSFERS between funds</b>		<b>-3,948</b>	<b>3,344</b>	<b>606</b>	<b>0</b>		<b>-62</b>	<b>62</b>
<b>CASH FUNDS b/fwd 1 January</b>		<b>44,208</b>	<b>8,488</b>	<b>33,321</b>	<b>86,017</b>	<b>65,431</b>	<b>43,848</b>	<b>21,584</b>
<b>CASH FUNDS c/fwd 31 December</b>		<b>43,310</b>	<b>5,900</b>	<b>33,850</b>	<b>83,059</b>	<b>86,016</b>	<b>52,696</b>	<b>33,321</b>
<b>STATEMENT OF ASSETS AND LIABILITIES</b>								
<b>Monetary assets</b>								
Cash in hand		48.51		138.4	186.91	83	24	59
Bank current account (HSBC)		43,262	5,900	14,294	63,455	66,613	52,672	13,941
Bank & Clients Plc- Deposit				10,788	10,788	10,659	0	10,659
HSBC Foodbank				8,630	8,630	8,661	0	8,661
<b>Total monetary assets</b>	5	<b>43,310</b>	<b>5,900</b>	<b>33,850</b>	<b>83,060</b>	<b>86,016</b>	<b>52,696</b>	<b>33,320</b>
<b>Other assets</b>								
Gift Aid recoverable (estimated)		4,774		959	5,732	5,389	4,727	662
Other monies due to church grant	9	0		0	0	0	0	0
<b>Assets used for church purposes</b>								
Buildings under statutory trusts								
Church contents								
<b>Liabilities</b>								
Loans outstanding	7	0		25,000	25000	25,000	0	25,000
Significant creditors	8	0	0	0	0	0	0	
		Church buildings						
		Furnishings and equipment						

APPROVED by the PCC on 15 September 2020 and signed on their behalf

by Barry Jackson

signature

The notes on pages 4 to 6 form part of this financial statement

## FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

## NOTES

## 1 ACCOUNTING POLICIES

The financial statements have been prepared on a Receipts and Payments basis in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the Charities SORP 2005.

These accounts include all receipts and payments for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

## Incoming Resources

## Voluntary income and capital sources

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

Planned (envelope or standing order) giving is only recognised when received.

Income tax recoverable on gift aid donations is recognised when the income is received.

Grants and legacies to the PCC are accounted for when received.

Fundraising and similar events are accounted for gross.

## Income from investments

Interest is accounted for when received.

## Resources used

## Grants

Grants and charitable donations are accounted for when paid over.

## Activities directly relating to the work of the Church

The diocesan parish share is accounted for when payable. Any unpaid share at 31 December is shown in these accounts as an operational (though not legal) liability.

The amount unpaid at 31 December 2019 was £nil (2018-£nil).

## 2 FUND ACCOUNTING

Unrestricted Funds may be used by the PCC for any of its ordinary purposes.

Designated Funds represent unrestricted funds set aside by the PCC for specific designated purposes; they can be transferred back into general funds at the PCC's decision.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Missions (10% of income and surplus)	1,983		-5,856	5,533	1,660
	0		0		0
Helping Hands/ GIFT	1264	785	-861	-1188	0
Community Events	1001			-1001	0
					0
Legacies	4,240.50				4,241
<b>Totals for design</b>	<b>8,489</b>	<b>785</b>	<b>-6,717</b>	<b>3,344</b>	<b>5,900</b>

Restricted Funds represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, as redirected by agreement with donor, or returned; it cannot be absorbed into general funds.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers in year £	Balance c/fwd £
DBF fees	-0.30	2309.00	-2,203		106
Deanery					
Benefice			-2469.45		-2469
New Churchyard	10,000.00		-1574.40		8426
Restoration & Refurbishments	11,398	908	0		12,306
Bell Ringers	2,218	1661	-267.38	-122	3,490
Community Events	0	1,097	-1,426	339	11
Helping hands/GIFT				1188	1,188
Children's Worker	0	1,113	0	-1113	0
Fosse Deanery		431.33	0	0	431
Community Blessing	0	0	-518	1001	483
Fosse Foodbank	8,671	4,666	-4,616		8,721
Job Club	162.33	0.00	-180.72	18	0.00
Meet and Eat	441	1,962	-1,541	-247	615
Weston Trip	0	0.00	0.00		0.00
Missions- special fundraising	216.17	3,407	-2,835	-459	329
Alpha	214.51	0.00	0.00		214.51
<b>Totals for restrict</b>	<b>33,321</b>	<b>17,553</b>	<b>-17,629</b>	<b>606</b>	<b>33,851</b>

The foodbank received donations of 13,637

kilograms and distributed 13,481 in the year.

(these donations in kind are not shown above.)

The balance on Benefice was reimbursed in 2020 and represents sums paid on behalf of or erroneously to the Benefice Account.



## FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

## NOTES - continued

		This Year			Last Year			
		Unrestricted Funds £	Designated Funds £	Restricted Funds £	2019 Total £	2018 Total £	Unrestricted/ Designated	Restricted
<b>3 INCOMING RESOURCES</b>								
(a)	<b>Incoming resources from donors</b>							
	Envelopes, plate and standing orders	43,906		1,470	45,376	47,748	45,994	1,754
	Gift Aid recovered	9,307		1,478	10,785	10,624	9,404	1,220
	Donation Box	162			162	287	287	
	Donations	1950	785	10,833	13,569	15,311	1,396	13,915
	Legacies	0		0.00	0	14241	4241	10000
		55,325	785	13,782	69,892	88,211	61,322	26,889
(b)	<b>Other voluntary incoming resources</b>							
	Grant/loans			431.33	431	0		0
	Grants and Gifts re restoration				0	0		0
	Other grants	4,949			4,949	4798	4798	
	Foodbank				0	0		0
	Outreach & nurture				0	0	0	0
		4,949	0	431	5,381	4,798	4,798	0
(c)	<b>Income from charitable and ancillary trading</b>							
	Parish Magazine	5,935			5,935	5,526	5,526	
	Fundraising, Functions and Concerts			1,032	1,032	738		738
	Fees- Kineton	1,678		2,309	3,987	7,938	3,660	4,278
		7,613	0	3,341	10,954	14,202	9,186	5,016
(d)	<b>Income from Investments</b>							
	Interest	128			128	126	126	
		128			128	126	126	0
<b>Total incoming resources</b>		68,016	785	17,554	86,354	107,337	75,432	31,905
		Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2019 Total £	Last Year 2018 Total £	Unrestricted/ Designated	Restricted
<b>4 RESOURCES USED</b>								
(a)	<b>Grants</b>							
	Charitable donations		5,856	4,540	10,396	10,309	5,510	4,799
	Outreach				0	0		0
					0			
	Nurture				0	0	0	
		0	5,856	4,540	10,396	10,309	5,510	4,799
(b)	<b>Activities directly relating to the work of the church</b>							
	Clergy expenses	1,800			1,800	1,800	1,800	
	Diocesan Parish Share	31,400			31,400	30,900	30,900	
	Worship and evangelism	13,928	861	1,997	16,786	13,509	6,506	7,003
	Electricity & Oil	2,155			2,155	2,658	2,658	
	Insurance	2,681			2,681	2,610	2,610	
	Regular church running expenses	5,313		4676	9,989	11,182	7,118	4064
	Church/churchyard repairs and Impro	2,039		4,038	6,077	4,145	4,145	0
	Fund Raising Costs	169		175.54	345	69	21	48
	Diocesan share of Statutory Fees			2,203	2,203	4,316		4,316
	Parish Magazine	5,480			5,480	5,254	5,254	
	Benefice expenses							
		64,965	861	13,089	78,916	76,443	61,012	15,431
<b>Total resources used</b>		64,965	6,717	17,630	89,312	86,752	66,522	20,230

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

NOTES - continued

**5 MONETARY ASSETS**

The church monies are not held in segregated accounts, but for the sake of this financial statement the total of each account is allocated appropriately over the various funds.

**6 Benefice Accounts**

Central costs such as clergy expenses are accounted for separately. These accounts recognise each parish's share of these expenses and their contribution thereto. Any cash held in the benefice account at the year end for the benefit of each individual the parish as specified would have no material effect on these accounts.

**7 Loans**

This is the amount advanced by the Kineton Church & Churchyard trust. No specific repayment terms have been agreed.

**8 Significant Creditors**

There are no significant creditors.



## Reference and administration details

Charity name: The Parochial Church Council of the Ecclesiastical Parish of St Peter, Kineton.

Registered Charity Number: 1173954

## Charity's principal address

St Peter's Church, Warwick Road, Kineton, Warwick, CV35 0HN. It is part of the Diocese of Coventry within the Church of England.

The correspondence address is The Vicarage, Warwick Road, Kineton, Warwick, CV35 0HW

## Names of the Charity Trustees (PCC Members) who manage the charity

PCC members who have served at any time from 1 January 2019 until the date of this report was approved are:

### Ex Officio Members

Incumbent	Reverend Barry Jackson	
Curate	Reverend Alexandra Williams	
Associate Minister	Reverend Beren Hartless	
Church Wardens	Melanie Dowden	From April 2019
	Timothy Walker	From April 2019
Church Wardens (Fabric)	Nicholas Gunn	From April 2019
	(secretary to PCC) Alexandra Gunn	From April 2019
	Matt Elofson	from April 2018
Treasurer	Mervyn Fell	to April 2019
Deanery Synod	Peter Ashton	from April 2018
Elected Members	Elizabeth Cudworth	from April 2017
Lay Chair/ Deanery Synod	Peter Dunn	from April 2018
	Jill Lawrence	from April 2017
	Fiona Penson	from April 2017
	Linda Tribe	from April 2017
	Treasurer Angela Williams	from April 2019

Election of a PCC/deanery synod member is for three years (or less if replacing someone who has retired early).

Election of churchwardens takes place annually.

Three places are due for election.

Bank- HSBC, 13 Chapel Street, Stratford upon Avon, CV37 6ET

Independent Examiner-P Essex FCCA, Hope House, 24 Green Farm End, Kineton, Warwick, CV35 0LD

## Structure, governance and management

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is also a registered charity.

The method of appointment of PCC members is set out in the church representation rules.

All church attendees are encouraged to register on the electoral roll and are eligible to stand for election to the PCC. PCC members are fully briefed on current PCC issues at the first meeting of the new PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

Given its wide responsibility has delegated responsibility for various aspects of parish life to sub-committees. These committees, which include worship, mission and outreach, fabric and finance are all responsible to the PCC and report back to it at regular intervals so that their activities can be discussed as necessary by the full PCC.

The full PCC met 5 times this year: February, May, July, September, and November.

The PCC has reviewed the risks facing the church, including types of risk, potential impact on the church and means of mitigating these risks. Systems and procedures have been put in place to mitigate identifiable risks, and the PCC will continue to review risks on an on-going basis.

The PCC is required to prepare financial statements for each financial year which give a true and fair view of the affairs of the church and its incoming resources and the application of those resources for the financial year.

In preparing these financial statements the PCC will select suitable accounting policies and apply them consistently and will make judgements and estimates that are prudent and reasonable.

The PCC is responsible for maintaining proper accounting records and for safeguarding the assets of the church.

## Standing Committee

The committee consisted of the Rev Barry Jackson, the churchwardens and the treasurer.

The committee has the authority to transact the business of the PCC, and tend to meet one or two weeks before PCC meetings.

## Aim and purposes

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrine and practices of the Church of England. The PCC acts in co-operation with our incumbent the Reverend Barry Jackson in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.

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## Objectives and activities

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular we try to enable people to live out their faith as part of our parish community, through

- worship and prayer, learning about the gospel, and developing their knowledge and trust in Jesus
- provision of pastoral care for people living in the parish
- missionary and outreach work

To facilitate this work it is important that we maintain and improve the fabric of the church to meet the needs of present and future generations.

## Achievements and performance

We hope you have enjoyed reading about these in the preceding pages.

## Volunteers

So many people in the church contribute to the ministry of the church in time and money, and the only way that we are able to do the things we do is through the efforts of the church members. So thank you to all of you for your ministry here.

## Financial Review

The accounts for the year are divided into "restricted" and "unrestricted" income. Restricted income is money given for specific purposes and can only be used for that (for example money given for the restoration projects).

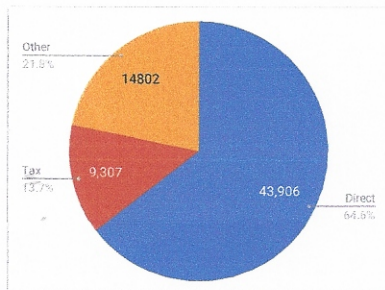
Unrestricted income is what is given for the regular ministry of the church.

Our budgets for the year anticipated a deficit on our unrestricted funds and it was anticipated that we would need to access our prior year reserves to meet this. However, we actually finished the year with a surplus and give thanks to the Lord for His provision.

The PCC would like to express its thanks to the generous legacy of £10,000 to be specifically applied in the maintenance of the new churchyard.

unrestricted £	2019	2018	2017
Income	68801	75432	66856
Expenditure	71682	66522	61418
-Deficit/Surplus	-2881	8910	5438

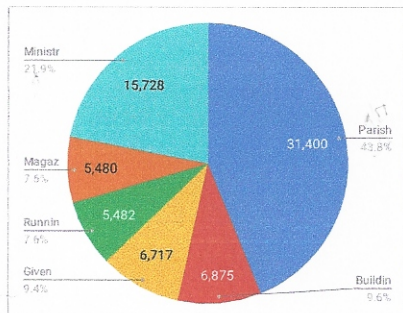
Direct giving	65%	43,906
Tax reclaimed	14%	9,307
Other Income	22%	14802
		<u>68,016</u>



The majority of our regular income comes directly from our church members, together with the associated gift aid tax reclaimed on this giving. We are extremely grateful to all those who give so generously. There is also a small amount of income from wedding and funeral fees.

Parish Share	44%	31,400
Building costs	10%	6,875
Given away	9%	6,717
Running costs	8%	5,482
Magazine	8%	5,480
Ministry costs	22%	15,728
		<u>71,682</u>

The following chart shows how the money is spent.





#### **Parish Share**

This is our share of the costs of ministry in the Coventry Diocese, and includes the cost of training, housing, stipend, NI, pension and central costs of the vicar and curate.

#### **Building Costs**

This covers the costs of our building and equipment, including maintenance, repairs, heating, lighting and insurance.

#### **Giving Away**

Each year we budget to give away 10% of our unrestricted giving to missions at home and abroad.

In addition a further £3,353 was given from income for special purposes to missions and community needs during the year.

In total we gave away around 12% of our income including occasional gifts for specific purposes.

A further 13,481 kilograms of food was distributed by Fosse Foodbank.

#### **Running costs**

This covers the cost of admin salaries plus associated costs of the parish office.

#### **Magazine**

This is the cost of printing the parish magazine. The magazine is produced ten times a year, and is distributed free to every house in the parish.

#### **Ministry costs**

This covers the cost of clergy expenses and service costs together with contributions to the costs of children's and youth work, adult discipleship and outreach, community work and training costs.

#### **Reserves and Cash Flow**

The PCC held free reserves of £49,210 at 31 December 2019: this equates to 8 months unrestricted payments.

This is larger than we would otherwise expect to retain, so as to enable us to continue and expand our ministry in children's and youth work over the next three years.

In addition the PCC is actively planning to complete restorative work and to refurbish the church building to meet current and future needs, for both the church's ministry and also for community needs.

In normal circumstances we would aim to keep 3 month's cover in hand, but it is considered prudent to ensure that a positive cash flow is maintained to facilitate these aims.