

ANNUAL REPORT – 2019

REVIEW OF THE YEAR

The church of St. Mary the Virgin, Bures, Suffolk is an active church offering all aspects of modern church life – both social and spiritual. The electoral roll comprises 149. The PCC meets bi-monthly to discuss and agree policy on worship, teaching and everyday running matters. Except on the first Sunday of the month, when there is a Benefice service in Bures only, there are usually four services in the benefice every Sunday including those held at Little Cornard and Assington.

During the year we were registered with the Charity Commission, signed up for the Parish Giving Scheme, Revd. Morley became Rural Dean of Sudbury, Revd. Simon White was ordained Assistant Curate, Sylvia Gaspar was accepted for training as a Lay Reader. Karen White stood down as a School Governor and Bill Box took her place. A Benefice Weekend at Launde Abbey in Leicestershire was a great success and an Alpha course took place.

Work was started on the Churchyard, planting shrubs, creating a wildflower meadow and taking down some dead trees. Asbestos in the organ cupboard was safely sealed and the organ tuned. 8 Carver chairs were purchased and each one was sponsored.

Once again there was a Harvest Lunch for elderly villagers organised with the Baptist Church and our usual Maundy Thursday Communion Service and Supper. Again this year the wooden cross was taken to a hill overlooking the village on Good Friday and was the site of a short service at sunrise on Easter Sunday. Other meetings/services held in church include Stepping Stones, Messy Church, Prayer Meetings, Holy Communion, Breakfast service, short Wednesday Morning Prayer, Plough Sunday Service, Remembrance Sunday, Harvest Festival, monthly School Assembly, and Mothers' Union.

The Autumn Fair profits were shared between The Church Urban Fund and Motor Neurone Research. The Harvest Supper was a great success and well supported as was the open-air service in the Big Top in July with over 300 people attending. The Elders organised a Frugal Lent Lunch on Ash Wednesday in aid of the Church Urban Fund.

Our Annual Parochial Church Meeting was on 9th April 2019.

The PCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

On behalf of the PCC

..... Chairman

..... Date

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
FOR THE YEAR ENDED 31 DECEMBER 2019**

This report on the accounts of the PCC for the year ended 31 December 2019 which are set out on pages 2 – 8 is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulations 1997 to 2001 (The Regulations) and s.43 of the Charities Act (The Act).

Respective responsibilities of trustees and examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirements of Regulation 3 (3) and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7)(b) of the Act and to be found in the Church Guidance 2001 edition issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC 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 I do not express an audit opinion on the view given by the accounts.

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
 - a) to keep accounting records in accordance with section 41 of the Act and
 - b) to prepare accounts which accord with the accounting records and to comply with the requirements of the Act and the Regulation 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.

Examiner: Carolyn Holbrook

Date:

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019						
Receipts and Payments Account	2019		2019		2018	
	£	Unrestricted	£	Restricted	£	Restricted
Receipts	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Planned Giving						
Giftaided giving	56,825.42	9,188.00		58,921.47	9,371.00	
Non-Giftaided giving	5,180.00	30.00		2,007.50	5.00	
Total Planned giving	62,005.42	9,218.00	71,223.42	60,928.97	9,376.00	70,304.97
Collections	6,225.61	570.83	6,796.44	5,271.24	793.80	6,065.04
Other Voluntary Receipts						
Giving through church boxes	0.00	319.03		0.00	314.99	
One off gifts	320.00	3,340.00		1,250.55	1,787.79	
Legacies and grants	0.00	3,013.49		1,879.83	1,528.23	
Donations, appeals etc.	928.90	2,173.37		0.00	440.00	
Total Other Voluntary Receipts	1,248.90	8,845.89	10,094.79	3,130.38	4,071.01	7,201.39
Fundraising Activities	3,627.24	4,320.20	7,947.44	4887.06	4116.09	9003.15
Gift Aid Recovered	11,189.10	1,300.48	12,489.58	14620.84	1994.36	16,615.20
Investments						
Interest and Dividends	449.31	643.53		164.61	627.69	
Total Investments	449.31	643.53	1,092.84	164.61	627.69	792.30
Receipts from Church Activities						
Fees for weddings and funerals	3,873.20	0.00		3,292.00	0.00	
Benefice weekend	0.00	6,571.00		0.00	3,857.00	
Open Doors	1,239.63	0.00		1,135.25	0.00	
Messy Church	0.00	995.75		0.00	1,030.65	
Magazine advertising	2,410.07	0.00		3,163.99	0.00	
Magazine sales	2,898.20	0.00		2,978.20	0.00	
Other activities	603.70	0.00		0.00	0.00	
Total receipts from church activities	11,024.80	7,566.75	18,591.55	10,569.44	4,887.65	15,457.09
Total Receipts	95,770.38	32,465.68	128,236.06	99,572.54	25,866.60	125,439.14

Payments					2018		2018		2018
					£	Unrestricted	Restricted	£	£
Missionary and Charitable Giving (see note 2)									
Giving to missionary societies		1,000.00	2,783.00			1,070.00	2,780.00		
Giving to relief and dev agencies		0.00	733.09			0.00	1,025.00		
Home mission		2,040.00	1,240.00			2,067.00	0.00		
Secular charities		45.00	5,447.08			1,045.00	3,713.50		
Total Charitable Giving		3,085.00	10,203.17			4,182.00	7,518.50		11,700.50
Parish Share		56,588.00	0.00			56,588.00			56,588.00
Clergy and Staff Costs									
Assistant Staff Costs		1,400.00	0.00			1,430.00			
Salaries and honoraria		6,550.01	1,840.00			5,867.63	2,350.00		
Working expenses of incumbent		1,102.16	0.00			1,214.85			
Total clergy and staff costs		9,052.17	1,840.00			8,512.48	2,350.00		10,862.48
Church Running Costs									
Training and Mission		3,669.03	0.00			487.68	0.00		
Benefice weekend		0.00	9,217.40			0.00	1,418.20		
Messy Church		0.00	1,111.82			0.00	1,178.87		
Counselling and education		324.00	0.00			0.00	0.00		
Insurance		0.00	2,525.19			0.00	2,443.65		
Organ Tuning		316.80	0.00			138.00	0.00		
Cleaning		1,200.00	0.00			1,275.00	0.00		
Moveable furnishings		320.12	653.39			149.97	217.29		
Upkeep of services		362.79	0.00			673.72	0.00		
Materials for worship		153.15	0.00			231.66	0.00		
Upkeep of churchyard		1,089.91	0.00			511.04	0.00		
Flowers		552.92	63.96			456.36	38.00		
Administration		895.51	0.00			1,057.79	40.17		
Catering		1,594.88	0.00			1,769.01	12.45		
Photocopying		1,318.17	0.00			1,175.37	0.00		
Software licences		620.69	0.00			619.99	0.00		
Website and publicity		312.28	0.00			458.17	0.00		
Electricity		2,237.56	0.00			2,250.00	0.00		
Water		247.56	0.00			233.10	0.00		
Oil		2,297.19	0.00			1,092.58	1,120.77		
Magazine costs		6,019.37	0.00			5,628.99	0.00		
Total running expenses		23,531.93	13,571.76			18,208.43	6,469.40		24,677.83

Movements in Restricted Funds during the year 2019

Fund	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
Fabric Maintenance	33,900.62	11,089.40	19,762.04	0.00	25,227.98
Russe	0.00	2,000.00	2,000.00	0.00	0.00
Messy Church	687.70	995.75	1,111.82	0.00	571.63
Clock Maintenance	862.96	240.72	0.00	0.00	1,103.68
Sharp Flower Fund	120.57	402.81	363.96	0.00	159.42
Tower Fund (Bells)	2,247.07	0.00	0.00	0.00	2,247.07
Total	37,818.92				29,309.78

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2019

Monetary Assets	Total	General Fund	Fabric	Sharp Flower Fund	Tower Fund	Clock Trust	Messy Church
Bank accounts	11,392.59	9,329.88	227.98	159.42		1,103.68	571.63
NS&I Investment account	2,247.07				2,247.07		
Board of Finance Deposit	36,866.78	11,866.78	25,000.00				
Funds held by Diocese	0.00						
Total funds	50,506.44	21,196.66	25,227.98	159.42	2,247.07	1,103.68	571.63

Debtors There were no debtors as at 31 December 2019

Liabilities There were no liabilities at 31 December 2019
 However, it must be noted that the funds held on the Fabric account are already allocated and are not available for general use

Approved by the Parochial Church Council on
 and signed on its behalf by

Chairman S R Morley Treasurer C Scott

The notes on the following pages form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2019

1. Accounting Policies of the Parochial Church Council

The Financial Statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 using the Receipts and Payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

It is the aim of the PCC to retain a reserve fund against future works and maintenance. Members would like to see a sum of £25,000 held in this fund, although they appreciate that this may not always be possible.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.
- Investments held beneficially by the PCC.
- Closing bank balances as shown in the receipts and payment account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loan or overdraft advanced to the PCC
- Any arrears of Diocesan Quota of Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, BURES
FOR THE YEAR ENDED 31 DECEMBER 2019**

This report on the accounts of the PCC for the year ended 31 December 2019 which are set out on pages 2 – 8 is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulations 1997 to 2001 (The Regulations) and s.43 of the Charities Act (The Act).

Respective responsibilities of trustees and examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirements of Regulation 3 (3) and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7)(b) of the Act and to be found in the Church Guidance 2001 edition issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC 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 I do not express an audit opinion on the view given by the accounts.

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
 - a) to keep accounting records in accordance with section 41 of the Act and
 - b) to prepare accounts which accord with the accounting records and to comply with the requirements of the Act and the Regulation 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.

Examiner: Carolyn Holbrook

Date:

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019						
Receipts and Payments Account	2019		2019		2018	
	£	Unrestricted	£	Restricted	£	Unrestricted
Receipts		Total	£	Total	£	Total
Planned Giving						
Giftaided giving	56,825.42		9,188.00		58,921.47	9,371.00
Non-Giftaided giving	5,180.00		30.00		2,007.50	5.00
Total Planned giving	62,005.42		9,218.00		60,928.97	9,376.00
						70,304.97
Collections	6,225.61		570.83		5,271.24	793.80
						6,065.04
Other Voluntary Receipts						
Giving through church boxes	0.00		319.03		0.00	314.99
One off gifts	320.00		3,340.00		1,250.55	1,787.79
Legacies and grants	0.00		3,013.49		1,879.83	1,528.23
Donations, appeals etc.	928.90		2,173.37		0.00	440.00
Total Other Voluntary Receipts	1,248.90		8,845.89		3,130.38	4,071.01
						7,201.39
Fundraising Activities	3,627.24		4,320.20		4887.06	4116.09
						9003.15
Gift Aid Recovered	11,189.10		1,300.48		14620.84	1994.36
						16,615.20
Investments						
Interest and Dividends	449.31		643.53		164.61	627.69
Total Investments	449.31		643.53		164.61	627.69
						792.30
Receipts from Church Activities						
Fees for weddings and funerals	3,873.20		0.00		3,292.00	0.00
Benefice weekend	0.00		6,571.00		0.00	3,857.00
Open Doors	1,239.63		0.00		1,135.25	0.00
Messy Church	0.00		995.75		0.00	1,030.65
Magazine advertising	2,410.07		0.00		3,163.99	0.00
Magazine sales	2,898.20		0.00		2,978.20	0.00
Other activities	603.70		0.00		0.00	0.00
Total receipts from church activities	11,024.80		7,566.75		10,569.44	4,887.65
						15,457.09
Total Receipts	95,770.38		32,465.68		99,572.54	25,866.60
						125,439.14

Payments					2018		2018		2018	
					£	Unrestricted	Restricted	£	Restricted	£
Missionary and Charitable Giving (see note 2)										
Giving to missionary societies	1,000.00	2,783.00			1,070.00	2,780.00				
Giving to relief and dev agencies	0.00	733.09			0.00	1,025.00				
Home mission	2,040.00	1,240.00			2,067.00	0.00				
Secular charities	45.00	5,447.08			1,045.00	3,713.50				
Total Charitable Giving	3,085.00	10,203.17			4,182.00	7,518.50				11,700.50
Parish Share	56,588.00	0.00			56,588.00					56,588.00
Clergy and Staff Costs										
Assistant Staff Costs	1,400.00	0.00			1,430.00					
Salaries and honoraria	6,550.01	1,840.00			5,867.63	2,350.00				
Working expenses of incumbent	1,102.16	0.00			1,214.85					
Total clergy and staff costs	9,052.17	1,840.00			8,512.48	2,350.00				10,862.48
Church Running Costs										
Training and Mission	3,669.03	0.00			487.68	0.00				
Benefice weekend	0.00	9,217.40			0.00	1,418.20				
Messy Church	0.00	1,111.82			0.00	1,178.87				
Counselling and education	324.00	0.00			0.00	0.00				
Insurance	0.00	2,525.19			0.00	2,443.65				
Organ Tuning	316.80	0.00			138.00	0.00				
Cleaning	1,200.00	0.00			1,275.00	0.00				
Moveable furnishings	320.12	653.39			149.97	217.29				
Upkeep of services	362.79	0.00			673.72	0.00				
Materials for worship	153.15	0.00			231.66	0.00				
Upkeep of churchyard	1,089.91	0.00			511.04	0.00				
Flowers	552.92	63.96			456.36	38.00				
Administration	895.51	0.00			1,057.79	40.17				
Catering	1,594.88	0.00			1,769.01	12.45				
Photocopying	1,318.17	0.00			1,175.37	0.00				
Software licences	620.69	0.00			619.99	0.00				
Website and publicity	312.28	0.00			458.17	0.00				
Electricity	2,237.56	0.00			2,250.00	0.00				
Water	247.56	0.00			233.10	0.00				
Oil	2,297.19	0.00			1,092.58	1,120.77				
Magazine costs	6,019.37	0.00			5,628.99	0.00				
Total running expenses	23,531.93	13,571.76			18,208.43	6,469.40				24,677.83

Movements in Restricted Funds during the year 2019

Fund	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
Fabric Maintenance	33,900.62	11,089.40	19,762.04	0.00	25,227.98
Russe	0.00	2,000.00	2,000.00	0.00	0.00
Messy Church	687.70	995.75	1,111.82	0.00	571.63
Clock Maintenance	862.96	240.72	0.00	0.00	1,103.68
Sharp Flower Fund	120.57	402.81	363.96	0.00	159.42
Tower Fund (Bells)	2,247.07	0.00	0.00	0.00	2,247.07
Total	37,818.92				29,309.78

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2019

Monetary Assets	Total	General Fund	Fabric	Sharp Flower Fund	Tower Fund	Clock Trust	Messy Church
Bank accounts	11,392.59	9,329.88	227.98	159.42		1,103.68	571.63
NS&I Investment account	2,247.07				2,247.07		
Board of Finance Deposit	36,866.78	11,866.78	25,000.00				
Funds held by Diocese	0.00						
Total funds	50,506.44	21,196.66	25,227.98	159.42	2,247.07	1,103.68	571.63

Debtors There were no debtors as at 31 December 2019

Liabilities There were no liabilities at 31 December 2019
 However, it must be noted that the funds held on the Fabric account are already allocated and are not available for general use

Approved by the Parochial Church Council on and signed on its behalf by

Chairman S R Morley Treasurer C Scott

The notes on the following pages form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2019

1. Accounting Policies of the Parochial Church Council

The Financial Statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 using the Receipts and Payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

It is the aim of the PCC to retain a reserve fund against future works and maintenance. Members would like to see a sum of £25,000 held in this fund, although they appreciate that this may not always be possible.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.
- Investments held beneficially by the PCC.
- Closing bank balances as shown in the receipts and payment account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loan or overdraft advanced to the PCC
- Any arrears of Diocesan Quota of Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

