

# St Botolph's, Longthorpe

## Report from The Parochial Church Council on the activities at St Botolph's in the year 2019

### INTRODUCTION

St Botolph's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Jackie Bullen, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is committed to enabling as many people as possible to worship at St Botolph's and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the commitment we have made to being a church which is open and welcoming to all people.

We try to enable ordinary 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 in the community and parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St Botolph's and monitor and review the finances over which we exercise stewardship.

2019 has been a year of progress and looking forward for St Botolph's with new initiatives being undertaken and existing projects being developed.

### WORSHIP

#### Worship Committee:

The aim of the Worship Committee is to consider all aspects of our Worship at St Botolph's and to innovate, plan, review and suggest improvements or changes through-out the year.

Our numbers have been increased this year by the welcome addition of Julie Tate and Ann Green. Julie has now taken responsibility not only for the Church library but also working with Rev'd Jackie in choosing the hymns each week.

Corrine Craymer and Eddie Miller have been developing their roles and are now on the Deacon's rota at the 9.30am service and leading meditations on scripture as appropriate. Ann has brought her expertise to the roles of both Sacristan and Server. Consequently we have a broad and knowledgeable membership.

Rev'd Barbara and our licensed Readers, Pat Hemsley and Pat Hope-Jones continue to serve the church and community offering great support to Rev'd Jackie in many ways as well as fulfilling their own ministries. Where changes or innovations have been decided on in the Committee we have tried to flag them up from the pulpit and in articles in the Magazine so that the congregation can understand how and why changes have been made. For example, asking the opinion of those who attend Evensong about the timing of the service during the winter months. We also decided to dispense with the split in the hymn during the Peace during the 9.30am service. The Peace is now passed as the children return, prior to the offertory procession and hymn. The Deacon on the day can sometimes find it quite difficult to announce the hymn to 'end' the Peace.

Changes were decided to the All Souls Service this year, including extending personal invitations to those bereaved during the last two years. This will be expanded upon so that we open our services to as many people as possible.

We have spent much time discussing music which is such an important aspect of our worship, including the use of different styles, and musicians. Jonathan Craymer's new setting of the 'Gloria' was used during August and on other occasions. We are blessed to have so many talented musicians including the choir who support the worship.

If you wish to discuss any aspect of worship in the church do speak to Rev'd Jackie, or any Committee member.

## **Children and Families:**

The two children's groups, Scramblers and Explorers, continue to meet every Sunday except on 'All Together' weeks. The worship is led and organised by the on duty children and family's minister, and is supported by the additional leaders.

We now have three children and family's ministers and seven further group helpers. With one family's minister and three helpers on rota each week the demand on the team is quite high. It is not uncommon for us to combine the groups and do our activities together when numbers of children or helpers are low. We may need to consider this more in the future.

Last year we stated that we would love to encourage others to come and see what we do. Parents and Carers have taken this opportunity and have joined us for worship and learning together.

We have now used the Roots worship material for 2 years and it continues to be a useful basis for the planning of each session.

The shape the children and family groups worship pattern now follows the structure of the Eucharistic service and has been well received.

## **All Together:**

The All Together services on the third Sunday of the month have continued most months to try to get the balance right for the needs of the worshipping community. The Children's and family's ministers meet regularly with Revd Jackie to plan and take the responsibility for preparation and delivery of aspects of the service. We have established a pattern in which the children's ministers take it in turn to deliver the 'talk' or activity and we are working hard to make this simple and meaningful in a short time. As a team we are all developing and learning new skills too.

It is really good to see families engaging in this service and sitting at the front of the church. Our young people often ask some really great questions and help us all to think more about what we do in the service and why we do it. We welcome continued feedback of these services from all members of the congregation to ensure this opportunity for inclusive worship can grow and be shaped to serve all our community.

## **Young people of secondary school age:**

Like most churches, it remains a challenge to try to meet the needs of this age group within the life of the church.

We are blessed in Peterborough to have a local organisation, CROPS, who organise local worship events and short 'retreat' type breaks specifically for young people in this age bracket. It would be very good to find someone within St Botolph's who would be a key link with this resource to ensure we can access all that is on offer.

Revd Jackie is also in touch with 'Gen 2', the Diocese of Peterborough ministry team who encourage and support churches in their work with young people. We will explore this further in 2020.

## **Baptisms, First Communion and Confirmation:**

3 young people were admitted to First Communion in 2019.

The Christening Team were busy with their visits to families helping them to understand more about the church's teaching on baptism, supporting families as they prepare for their child's baptism and becoming a friend to the family. The Team is working well but additional members would allow us to do more with the families.

11 young people were baptised in 2019. It is a privilege to walk this journey with them. The annual Christening party in February is a highlight in the year. It is always good to catch up with people and to see the children playing and sharing together while the adults get to know one another.

## **Botolph's Buggy Buddies:**

Buggy Buddies has had a very successful year. Our numbers are regularly above 20 children and babies each week. The children learn to play together and make new friends. We often hear that they have attended each other's birthday parties.

Parents, grandparents and carers forge new friendships over a cup of tea or coffee, and we provide healthy snacks for the children.

We have a rota system for weekly leaders and helpers which works well and we also have 4 helpers who are there every week.

We continue to end each session with our Buggy Buddies prayer and action songs, after which we take all our problems to Jesus, burst bubbles and sing our goodbye song.

## **Parade Services:**

St Botolph's hosted another parade service for the Scouting & Girl Guiding movement in October. This was well attended by scouting families from all four of our Longthorpe sections. Our theme was 'Caring for the World'. The Beavers ran a quiz on endangered animals. The Brownies read some moving poems about loss of habitat and deforestation. The Cubs told us the importance of reuse and recycling and the Scouts explained the dangers of plastic pollution and the steps we can all take to reduce our dependence upon plastic. It was a thoughtful service with a mix of traditional scouting songs and Church favourites and it's good to see so much passion in our youngsters about such an important subject.

## **FAITH DEVELOPMENT**

### **Faith Development Committee**

There were two new opportunities in 2019 to offer significant growth in faith. The first was the arrival in Peterborough of the New Wine summer Christian conference. It has been based in Shepton Mallett and a number of other places, but has now settled in Peterborough certainly for the next few years. It offers two separate weeks of teaching, worship and various activities for all ages. This year seven people were able to visit, but hopefully some will be able to get full benefit by going for a whole week next year. It is a particularly good opportunity for families as the programmes for children are excellent.

The second opportunity was for Jackie and four others to attend the Leading Your Church into Growth residential conference in October. This presented many ideas to enable churches to grow in numbers, in faith and in outreach. Some of these are already being put into operation and more will be explored with the congregation in 2020.

The autumn course was the Pilgrim course on The Eucharist. This was run on six Tuesday mornings and Wednesday evenings and was attended by about 50 people.

A very successful Quiet Day was held at Ferrar House in June, led by Corinne Craymer. It was hoped to repeat the material at a Quiet Day at the beginning of Advent when more people would be able to attend, but this unfortunately had to be cancelled as it clashed with the funeral of Haydn Smart.

The four home groups and Time with the Bible continued to meet, giving support and fellowship as well as the opportunity for spiritual growth.

There was a Songs of Praise service in February which was, as always, much enjoyed and appreciated by the congregation. Instead of a second Songs of Praise in the year there was a Harvest Praise service at Harvest Festival offering hymns and readings appropriate for Harvest. This was well received and will be repeated next year.

The Library is being well cared for by Julie Tate, with a number of people taking advantage of the books on offer.

### **Cursillo**

Cursillo members have continued to live out their discipleship at St Botolph's by serving others. They meet up regularly to support each other and have kept in touch with the wider Cursillo community by email and regional and National gatherings. The Peterborough Cursillo weekend was held at Launde Abbey retreat house in October.

For more information checkout the website at [www.peterborough-cursillo.btck.co.uk](http://www.peterborough-cursillo.btck.co.uk), or [www.anglicancursillo.co.uk](http://www.anglicancursillo.co.uk).

## **PASTORAL CARE**

Many people in the congregation give valuable pastoral care, so this task is not limited to the Pastoral Team. The Team is made up of individuals who help to co-ordinate the care of the sick, home communion and visits to individuals at home, hospital or care home. It is important that Jackie or Eddie Miller are told if there is a need for a visit, once the person has given consent.

We have welcomed two new members on to the Team but always need more!

### **Parish Nursing**

The parish nurse is available in church on Wednesdays 11.30-12.30 her contact number is 07801436408 and email: [edwina.miller2@btinternet.com](mailto:edwina.miller2@btinternet.com).

This service continues to support the sick and disabled, and informs any who are worried and would like some guidance. Eddie has written a number of Health Corner articles for the Magazine. There have been a number of talks given to different groups including the Mothers' Union here and in Yaxley.

The Walk and Talk Group continues on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at 10.30am from the church. Between four and six people regularly attend and there have been trips to Burghley House and Elton Hall.

Health and Wellbeing formed apart of the Heritage Day went well and a lot of interest in the community around staying healthy and what to eat! 16 people had appointments with the Health 4 Peterborough team. They performed blood pressure, diet and lifestyle checks. The central Co-op gave us support with donations and attended with their Gazebo and wish to join in any future events.

Visits to the sick on request, and hospital visits have taken place. Liz Medlock has assisted with hospital visiting on Friday mornings.

## **Thorpe Wood Care Home**

A team have been going into the care home to take home communion every month since May. These monthly services are usually on a Tuesday at 2pm and are going well. The team has received a warm welcome from the staff and residents. Residents have also attended services in church which has given much joy.

## **Prayer Walk**

The Parish Prayer Walk took place on 19<sup>th</sup> May. Three groups walked the entire parish, praying for streets, houses and businesses.

## **Cloister Lunches**

These continue to take place on the last Wednesday of the month at 12.30pm and provide a two course hot meal and fellowship. Through Lent the lunches are more frugal and are held each week. These lunches, which are very well attended are open to all, whether church members or not. Thank you to the small team of dedicated cooks who provide the meals.

## **Prayer Ministry**

Prayer Ministry is available after the three services on the first Sunday of each month. Prayer ministers are however always willing to pray on other Sundays too. There are currently eight prayer ministers who meet together three times a year to pray and train for this ministry.

## **Safeguarding:**

**‘St Botolph’s Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all volunteers to share this commitment.’**

The national C1, C2 and C3 module safeguarding training programme has continued to be attended by personnel in the Church. In December 2019 as Safeguarding Officer Claire Drake attended a refresher training and development day. The revised programme can now be used at St Botolph’s when training is required.

Other business has included continuing to engage with the online safeguarding audit automatically submitted to the Diocese. This is really helpful because it automatically enables us to be notified of changes and new requirements. All such required changes over the past year have been actioned. The PCC also has safeguarding as a standing item on the agenda at every meeting which helps to ensure its profile in St Botolph’s remains high.

In addition, Claire has continued to lead C1 training for other churches across the Diocese at the request of the Diocesan Safeguarding Officer.

## **Bereavement Support Group:**

The first contact with bereaved families is by the vicar. She passes on their contact details to the Bereavement Group for follow up when appropriate.

## **Marriage Preparation:**

As most of our marriage couples do not live locally, marriage preparation is undertaken by the vicar on a one to one basis. Ongoing contact with couples is kept by the sending of anniversary cards by the Mothers’ Union.

## **Events Committee:**

The aim of the committee is to organise social events for the family of St Botolph’s to enjoy each other’s company and provide support for other church events – if you have ideas for future events please speak to Yvette Magri (Chair) or Jackie.

We had another very busy year providing refreshments and support for various church activities and organised outings including:-

Film Night with pizza, sweets and drinks, Scarecrow Trail, Quiz Night with fish and chips, Patronal Festival ploughman's lunch, Cream Tea at the Vicarage and Teddy Bears Picnic, Trip to Toilethorpe Shakespeare – sadly again picnic cancelled due to bad weather (Better weather this year we hope), Harvest Supper bring and share meal, Carols on the Green and Christmas Carol Service with mince pies.

A very successful Sail Barge Trip was enjoyed along the Thames in June by a very happy motley crew, unfortunately the Rutland Water boat trip had to be cancelled due to high winds.

Other events where we offered support during the year included Admission to Communion, Baptism Family Party, Pancake Party, Easter Eve Celebrations with bubbles and nibbles, Pirate Party, Ride and Stride with Health Fayre, Parish Walk and refreshments for the Thorpe Wood Care Home Carol Service in church.

## MINISTRY

The church's regular pattern of worship has continued throughout the year. This has been possible due to the support of the Revd Barbara Howitt, Retired Priest. The Rev'd Canon Haydn Smart, Rev'd Ray Hemingray and Rev'd Canon Grant Brockhouse have also provided cover for services and funeral ministry which is greatly appreciated.

Pat Hope-Jones and Pat Hemsley continued in their Reader ministries. Due to the changing needs of the church and parish and their own circumstances, their roles have adapted to make best use of their gifts and talents which they bring to their roles.

Eddie Miller continues to develop her ministry as Lay Pastoral Minister and Parish Nurse aiming to serve the people of the church, the wider community and parish.

Corinne Craymer has been welcomed to the team this year and is using her skills in leading a Quiet Day, offering reflections on scripture and assisting in leading worship.

The ministry team meet and pray regularly and continue to be committed to working together with the common aim of using our God-given gifts for the benefit of the church and the wider community. We aim to do this by constantly and consistently monitoring and evaluating the Church's ministry and making plans for the future which will help to achieve the aims and objectives of the PCC.

A small team of 5 people attended a conference in Derbyshire to learn about 'Leading your Church into Growth' and have formed a steering group to share their learning and ideas with the whole church in 2020.

## OUTREACH

### Mission & Evangelism Committee:

The Mission and Evangelism Committee continues to strive to work with and alongside other Committees at St Botolph's to make the Church a welcoming, friendly place not only for the congregation but for all those who live around or have connection with the parish of Longthorpe.

In May we organised the first Scarecrow Trail which attracted much attention and provided an excuse for a good walk around the village and a chat with neighbours.

The Mini Health Fair, which ran alongside the Heritage Open Day and Ride and Stride this year, brought many people to the church from Longthorpe and further afield. We were supported by the Co-op and other local businesses in providing refreshments and stalls.

Carols on The Green was well attended with approximately 180 adults and children joining us for our annual pre-Christmas event. It was a most enjoyable evening of Carols, mulled wine and mince pies with jokes and anecdotes thrown in for good measure!

We pray that in 2020, as part of the 'Leading your Church into Growth' initiative, we will expand our outreach both into the parish and wider community as well as nurturing the good connections already made.

## SUPPORT

### Mission & Evangelism Committee:

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## **Communications Committee:**

The following Mission Statement was agreed:

*The Communications Committee aims to facilitate effective communication within and beyond the church community.*

Objectives:

- *To use a variety of ways to inform e.g. church magazine, posters on internal and external noticeboards, Pew News, church website, seasonal cards delivered to every household in the parish, occasional flyers in local public places, social media, announcements in services and church events.*
- *To encourage everyone to make the church welcoming.*

## **Noticeboards, website, seasonal cards etc**

The new notice board outside at the front of the church, organised and donated by Geoff Sayers in memory of Wendy was put up on 28<sup>th</sup> May. Revd Ray Hemingray kindly continued to maintain the website. Jackie Bullen and Bob Noyes made regular posts on Facebook and Twitter. Members of the committee kept the noticeboards up to date and tidy, produced seasonal cards and flyers and organised magazine advertising and distribution. Pat Hope-Jones produced the monthly magazines and the weekly Pew News.

## **Heritage Open Day combined with Mini-Health Fair and Ride & Stride**

The Committee was involved in organising this event jointly with Parish Nurse, Eddie Miller, on Saturday 14<sup>th</sup> September. There was a special focus on the Guttman family and the history of the Paralympics.

The Health Bus attended and there were short demonstrations by the Dancercise group and Singing for Health. 170 people came on a gloriously sunny day, including some 30 to 40 helpers and organisers.

A group led by Revd Jackie cycled round local churches, raising £1556 + gift aid for Ride & Stride. The money raised goes to the upkeep of historic churches.

It was felt that this triple event helped us meet some of the Marks of our Mission including serving our community, spreading good news and discipleship.

## **Reordering**

The Communications Committee was asked by the Fabric and Reordering Committee to develop a strategy on how to communicate with the congregation on what is happening in the Reordering process. Niki Audsley led a special meeting of the committee attended also by Geoff Sayers as chair of the Fabric and Reordering Committee in order to begin to work out a full strategy.

## **Christian Aid Week 2019**

Christian Aid works with partner organisations in some of the poorest communities in the world, regardless of race or creed, aiming to tackle both the effects of poverty and its root causes. St Botolph's has been supporting the charity for many years, mainly through the annual house-to-house collection in Christian Aid Week.

The focus of Christian Aid Week in 2019 was Sierra Leone which has the highest rate of maternal death in childbirth in the world. Pregnant women in villages without health centres may have to walk or be carried for hours to get help, with a high risk of maternal or infant death. Christian Aid's partner RADA (Rehabilitation and Development Agency) is working with some of the country's poorest communities to provide nurses and improve healthcare.

In our parish twenty-two volunteers collected in almost forty roads, raising just over £2,000, including Gift Aid. In addition, for the first time, 'Breakfast at Botolph's' for May took the form of a 'Big Brekkie' to raise funds for Christian Aid. Pam Richardson, our local Christian Aid representative, gave a very informative talk on the work of the charity in Sierra Leone. Around twenty-five people attended, raising just under £180, including Gift Aid. Many thanks are due to all who collected or donated in Christian Aid Week, including Tony Huggins who counted and banked the proceeds.

## FINANCIAL REVIEW

### Income

The total income in 2019 showed an increase of £3,599 when compared to 2018.

In 2018, legacies totalling £2,500 were received however in 2019 this figure was £nil. The PCC will be looking at the Church of England's recommendations regarding talking to people about making provision for the church in their will as a lasting legacy.

It is essential for our financial well-being, our ability to continue to grow as a church and to reach out to those in need that we challenge ourselves year by year. We must consider this question - Is my giving at the right level today? Will it allow us to do what is needed here in Longthorpe and across the world to build the kingdom of God? Maybe considering 10% of our income or 'tithing' to the church and other charities is a good starting point.

The beautiful building is a blessing to enjoy but it requires ongoing maintenance and improvement in order to make it fit for purpose in the years to come. We hope to develop and expand our outreach and extend our generosity to all those God has placed in our care.

As in previous years, Gift Aid is a vital part of our income being £21,441 in 2018.

### Expenditure

Expenditure rose from £149,118 in 2018 to £163,321 in 2019. £9,157 of the expenditure related to the internal re-ordering project.

### Deficit

The deficit in 2019 was £17,072 after the cost of the re-ordering project professional fees paid during the year. We cannot become complacent about our financial situation but must remain hopeful that our regular committed giving will increase in 2020 to provide enough for the church to be part of the Church of England in Longthorpe and join with God's mission to His world.

### Reserves Policy

The Finance Team and the PCC have developed a reserves policy in the light of current levels of income and expenditure and the planned reordering project.

### Legacies Policy

The Finance Team is currently considering forming a legacies policy in line with guidance received from the Church of England.

## ADMINISTRATIVE INFORMATION

St Botolph's Church is situated in Thorpe Road, Longthorpe, Peterborough. It lies within the Deanery of Peterborough, in the Diocese of Peterborough.

Correspondence is addressed to:

The Revd Jackie Bullen, 315 Thorpe Road, Peterborough PE3 6LU. (e-mail: jacqbullen@aol.com)

The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Botolph, Longthorpe is a charity registered with the Charity Commission, number 1131670. The charity's trustees are the members of the PCC.

PCC members who have served from 1 January 2019 to the date this report was approved are listed in Appendix 1, together with details of the PCC's bankers and independent examiner. A statement of Trustees' responsibilities is at Appendix 3.

## STRUCTURE, MANAGEMENT AND GOVERNANCE

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956. The appointment of PCC members is governed by and set out in the Church Representation Rules. These rules provide that certain persons are *ex officio* members of the PCC: the Vicar, the Churchwardens, the elected representatives on Peterborough Deanery Synod and such other members of the Deanery and/or Diocesan Synod who are on the Church Electoral Roll. The rules also provide that there be a number of elected

representatives of the laity on the PCC, who shall hold office from the conclusion of the annual meeting (APCM) at which they were elected to the conclusion of the third APCM thereafter.

In addition –

- the APCM on 20 April 2010 resolved that Readers had the right to be appointed to the PCC if they wished;
- the APCM on 29 April 2008 resolved that the number of elected representatives of the laity on the PCC be 9;
- the APCM on 24 April 2007 resolved that no elected representative of the laity may hold office for more than six years continuously after the date of the APCM at which he/she was elected.

## Appendix 1: Details of PCC Members, Bankers and Independent Examiner

PCC members who have served from 11th April 2019 until the date this report was approved are:

<i>Vicar</i>	The Revd Jackie Bullen ( <i>Chairman</i> )
<i>Readers</i>	Mrs Pat Hemsley, Mrs Pat Hope-Jones
<i>Churchwardens</i>	Mr Brian Green ( <i>Vice Chairman</i> ), Mr Chris Wren
<i>Elected representatives on Peterborough Deanery Synod</i>	Mrs Corinne Craymer, Mrs Eddie Miller, Mrs Yvette Magri, Miss Daphne Mair, Mr Jonathan Craymer
<i>Elected at APCM 2019</i>	Mr Tim Ellingham, Mr Mike Sampson, Mrs Rowena Sampson, Mrs Jan Bains* and Mr Michael Taylor* * Casual Vacancies
<i>Elected at APCM 2018</i>	Mrs Sheila Barker, Mrs Barbara King, Mr Will Hendry
<i>Elected at APCM 2017</i>	Mr Phil Hemsley*, Mrs Pam Hendry, Mr Bob Noyes* **retired 2019
<b>Bankers :</b>	Barclays Bank plc, PO Box 294, 1 Church Street, Peterborough PE11EZ
<b>Independent examiner</b>	Baldwins (previously Rawlinsons), Ruthlyn House, 90 Lincoln Road, Peterborough PE1 2SP

## Appendix 2: Membership of PCC Committees

### PCC committees

As required under the Church Representation Rules, the PCC has a Standing Committee, which has the power to transact the business of the PCC between meetings. The Vicar and Churchwardens are ex *officio* members of the Standing Committee.

In addition the PCC has established eight committees to conduct identified areas of business. Each has its own terms of reference. The Vicar is an ex *officio* member of every PCC Committee. The Committees report regularly to the PCC. At 31st December 2019 the membership of each Committee was as below:

<b><i>Standing Committee:</i></b>	The Revd Jackie Bullen ( <i>Chair</i> ), Brian Green, Chris Wren, Suzie Robinson ( <i>Treasurer</i> ), Liz Eldred ( <i>Secretary</i> ), Sheila Barker, Jonathan Craymer, Yvette Magri
<b><i>Worship Committee:</i></b>	The Revd Jackie Bullen ( <i>Chair</i> ), Corinne Craymer, Jonathan Craymer, John Davis, Ann Green, Pat Hemsley, Pat Hope-Jones, the Revd Barbara Howitt, Barbara King, Alison Sampson, Mike Sampson, Julie Tate, Linda Verdegem, Chris Wren
<b><i>Faith Development Committee</i></b>	Pat Hope-Jones ( <i>Chair</i> ) the Revd Jackie Bullen, the Revd Barbara Howitt, Pat Hemsley, Elaine Hunt, Yvette Magri, Liz Medlock, Marjorie Peck
<b><i>Mission &amp; Evangelism Committee:</i></b>	The Revd Jackie Bullen ( <i>Chair</i> ), Jan Bains, Sheila Barker, Brian Green, Pam Hendry, Jane Pawley, Mike Sampson, Michael Taylor, Chris Wren
<b><i>Fabric Committee:</i></b>	Geoff Sayers ( <i>Chair</i> ), the Revd Jackie Bullen, John Davis, Tim Ellingham, Brian Green, Will Hendry, Sally House, Daphne Mair, David Newman, Richard Sowell, Helen Wallace, Chris Wren
<b><i>Finance Committee:</i></b>	The Revd Jackie Bullen ( <i>Chair</i> ), Suzie Robinson ( <i>Treasurer</i> ), Alan Eldred ( <i>Gift Aid Secretary</i> ), Jan Baines, Tim Ellingham, Will Hendry, Rowena Sampson
<b><i>Pastoral Committee:</i></b>	Eddie Miller ( <i>Chair</i> ), the Revd Jackie Bullen, Grace Cunnington, Liz Eldred, Jean Harris, Elaine Hunt, Sheila Barker, Phil Hemsley, Liz Medlock
<b><i>Communications Committee:</i></b>	Jane Hogg ( <i>Chair</i> ), Revd Jackie Bullen, Jonathan Craymer, Steve Collins, John Davis, Brian Green, Pat Hope-Jones, Daphne Mair, Suzie Robinson, Rowena Sampson
<b><i>Events Committee:</i></b>	Yvette Magri ( <i>Chair</i> ), Revd Jackie Bullen, Jane Bains, Ann Green, Pam Hendry, Jane Pawley, Tanya Sadikot, Bridget Steele, Julie Tate



### **Appendix 3: Statement of Trustees' Responsibility**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

The law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST BOTOLPH, LONGTHORPE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

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# PAROCHIAL CHURCH COUNCIL OF ST BOLOTPH'S LONGTHORPE

## **INDEPENDENT EXAMINER'S REPORT TO ST BOTOLPH'S LONGTHORPE PAROCHIAL PARISH COUNCIL**

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This report on the financial statements of St Botolph's Longthorpe Parochial Church Council for the year ended 31 December 2019, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the 2011 Act').

### **Respective responsibilities of the PCC and the examiner**

As the members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of Regulations and section 144(2) of the 2011 Act do not apply and that an independent examination is needed.

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 Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the 2011 Act and to be found in the Church guidance, 2006 edition. 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 financial statements 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
  - to keep accounting records in accordance with section 130 of the 2011 Act: and
  - to prepare financial statements 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.

M A Jackson FCA DChA  
Baldwins Holdings Limited  
Accountants

Date:

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Statement of financial activities for the year ended 31 December 2019

	Note	Unre- stricted Funds £	Design- ated Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
<b>INCOME FROM:</b>						
Voluntary income	2(a)	123,812	-	6,507	130,319	127,972
Activities for generating funds	2(b)	1,085	-	-	1,085	589
Income from church activities	2(c)	11,788	-	-	11,788	11,288
Income from investments	2(d)	3,057	-	-	3,057	2,801
<b>TOTAL INCOME</b>		<b>139,742</b>	<b>-</b>	<b>6,507</b>	<b>146,249</b>	<b>142,650</b>
<b>EXPENDITURE ON:</b>						
Costs of generating voluntary income	3(a)	92	-	-	92	96
Church activities	3(b)	129,481	17,300	6,331	153,112	147,876
Governance costs	3(c)	960	-	-	960	906
Major capital expenditure	3(d)	-	1,893	7,264	9,157	240
<b>TOTAL RESOURCES EXPENDED</b>		<b>130,533</b>	<b>19,193</b>	<b>13,595</b>	<b>163,321</b>	<b>149,118</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>9,209</b>	<b>(19,193)</b>	<b>(7,088)</b>	<b>(17,072)</b>	<b>(6,468)</b>
Transfers between funds		(63,000)	63,156	(156)	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(53,791)</b>	<b>43,963</b>	<b>(7,244)</b>	<b>(17,072)</b>	<b>(6,468)</b>
Unrealised gains/(losses) on investments	5(b)	16,131	-	-	16,131	(1,283)
<b>NET MOVEMENT IN FUNDS</b>		<b>(37,660)</b>	<b>43,963</b>	<b>(7,244)</b>	<b>(941)</b>	<b>(7,751)</b>
Balances brought forward at 1 January	9	91,551	54,308	13,244	159,103	166,854
Balances carried forward at 31 December		<b>53,891</b>	<b>98,271</b>	<b>6,000</b>	<b>158,162</b>	<b>159,103</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Balance sheet at 31 December 2019

		2019	2018
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	5(a)	-	-
Investments	5(b)	86,996	70,865
		<u>86,996</u>	<u>70,865</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	5,621	4,494
Short term deposits		45,179	44,842
Cash in hand and at bank		20,366	38,902
		<u>71,166</u>	<u>88,238</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due in one year	7	-	-
		<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		71,166	88,238
<b>TOTAL NET ASSETS</b>	8	<u>158,162</u>	<u>159,103</u>
<b>CHURCH FUNDS</b>			
Unrestricted funds:			
General Fund		53,891	91,551
Designated funds:			
Charities Fund	10	8,043	12,187
Church Reordering Fund	11	90,228	42,121
		<u>98,271</u>	<u>54,308</u>
Restricted funds:			
Church Reordering Fund		-	7,244
Upkeep of Church Building		1,000	1,000
Children's Work Fund		5,000	5,000
Other restricted Funds	12	6,000	13,244
External Fund	13	-	-
Lent/Advent Appeals Fund	14	-	-
		<u>6,000</u>	<u>13,244</u>
<b>TOTAL CHURCH FUNDS</b>		<u>158,162</u>	<u>159,103</u>

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

Reverend J Bullen, PCC Chair .....

S Robinson, PCC Treasurer .....

E Eldred, PCC Secretary .....

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

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### 1 ACCOUNTING POLICIES

#### Accounting convention

These accounts have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK General Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

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 main affiliation to another body (e.g. Longthorpe Mothers' Union), nor those that are informal gatherings of church members (e.g. Men of Botolph).

#### Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing these accounts.

#### Incoming resources

Collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### Resources expended

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to a contractual provision of the instrument.

#### Fixed assets

Consecrated and benefice property is excluded from the accounts in accordance with section 10(2)(c) of the Charities Act, 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### Funds

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object.

*Designated funds* are unrestricted funds set aside by the PCC for a particular purpose or purposes. Funds so designated by the PCC may be redesignated by the PCC, so designation does not prevent funds being spent on any other purpose.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

<b>2 INCOMING RESOURCES (£)</b>					
	Unrestricted funds	Designated funds	Restricted funds	Total 2019	Total 2018
<b>2(a) Voluntary incoming resources</b>					
Planned giving, eligible for Gift Aid:					
standing orders	82,221	-	-	82,221	84,454
envelopes and other	5,620	-	-	5,620	7,171
	<u>87,841</u>	<u>-</u>	<u>-</u>	<u>87,841</u>	<u>91,625</u>
Planned giving, ineligible for Gift Aid:					
payroll giving, CAF vouchers	1,152	-	-	1,152	1,361
	<u>1,152</u>	<u>-</u>	<u>-</u>	<u>1,152</u>	<u>1,361</u>
Collections at services:					
by Gift Aid	14	-	-	14	-
not by Gift Aid	3,456	-	-	3,456	3,894
For third parties, not Gift Aid	-	-	2,424	2,424	-
	<u>3,470</u>	<u>-</u>	<u>2,424</u>	<u>5,894</u>	<u>3,894</u>
Donations and all other giving:					
Once-off donations by Gift Aid	6,357	-	4,083	10,440	8,891
Wall safe	870	-	-	870	364
Donations for coffee, biscuits	11	-	-	11	-
Sundry other donations , not by GA	2,670	-	-	2,670	1,845
	<u>9,908</u>	<u>-</u>	<u>4,083</u>	<u>13,991</u>	<u>11,100</u>
Gift Aid recoverable from HMRC:					
on planned giving	21,277	-	-	21,277	17,062
on small donations by GASDS	164	-	-	164	430
	<u>21,441</u>	<u>-</u>	<u>-</u>	<u>21,441</u>	<u>17,492</u>
Other voluntary income:					
Legacies	-	-	-	-	2,500
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,500</u>
<b>Voluntary incoming resources: total</b>	<b>123,812</b>	<b>-</b>	<b>6,507</b>	<b>130,319</b>	<b>127,972</b>
<b>2(b) Activities for generating funds</b>					
Use of church premises	1,085	-	-	1,085	589
<b>Fund-generating activities: total</b>	<b>1,085</b>	<b>-</b>	<b>-</b>	<b>1,085</b>	<b>589</b>
<b>2(c) Income from church activities</b>					
Fees (for funerals, weddings etc)	5,212	-	-	5,212	4,654
Magazine sales	1,668	-	-	1,668	1,891
Magazine advertising revenue	2,587	-	-	2,587	2,507
Breakfast, lunches and Harvest meal	528	-	-	528	850
Sales of books	423	-	-	423	498
Quiet Day, Parish Retreat participants	270	-	-	270	288
Other income	1,100	-	-	1,100	600
<b>Income from church activities: total</b>	<b>11,788</b>	<b>-</b>	<b>-</b>	<b>11,788</b>	<b>11,288</b>
<b>2(d) Income from investments</b>					
Interest	482	-	-	482	263
Dividends	2,575	-	-	2,575	2,538
<b>Investment income: total</b>	<b>3,057</b>	<b>-</b>	<b>-</b>	<b>3,057</b>	<b>2,801</b>
<b>Total incoming resources</b>	<b>139,742</b>	<b>-</b>	<b>6,507</b>	<b>146,249</b>	<b>142,650</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

3 RESOURCES EXPENDED (£)				2019	2018	
	Unrestricted funds	Designated funds	Restricted funds	Total Funds	Total Funds	
3(a) Costs of generating voluntary income						
Stewardship expenses, etc	92	-	-	92	96	
3(b) Church activities						
Charitable donations	-	17,300	6,331	23,631	20,230	
Ministry:						
Parish Share and Deanery quota	85,680	-	-	85,680	82,783	
Parish priest's expenses	1,912	-	-	1,912	1,468	
Expenses of other ministers & laity	1,088	-	-	1,088	554	
	88,680	-	-	88,680	84,805	
Worship:						
Choir and music	891	-	-	891	588	
Altar requisites	877	-	-	877	1,824	
Flowers	83	-	-	83	250	
Other devotional material	1,349	-	-	1,349	1,020	
Baptism preparation	145	-	-	145	224	
	3,345	-	-	3,345	3,906	
Pastoral care:						
Marriage preparation	8	-	-	8	3	
Coffee/biscuits	282	-	-	282	363	
Cloister lunches	182	-	-	182	192	
Other refreshments	269	-	-	269	489	
Parish nursing	1,949	-	-	1,949	2,012	
Passover meal	-	-	-	-	101	
Pastoral care, general	440	-	-	440	85	
	3,130	-	-	3,130	3,245	
Faith development:						
Children's groups	166	-	-	166	202	
Confirmation classes	30	-	-	30	148	
Christian books for resale	648	-	-	648	637	
Bibles & books, not for resale	44	-	-	44	485	
Parish retreat / quiet day	281	-	-	281	336	
Advent calendars, Easter eggs, shoe boxes	222	-	-	222	211	
	1,391	-	-	1,391	2,019	
Mission and evangelism:						
Buggy buddies	24	-	-	24	7	
Other evangelism and mission	229	-	-	229	117	
	253	-	-	253	124	
3(b) Church activities	c/f	96,799	17,300	6,331	120,430	114,329



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 3 RESOURCES EXPENDED (continued) (£)

		Unrestricted funds	Designated funds	Restricted funds	2019 Total Funds	2018 Total Funds
<b>3(b) Church activities</b>	b/f	96,799	17,300	6,331	120,430	114,329
Communication:						
Magazine		3,385	-	-	3,385	2,932
Newsletter and website		125	-	-	125	45
Posters		323	-	-	323	506
Communication, other		-	-	-	-	250
		<u>3,833</u>	<u>-</u>	<u>-</u>	<u>3,833</u>	<u>3,733</u>
Church running expenses:						
Gas		3,424	-	-	3,424	3,214
Electricity		1,140	-	-	1,140	618
Water		291	-	-	291	275
Telephone		-	-	-	-	259
Internet services		556	-	-	556	163
		<u>5,411</u>	<u>-</u>	<u>-</u>	<u>5,411</u>	<u>4,529</u>
Church building, contents and land:						
Insurance		2,397	-	-	2,397	2,671
Movable fixtures, fittings & equipment		4,962	-	-	4,962	778
Building maintenance		3,786	-	-	3,786	11,829
Minor church building works		920	-	-	920	414
Upkeep of churchyard		2,653	-	-	2,653	1,348
Glebe land rent		574	-	-	574	-
		<u>15,292</u>	<u>-</u>	<u>-</u>	<u>15,292</u>	<u>17,040</u>
Contractual staff payments, honoraria:						
Organist		2,880	-	-	2,880	2,410
Gifts		324	-	-	324	1,132
		<u>3,204</u>	<u>-</u>	<u>-</u>	<u>3,204</u>	<u>3,542</u>
Support costs:						
Lease payments, photocopying costs		3,229	-	-	3,229	3,188
Stationery, postage etc n.e.s.		1,046	-	-	1,046	880
Treasurer's expenses		120	-	-	120	635
Bank charges		547	-	-	547	-
		<u>4,942</u>	<u>-</u>	<u>-</u>	<u>4,942</u>	<u>4,703</u>
<b>Total cost of church activities</b>		<b>129,481</b>	<b>17,300</b>	<b>6,331</b>	<b>153,112</b>	<b>147,876</b>
<b>3(c) Governance costs</b>						
Fees of independent examiner		960	-	-	960	906
<b>3(d) Major capital expenditure</b>						
Interior re-ordering project		-	1,893	7,264	9,157	240
		<u>-</u>	<u>1,893</u>	<u>7,264</u>	<u>9,157</u>	<u>240</u>
<b>Total resources expended</b>		<b>130,533</b>	<b>19,193</b>	<b>13,595</b>	<b>163,321</b>	<b>149,118</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 4 STAFF COSTS

The PCC employs no staff. The services of the organist are provided under a contractual agreement. All other tasks required to be performed for the maintenance of the church are provided free of charge by numerous volunteers. In particular, the church benefited from the unpaid services of the Retired Priest, two Readers and the Lay Pastoral Minister.

No payments were made to any PCC member, other than the reimbursement of expenses necessarily incurred by PCC members in the performance of their voluntary duties on behalf of the PCC.

### 5 FIXED ASSETS (£)

#### (a) Tangible

	Photo-copier	Chairs	Lawn-mower	2019 Total Funds	2018 Total Funds
Actual cost					
At 1 January 2019	3,773	500	600	4,873	4,873
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 December 2019	3,773	500	600	4,873	4,873
Depreciation					
At 1 January 2019	3,773	500	600	4,873	4,873
Charge for the year	-	-	-	-	-
At 31 December 2019	3,773	500	600	4,873	4,873
Net book value					
At 1 January 2019	-	-	-	-	-
At 31 December 2019	-	-	-	-	-

#### (b) Investments

	2019	2018
Market value 1 January 2019	70,865	72,148
Unrealised revaluation gain	16,131	(1,283)
Market value at 31 December 2019	86,996	70,865

### 6 DEBTORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
Income tax recoverable	5,621	-	-	5,621	4,494
Other debtors	-	-	-	-	-
<b>Total debtors</b>	5,621	-	-	5,621	4,494

### 7 CREDITORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
Other creditors	-	-	-	-	-
<b>Total creditors</b>	-	-	-	-	-

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 8 ANALYSIS OF NET ASSETS BY FUND (£)

	Unrestricted Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
Tangible fixed assets	-	-	-	-	-
Investments	86,996	-	-	86,996	70,865
Fixed assets	86,996	-	-	86,996	70,865
Debtors	5,621	-	-	5,621	4,494
Cash and short-term deposits	(38,726)	98,271	6,000	65,545	83,744
Current assets	(33,105)	98,271	6,000	71,166	88,238
Current liabilities	-	-	-	-	-
	53,891	98,271	6,000	158,162	159,103

### 9 SUMMARY OF FUND BALANCES (£)

Summary of Fund Balances (2)

	Movements in 2019				
	Balance at 31.12.18	Surplus/ (deficit)	Inter-Fund Transfers	Inc/(dec) in balance	Balance at 31.12.19
<b>Unrestricted funds</b>					
General Fund	91,551	25,340	(63,000)	(37,660)	53,891
	91,551	25,340	(63,000)	(37,660)	53,891
<b>Designated funds</b>					
Charities Fund	12,187	(17,300)	13,156	(4,144)	8,043
Church Reordering Fund	42,121	(1,893)	50,000	48,107	90,228
	54,308	(19,193)	63,156	43,963	98,271
<b>Restricted funds</b>					
Church Reordering Fund	7,244	(7,244)	-	(7,244)	-
Upkeep of Church Building	1,000	-	-	-	1,000
Children's Work Fund	5,000	-	-	-	5,000
Other Restricted Subtotal	13,244	(7,244)	-	(7,244)	6,000
External Fund	-	(150)	150	-	-
Lent & Advent Appeals	-	306	(306)	-	-
	13,244	(7,088)	(156)	(7,244)	6,000
<b>Total funds</b>	159,103	(941)	-	(941)	158,162

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 10 CHARITIES FUND (designated funds)

*It is the policy of the PCC to tithe all unrestricted undesignated income. This is effected by an annual transfer from the General Fund of approximately 10% of that Fund's income to the Charities Fund.*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	12,187	13,465
Incoming resources	-	156
Resources expended	(17,300)	(14,479)
Net surplus/(deficit)	(17,300)	(14,323)
Transfers to/(from) Charities Fund:		
From General Fund	13,000	12,500
From/(To) External Fund	(150)	545
From/(To) Advent appeal	306	545
Total transfers	13,156	13,590
Fund balance at 31.12.2019	8,043	12,732

#### Resources expended

##### Church activities

##### Donations:

Mission partners overseas	3,600	3,700
Mr G and Mrs S Giles	3,600	1,079
Church and mission overseas	2,400	-
Church and mission in the UK	1,800	1,000
Secular charities overseas	1,900	2,700
Secular charities in the UK	4,000	6,000
<b>Total resources expended</b>	<b>17,300</b>	<b>14,479</b>

### 11 CHURCH REORDERING FUND (designated funds)

*The Church Reordering Fund was established by the PCC during 2015 to hold funds donated or generated specifically for the church reordering project.*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	42,121	2,121
Incoming resources	-	-
Resources expended	(1,893)	-
Net surplus/(deficit)	(1,893)	-
Transfers to/(from) Church Reordering Fund:		
From General Fund	50,000	40,000
Total transfers	50,000	40,000
Fund balance at 31.12.2019	90,228	42,121

#### Resources expended

Internal reordering work	1,893	-
<b>Total resources expended</b>	<b>1,893</b>	<b>-</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 12 OTHER RESTRICTED FUNDS

*Other restricted funds comprise funds donated for specific purposes within the Church.*

*As at 31 December 2019 the funds consists of £Nil held for the Church re-ordering project (2018 - £7,244), £1,000 for upkeep of the Church building (2018 - £1,000), and £5,000 held for the Children's work (2018 - £5,000).*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	13,244	10,663
Incoming resources	20	2,581
Resources expended	(7,264)	-
Net surplus/(deficit)	(7,244)	2,581
Fund balance at 31.12.2019	6,000	13,244

#### Incoming resources

##### Voluntary income

Donations by individuals

Legacy income

**Total incoming resources**

20	1,581
-	1,000
<u>20</u>	<u>2,581</u>

### 13 EXTERNAL FUND (restricted funds)

*The External Fund comprises funds which are donated for specified external charities.*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	-	3,608
Incoming resources	2,540	-
Resources expended	(2,690)	-
Net surplus/(deficit)	(150)	-
Transfers to/(from) External Fund:		
From/(To) General fund	-	(3,063)
From/(To) Charities Fund	150	(545)
Total transfers	150	(3,608)
Fund balance at 31.12.2019	-	-

#### Incoming resources

##### Voluntary income

Donations for Zimbabwe

Collections for third parties

**Total incoming resources**

116	-
2,424	-
<u>2,540</u>	<u>-</u>

#### Resources expended

##### Charitable donations

Zimbabwe School

Donations to third parties

**Total resources expended**

180	-
2,510	-
<u>2,690</u>	<u>-</u>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 14 LENT AND ADVENT APPEALS (restricted funds)

#### 14(a) LENT APPEAL

	2019	2018
<b>Fund balance at 31.12.2018</b>	-	1,556
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Once-off donations by Gift Aid	1,773	1,014
Donations, not by Gift Aid	-	1,087
<b>Total incoming resources</b>	<u>1,773</u>	<u>2,101</u>
<b>Resources expended</b>		
<b>Charitable donations</b>		
Mr G and Mrs S Giles	-	2,347
Mary Rewers	-	1,310
Mercy Ships	1,773	-
<b>Total resources expended</b>	<u>1,773</u>	<u>3,657</u>
<b>Fund balance at 31.12.2019</b>	<u>-</u>	<u>-</u>

#### 14(b) ADVENT APPEALS

	Year 2019	Year 2018
<b>Fund balance at 31.12.2018</b>	-	-
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Donations, by Gift Aid	1,879	1,704
Donations, not by Gift Aid	295	390
<b>Total incoming resources</b>	<u>2,174</u>	<u>2,094</u>
<b>Resources expended</b>		
<b>Charitable donations</b>		
Crisis	-	2,094
The Light Project Peterborough	1,868	-
<b>Total resources expended</b>	<u>1,868</u>	<u>2,094</u>
<b>Transfer to Charities Fund</b>	(306)	-
<b>Fund balance at 31.12.2019</b>	<u>-</u>	<u>-</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST BOTOLPH, LONGTHORPE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

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# PAROCHIAL CHURCH COUNCIL OF ST BOLOTPH'S LONGTHORPE

## **INDEPENDENT EXAMINER'S REPORT TO ST BOTOLPH'S LONGTHORPE PAROCHIAL PARISH COUNCIL**

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This report on the financial statements of St Botolph's Longthorpe Parochial Church Council for the year ended 31 December 2019, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the 2011 Act').

### **Respective responsibilities of the PCC and the examiner**

As the members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of Regulations and section 144(2) of the 2011 Act do not apply and that an independent examination is needed.

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 Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the 2011 Act and to be found in the Church guidance, 2006 edition. 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 financial statements 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
  - to keep accounting records in accordance with section 130 of the 2011 Act: and
  - to prepare financial statements 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.

M A Jackson FCA DChA  
Baldwins Holdings Limited  
Accountants

Date:

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Statement of financial activities for the year ended 31 December 2019

	Note	Unre- stricted Funds £	Design- ated Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
<b>INCOME FROM:</b>						
Voluntary income	2(a)	123,812	-	6,507	130,319	127,972
Activities for generating funds	2(b)	1,085	-	-	1,085	589
Income from church activities	2(c)	11,788	-	-	11,788	11,288
Income from investments	2(d)	3,057	-	-	3,057	2,801
<b>TOTAL INCOME</b>		<b>139,742</b>	<b>-</b>	<b>6,507</b>	<b>146,249</b>	<b>142,650</b>
<b>EXPENDITURE ON:</b>						
Costs of generating voluntary income	3(a)	92	-	-	92	96
Church activities	3(b)	129,481	17,300	6,331	153,112	147,876
Governance costs	3(c)	960	-	-	960	906
Major capital expenditure	3(d)	-	1,893	7,264	9,157	240
<b>TOTAL RESOURCES EXPENDED</b>		<b>130,533</b>	<b>19,193</b>	<b>13,595</b>	<b>163,321</b>	<b>149,118</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>9,209</b>	<b>(19,193)</b>	<b>(7,088)</b>	<b>(17,072)</b>	<b>(6,468)</b>
Transfers between funds		(63,000)	63,156	(156)	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(53,791)</b>	<b>43,963</b>	<b>(7,244)</b>	<b>(17,072)</b>	<b>(6,468)</b>
Unrealised gains/(losses) on investments	5(b)	16,131	-	-	16,131	(1,283)
<b>NET MOVEMENT IN FUNDS</b>		<b>(37,660)</b>	<b>43,963</b>	<b>(7,244)</b>	<b>(941)</b>	<b>(7,751)</b>
Balances brought forward at 1 January	9	91,551	54,308	13,244	159,103	166,854
Balances carried forward at 31 December		<b>53,891</b>	<b>98,271</b>	<b>6,000</b>	<b>158,162</b>	<b>159,103</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Balance sheet at 31 December 2019

		2019	2018
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	5(a)	-	-
Investments	5(b)	86,996	70,865
		<u>86,996</u>	<u>70,865</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	5,621	4,494
Short term deposits		45,179	44,842
Cash in hand and at bank		20,366	38,902
		<u>71,166</u>	<u>88,238</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due in one year	7	-	-
		<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		71,166	88,238
<b>TOTAL NET ASSETS</b>	8	<u>158,162</u>	<u>159,103</u>
<b>CHURCH FUNDS</b>			
Unrestricted funds:			
General Fund		53,891	91,551
Designated funds:			
Charities Fund	10	8,043	12,187
Church Reordering Fund	11	90,228	42,121
		<u>98,271</u>	<u>54,308</u>
Restricted funds:			
Church Reordering Fund		-	7,244
Upkeep of Church Building		1,000	1,000
Children's Work Fund		5,000	5,000
Other restricted Funds	12	6,000	13,244
External Fund	13	-	-
Lent/Advent Appeals Fund	14	-	-
		<u>6,000</u>	<u>13,244</u>
<b>TOTAL CHURCH FUNDS</b>		<u>158,162</u>	<u>159,103</u>

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

Reverend J Bullen, PCC Chair .....

S Robinson, PCC Treasurer .....

E Eldred, PCC Secretary .....

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

---

### 1 ACCOUNTING POLICIES

#### **Accounting convention**

These accounts have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK General Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

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 main affiliation to another body (e.g. Longthorpe Mothers' Union), nor those that are informal gatherings of church members (e.g. Men of Botolph).

#### **Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing these accounts.

#### **Incoming resources**

Collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources expended**

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to a contractual provision of the instrument.

#### **Fixed assets**

Consecrated and benefice property is excluded from the accounts in accordance with section 10(2)(c) of the Charities Act, 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object.

*Designated funds* are unrestricted funds set aside by the PCC for a particular purpose or purposes. Funds so designated by the PCC may be redesignated by the PCC, so designation does not prevent funds being spent on any other purpose.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

<b>2 INCOMING RESOURCES (£)</b>					
	Unrestricted funds	Designated funds	Restricted funds	Total 2019	Total 2018
<b>2(a) Voluntary incoming resources</b>					
Planned giving, eligible for Gift Aid:					
standing orders	82,221	-	-	82,221	84,454
envelopes and other	5,620	-	-	5,620	7,171
	<u>87,841</u>	<u>-</u>	<u>-</u>	<u>87,841</u>	<u>91,625</u>
Planned giving, ineligible for Gift Aid:					
payroll giving, CAF vouchers	1,152	-	-	1,152	1,361
	<u>1,152</u>	<u>-</u>	<u>-</u>	<u>1,152</u>	<u>1,361</u>
Collections at services:					
by Gift Aid	14	-	-	14	-
not by Gift Aid	3,456	-	-	3,456	3,894
For third parties, not Gift Aid	-	-	2,424	2,424	-
	<u>3,470</u>	<u>-</u>	<u>2,424</u>	<u>5,894</u>	<u>3,894</u>
Donations and all other giving:					
Once-off donations by Gift Aid	6,357	-	4,083	10,440	8,891
Wall safe	870	-	-	870	364
Donations for coffee, biscuits	11	-	-	11	-
Sundry other donations , not by GA	2,670	-	-	2,670	1,845
	<u>9,908</u>	<u>-</u>	<u>4,083</u>	<u>13,991</u>	<u>11,100</u>
Gift Aid recoverable from HMRC:					
on planned giving	21,277	-	-	21,277	17,062
on small donations by GASDS	164	-	-	164	430
	<u>21,441</u>	<u>-</u>	<u>-</u>	<u>21,441</u>	<u>17,492</u>
Other voluntary income:					
Legacies	-	-	-	-	2,500
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,500</u>
<b>Voluntary incoming resources: total</b>	<b>123,812</b>	<b>-</b>	<b>6,507</b>	<b>130,319</b>	<b>127,972</b>
<b>2(b) Activities for generating funds</b>					
Use of church premises	1,085	-	-	1,085	589
<b>Fund-generating activities: total</b>	<b>1,085</b>	<b>-</b>	<b>-</b>	<b>1,085</b>	<b>589</b>
<b>2(c) Income from church activities</b>					
Fees (for funerals, weddings etc)	5,212	-	-	5,212	4,654
Magazine sales	1,668	-	-	1,668	1,891
Magazine advertising revenue	2,587	-	-	2,587	2,507
Breakfast, lunches and Harvest meal	528	-	-	528	850
Sales of books	423	-	-	423	498
Quiet Day, Parish Retreat participants	270	-	-	270	288
Other income	1,100	-	-	1,100	600
<b>Income from church activities: total</b>	<b>11,788</b>	<b>-</b>	<b>-</b>	<b>11,788</b>	<b>11,288</b>
<b>2(d) Income from investments</b>					
Interest	482	-	-	482	263
Dividends	2,575	-	-	2,575	2,538
<b>Investment income: total</b>	<b>3,057</b>	<b>-</b>	<b>-</b>	<b>3,057</b>	<b>2,801</b>
<b>Total incoming resources</b>	<b>139,742</b>	<b>-</b>	<b>6,507</b>	<b>146,249</b>	<b>142,650</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

3 RESOURCES EXPENDED (£)				2019	2018	
	Unrestricted funds	Designated funds	Restricted funds	Total Funds	Total Funds	
3(a) Costs of generating voluntary income						
Stewardship expenses, etc	92	-	-	92	96	
3(b) Church activities						
Charitable donations	-	17,300	6,331	23,631	20,230	
Ministry:						
Parish Share and Deanery quota	85,680	-	-	85,680	82,783	
Parish priest's expenses	1,912	-	-	1,912	1,468	
Expenses of other ministers & laity	1,088	-	-	1,088	554	
	88,680	-	-	88,680	84,805	
Worship:						
Choir and music	891	-	-	891	588	
Altar requisites	877	-	-	877	1,824	
Flowers	83	-	-	83	250	
Other devotional material	1,349	-	-	1,349	1,020	
Baptism preparation	145	-	-	145	224	
	3,345	-	-	3,345	3,906	
Pastoral care:						
Marriage preparation	8	-	-	8	3	
Coffee/biscuits	282	-	-	282	363	
Cloister lunches	182	-	-	182	192	
Other refreshments	269	-	-	269	489	
Parish nursing	1,949	-	-	1,949	2,012	
Passover meal	-	-	-	-	101	
Pastoral care, general	440	-	-	440	85	
	3,130	-	-	3,130	3,245	
Faith development:						
Children's groups	166	-	-	166	202	
Confirmation classes	30	-	-	30	148	
Christian books for resale	648	-	-	648	637	
Bibles & books, not for resale	44	-	-	44	485	
Parish retreat / quiet day	281	-	-	281	336	
Advent calendars, Easter eggs, shoe boxes	222	-	-	222	211	
	1,391	-	-	1,391	2,019	
Mission and evangelism:						
Buggy buddies	24	-	-	24	7	
Other evangelism and mission	229	-	-	229	117	
	253	-	-	253	124	
3(b) Church activities	c/f	96,799	17,300	6,331	120,430	114,329

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 3 RESOURCES EXPENDED (continued) (£)

		Unrestricted funds	Designated funds	Restricted funds	2019 Total Funds	2018 Total Funds
<b>3(b) Church activities</b>	b/f	96,799	17,300	6,331	120,430	114,329
Communication:						
Magazine		3,385	-	-	3,385	2,932
Newsletter and website		125	-	-	125	45
Posters		323	-	-	323	506
Communication, other		-	-	-	-	250
		<u>3,833</u>	<u>-</u>	<u>-</u>	<u>3,833</u>	<u>3,733</u>
Church running expenses:						
Gas		3,424	-	-	3,424	3,214
Electricity		1,140	-	-	1,140	618
Water		291	-	-	291	275
Telephone		-	-	-	-	259
Internet services		556	-	-	556	163
		<u>5,411</u>	<u>-</u>	<u>-</u>	<u>5,411</u>	<u>4,529</u>
Church building, contents and land:						
Insurance		2,397	-	-	2,397	2,671
Movable fixtures, fittings & equipment		4,962	-	-	4,962	778
Building maintenance		3,786	-	-	3,786	11,829
Minor church building works		920	-	-	920	414
Upkeep of churchyard		2,653	-	-	2,653	1,348
Glebe land rent		574	-	-	574	-
		<u>15,292</u>	<u>-</u>	<u>-</u>	<u>15,292</u>	<u>17,040</u>
Contractual staff payments, honoraria:						
Organist		2,880	-	-	2,880	2,410
Gifts		324	-	-	324	1,132
		<u>3,204</u>	<u>-</u>	<u>-</u>	<u>3,204</u>	<u>3,542</u>
Support costs:						
Lease payments, photocopying costs		3,229	-	-	3,229	3,188
Stationery, postage etc n.e.s.		1,046	-	-	1,046	880
Treasurer's expenses		120	-	-	120	635
Bank charges		547	-	-	547	-
		<u>4,942</u>	<u>-</u>	<u>-</u>	<u>4,942</u>	<u>4,703</u>
<b>Total cost of church activities</b>		<b>129,481</b>	<b>17,300</b>	<b>6,331</b>	<b>153,112</b>	<b>147,876</b>
<b>3(c) Governance costs</b>						
Fees of independent examiner		960	-	-	960	906
<b>3(d) Major capital expenditure</b>						
Interior re-ordering project		-	1,893	7,264	9,157	240
		<u>-</u>	<u>1,893</u>	<u>7,264</u>	<u>9,157</u>	<u>240</u>
<b>Total resources expended</b>		<b>130,533</b>	<b>19,193</b>	<b>13,595</b>	<b>163,321</b>	<b>149,118</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 4 STAFF COSTS

The PCC employs no staff. The services of the organist are provided under a contractual agreement. All other tasks required to be performed for the maintenance of the church are provided free of charge by numerous volunteers. In particular, the church benefited from the unpaid services of the Retired Priest, two Readers and the Lay Pastoral Minister.

No payments were made to any PCC member, other than the reimbursement of expenses necessarily incurred by PCC members in the performance of their voluntary duties on behalf of the PCC.

### 5 FIXED ASSETS (£)

#### (a) Tangible

	Photo-copier	Chairs	Lawn-mower	2019 Total Funds	2018 Total Funds
Actual cost					
At 1 January 2019	3,773	500	600	4,873	4,873
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 December 2019	3,773	500	600	4,873	4,873
Depreciation					
At 1 January 2019	3,773	500	600	4,873	4,873
Charge for the year	-	-	-	-	-
At 31 December 2019	3,773	500	600	4,873	4,873
Net book value					
At 1 January 2019	-	-	-	-	-
At 31 December 2019	-	-	-	-	-

#### (b) Investments

	2019	2018
Market value 1 January 2019	70,865	72,148
Unrealised revaluation gain	16,131	(1,283)
Market value at 31 December 2019	86,996	70,865

### 6 DEBTORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
Income tax recoverable	5,621	-	-	5,621	4,494
Other debtors	-	-	-	-	-
<b>Total debtors</b>	5,621	-	-	5,621	4,494

### 7 CREDITORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
Other creditors	-	-	-	-	-
<b>Total creditors</b>	-	-	-	-	-

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 8 ANALYSIS OF NET ASSETS BY FUND (£)

	Unrestricted Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
Tangible fixed assets	-	-	-	-	-
Investments	86,996	-	-	86,996	70,865
Fixed assets	86,996	-	-	86,996	70,865
Debtors	5,621	-	-	5,621	4,494
Cash and short-term deposits	(38,726)	98,271	6,000	65,545	83,744
Current assets	(33,105)	98,271	6,000	71,166	88,238
Current liabilities	-	-	-	-	-
	53,891	98,271	6,000	158,162	159,103

### 9 SUMMARY OF FUND BALANCES (£)

Summary of Fund Balances (2)

	Movements in 2019				
	Balance at 31.12.18	Surplus/ (deficit)	Inter-Fund Transfers	Inc/(dec) in balance	Balance at 31.12.19
<b>Unrestricted funds</b>					
General Fund	91,551	25,340	(63,000)	(37,660)	53,891
	91,551	25,340	(63,000)	(37,660)	53,891
<b>Designated funds</b>					
Charities Fund	12,187	(17,300)	13,156	(4,144)	8,043
Church Reordering Fund	42,121	(1,893)	50,000	48,107	90,228
	54,308	(19,193)	63,156	43,963	98,271
<b>Restricted funds</b>					
Church Reordering Fund	7,244	(7,244)	-	(7,244)	-
Upkeep of Church Building	1,000	-	-	-	1,000
Children's Work Fund	5,000	-	-	-	5,000
Other Restricted Subtotal	13,244	(7,244)	-	(7,244)	6,000
External Fund	-	(150)	150	-	-
Lent & Advent Appeals	-	306	(306)	-	-
	13,244	(7,088)	(156)	(7,244)	6,000
<b>Total funds</b>	159,103	(941)	-	(941)	158,162



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 10 CHARITIES FUND (designated funds)

*It is the policy of the PCC to tithe all unrestricted undesignated income. This is effected by an annual transfer from the General Fund of approximately 10% of that Fund's income to the Charities Fund.*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	12,187	13,465
Incoming resources	-	156
Resources expended	(17,300)	(14,479)
Net surplus/(deficit)	(17,300)	(14,323)
Transfers to/(from) Charities Fund:		
From General Fund	13,000	12,500
From/(To) External Fund	(150)	545
From/(To) Advent appeal	306	545
Total transfers	13,156	13,590
Fund balance at 31.12.2019	8,043	12,732

#### Resources expended

##### Church activities

##### Donations:

Mission partners overseas	3,600	3,700
Mr G and Mrs S Giles	3,600	1,079
Church and mission overseas	2,400	-
Church and mission in the UK	1,800	1,000
Secular charities overseas	1,900	2,700
Secular charities in the UK	4,000	6,000
<b>Total resources expended</b>	<b>17,300</b>	<b>14,479</b>

### 11 CHURCH REORDERING FUND (designated funds)

*The Church Reordering Fund was established by the PCC during 2015 to hold funds donated or generated specifically for the church reordering project.*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	42,121	2,121
Incoming resources	-	-
Resources expended	(1,893)	-
Net surplus/(deficit)	(1,893)	-
Transfers to/(from) Church Reordering Fund:		
From General Fund	50,000	40,000
Total transfers	50,000	40,000
Fund balance at 31.12.2019	90,228	42,121

#### Resources expended

Internal reordering work	1,893	-
<b>Total resources expended</b>	<b>1,893</b>	<b>-</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 12 OTHER RESTRICTED FUNDS

*Other restricted funds comprise funds donated for specific purposes within the Church.*

*As at 31 December 2019 the funds consists of £Nil held for the Church re-ordering project (2018 - £7,244), £1,000 for upkeep of the Church building (2018 - £1,000), and £5,000 held for the Children's work (2018 - £5,000).*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	13,244	10,663
Incoming resources	20	2,581
Resources expended	(7,264)	-
Net surplus/(deficit)	(7,244)	2,581
Fund balance at 31.12.2019	6,000	13,244

#### Incoming resources

##### Voluntary income

Donations by individuals

Legacy income

##### Total incoming resources

20	1,581
-	1,000
20	2,581

### 13 EXTERNAL FUND (restricted funds)

*The External Fund comprises funds which are donated for specified external charities.*

	2019	2018
<b>Summary</b>		
Fund balance at 31.12.2018	-	3,608
Incoming resources	2,540	-
Resources expended	(2,690)	-
Net surplus/(deficit)	(150)	-
Transfers to/(from) External Fund:		
From/(To) General fund	-	(3,063)
From/(To) Charities Fund	150	(545)
Total transfers	150	(3,608)
Fund balance at 31.12.2019	-	-

#### Incoming resources

##### Voluntary income

Donations for Zimbabwe

Collections for third parties

##### Total incoming resources

116	-
2,424	-
2,540	-

#### Resources expended

##### Charitable donations

Zimbabwe School

Donations to third parties

##### Total resources expended

180	-
2,510	-
2,690	-

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2019

### 14 LENT AND ADVENT APPEALS (restricted funds)

#### 14(a) LENT APPEAL

	2019	2018
<b>Fund balance at 31.12.2018</b>	-	1,556
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Once-off donations by Gift Aid	1,773	1,014
Donations, not by Gift Aid	-	1,087
<b>Total incoming resources</b>	<u>1,773</u>	<u>2,101</u>
<b>Resources expended</b>		
<b>Charitable donations</b>		
Mr G and Mrs S Giles	-	2,347
Mary Rewers	-	1,310
Mercy Ships	1,773	-
<b>Total resources expended</b>	<u>1,773</u>	<u>3,657</u>
<b>Fund balance at 31.12.2019</b>	<u>-</u>	<u>-</u>

#### 14(b) ADVENT APPEALS

	Year 2019	Year 2018
<b>Fund balance at 31.12.2018</b>	-	-
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Donations, by Gift Aid	1,879	1,704
Donations, not by Gift Aid	295	390
<b>Total incoming resources</b>	<u>2,174</u>	<u>2,094</u>
<b>Resources expended</b>		
<b>Charitable donations</b>		
Crisis	-	2,094
The Light Project Peterborough	1,868	-
<b>Total resources expended</b>	<u>1,868</u>	<u>2,094</u>
<b>Transfer to Charities Fund</b>	(306)	-
<b>Fund balance at 31.12.2019</b>	<u>-</u>	<u>-</u>