

Charity Commission Annual Return 2021

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

For period from 02/03/2020 to 07/03/2021

Aims and purposes

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

Objectives and activities

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

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

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

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

Achievements and Performance

The numbers on the electoral roll to be reported at the APCM are St. John's 237 (last year 245) and Emmanuel 23 (last year 26). This makes a parish total of 260 (last year 271).

The average Sunday attendance in person during October was adults 112 (194 in 2019) and children 23 (42 in 2019); there were approximately 350 attendances (including schools services) over the Christmas period (2,640 in 2019).

Limitations due to the lockdown meant that most baptisms and weddings were postponed in 2020 but there were 2 baptisms and 2 Services of Thanksgiving (5 and 5 in 2019); no confirmations (0 in 2019) and 0 weddings (0 in 2019). During 2020, 8 funerals (14 in 2019), 7 cremations (8 in 2019) and 4 interments of cremated remains (6 in 2019) were conducted.

Emmanuel

Emmanuel held 14 services this year, of which 6 were live-streamed from St John's. The congregation joined in other services during the year from home via Youtube. Covid restrictions meant that we could hold only 2 of our very popular village coffee mornings. Socially-distanced Knit 'n' Natter meetings were possible on a few occasions, but Mums & Tots could not meet during lockdowns. Routine maintenance of the church buildings and grounds has continued.

Bookings by outside organisations had to be suspended from March. One of the last to take place was the Woking Welsh Society's St David's Day service led by the Archdeacon of Surrey.

Families' and Children's

Well, what a year it has been! 2020 certainly brought challenges to my work. During the first lockdown I ran several Zoom sessions for the children. These consisted of Monday and Tuesday sessions for Explorers (7-10), Wednesdays for Toddlers from 5 families, and Thursday afternoon story times for the younger children. The Explorers consisted of some form of teaching and games and was regularly 'attended' by between 6 and 8 children. I also delivered book bags to the children.

On a Sunday Glyn and I teamed up and did a live craft – this was interesting, stressful but the children (and Adults) enjoyed it.

I have had very little contact with the Schools, and I have recorded some stories for them.

Once we were allowed but into church and groups could meet, we put in place strict rules on running the groups. We continued with using Click materials. Volunteers were low in numbers and so some groups were put together to ease pressure on those volunteers who were still able to help.

We were unable to hold a Holiday club so I made up booklets for children to do things at home which would have been similar to Holiday Club.

November saw another lockdown and this time we decided to do a Sunday Children's channel on YouTube (all pre-recorded) which started 15minutes into the main livestream. This consisted of a couple of songs, a craft and a story, this time we followed the Armour of God making a piece of armour each week. Once Lockdown finished, we were running Sunday groups in church.

I delivered the book "Christmas Bake through the Bible" to families. And then with Jo Chamberlin's help we held a gingerbread baking session over Zoom with families joining from the homes. The gingerbread figures were Mary and Joseph and I told the story as we went along. Christmas was very different we had two Nativity services on Christmas Eve, both lived stream and in church.

January arrived with fresh hope that we would be able to continue to meet in our groups again but it wasn't allowed. So we reverted to the Children's channel and looked at stories from the book of Daniel.

In February I started Zoom meetings again - no teaching but just allowing children about 7 children each time to catch up with each other as parents really feel that the children are missing their friends. Throughout the year I have met with families and gone for walks, within the guidelines.

Continue to pray for our children and their families particularly whilst they are home schooling as this put added pressure on home life.

Pray that when we do get back to be able to meet in groups pray that I will have enough volunteers to run the groups and that families will feel safe to come back to church.

Pray that I can resume the connection with the schools.

Youth ministry

During the year 2020-21 we have faced considerable challenges in the ministry to young people at St John's. Even so we are thankful to God for his goodness to us, and the growth in Christian maturity which so often comes through trials.

Restrictions on gatherings, due to covid-19, forced our activities online for a considerable portion of the year (March-August, November-December, and January-March). Youth leaders continued meetings for 180 on Sunday mornings and Tuesday evenings, both online and as physical (socially-distanced) meetings at different times of the year. Sometimes the programme coincided with the Sunday service teaching (e.g. Romans 5-6, Genesis 12-25). Other teaching included bible studies on the Lord's prayer.

Numbers aren't everything – not everything that counts can be counted – but it is testimony to God's goodness that since September we have seen 17 different individuals in the group, most of whom have been regulars on either Sundays, Tuesdays, or both. We are aware of a number of individuals with whom we have not successfully maintained contact, and hope to re-connect with them again in future. We also know of a small number of young people for whom the online format is particularly difficult, whom we are confident of seeing again in church

Our youth weekend away, planned for 12-14th February, was cancelled. In its place we ran 'Transform week' during the February half term break – a series of bible studies, activities, challenges, fun and games, all themed around 'serving' (Mark 10:45). This was attended by 7 different 18-year-old members (on average, 5 per day), and one member of iNsight.

Parents have been under additional strain during this year, and burdened by a concern for their children. We have endeavoured to maintain contact with parent, mainly via email, and arranged a prayer-meeting for parents to pray together, during February.

During the year our Youth Minister Andy Williamson moved on to The Gaines (a Christian Activity Centre in the Midlands). We give thanks for his faithful ministry among the young people of St John's, and their families. Up to present it has not been possible to appoint a successor to continue Andy's work, though we hope to appoint a new member of staff to work with the same age-group, with the precise nature of the role dependent on the level of experience the applicant brings. We very much look forward to working with the person God sends to serve with us.

Music

Music for our services this year has taken many forms. At the start of the year this was as normal, live in church. As the covid-19 pandemic developed so did our ways of providing music which included recordings of individuals and households, collaborative recordings done over the internet, live music outside and in the marquee, live music in church and live streamed with social distancing, masks and screens when required and much more.

The whole team has had to learn new things and change the way we do things but I want to particularly commend the sound desk team who have had to juggle and balance two separate mixes for both those in church and those watching online, not an easy task!

The size of the team has fluctuated this year due to people's different circumstances but the Lord has continued to provide exactly what we need when we need it.

Thank you to all those who have served or enabled others to serve in the music team in any way this year.

Special events included a three-week lent course learning about how drums were used in the Bible alongside doing some practical drumming together, creation of virtual choirs to enhance services at Easter and Christmas, and supporting Christmas activities as far as was permitted.

Pastoral Support Group

The Pastoral group currently consists of 1 fully trained Pastoral Assistant and 12 Pastoral helpers.

In the first 2 months of 2020 the group:

- visited people at home, in local residential homes and in hospital/ hospice.
- gave lifts for doctor/hospital appointments and for shopping.
- arranged meals for people who were unwell – e.g. following an operation.
- helped clergy with home communions for people who could not get to church.

During lockdown the way we worked changed. From March - May, a group of 35 people (from the pastoral group and other volunteers from our congregation) regularly rang a total of 135 people from the church family to keep in touch during lockdown. We had another group of volunteers who regularly collected prescriptions and did shopping for those who were shielding and were unable to leave home.

During May/June - many of our volunteers returned to work. With a group of 15 we rang the whole church membership asking if they would like to receive 'keep in touch' phone calls or if they would like help with shopping or collection of prescriptions. From this feedback during September - December, as a team of 13, we kept in touch by phone/text with 60 people from the congregation on a regular basis.

Wider Church

Woking Deanery

Woking Deanery is part of the administration of the Church of England and is represented by 15 local Parishes. It is one of 12 Deaneries in the Guildford diocese. Representatives from St. John's are Richard Collinson, Darren Hughes and Tony Graham who were elected at the APCM in 2020 and expect to serve for 3 years. There are regular monthly meetings of clergy within the Deanery.

This year's issues have been to focus on the work of our local chaplaincies and how we might support them including Pirbright (army), St Peter's Hospital and HM Prison Send. There has been a sharing of experience (joys and challenges) and practical solutions to the current lockdowns and similar problems that have faced the church these recent times. There has also been some discussion on the

future of St Michael's Sheerwater where the Bishop's Mission Order expires this year. February's meeting opened the Living in Love and Faith (LLF) discussion.

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

Churches Together in Woking

"Churches Together in Woking" (CTiW) is a fairly loose association of some 27 fellowships across the town of Woking (including St. John's and Emmanuel). Formal meetings occur only once every three months on a rotating basis at member churches but, during the intervening period, many activities occur throughout the year.

Inevitably, covid restrictions have restrained or required the cancellation of many of our usual activities and we look forward to a return to 'normality'. The quarterly meetings of the Committee have continued via Zoom. Amongst the areas that the group supports are Lent lunches, the World day of prayer, the Lighthouse, York Road Project, Christian Aid Week, Engage (working in schools) and Across (building bridges with people of other faiths)

Safeguarding

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

We are also committed to the implementation of the Diocese of Guildford Safeguarding Policy and Procedures and the relevant statutory legislation and guidance for the welfare of children, young people and vulnerable adults. We have complied with the duty to have due regard to section 5 of the Safeguarding and Clergy Discipline Measure 2016 and the House of Bishops Guidance 2019.

Anyone working with children and/or vulnerable adults, both on a paid or voluntary basis, is required to complete a DBS check which will include the completion of a Confidential Declaration Form. This also applies to members of the pastoral team and PCC members as the PCC approves activities involving children and vulnerable adults. The DBS is valid for 5 years and has to be renewed if the person is still in role.

With regard to safeguarding training PCC members are required to complete a basic awareness course in safeguarding. This is an entry point for all those working with children and/or vulnerable adults and those involved with pastoral care. Anyone working in these areas is required to complete a foundation course in safeguarding in addition to the basic awareness course. Certain roles require additional safeguarding training in the form of leadership, safer recruitment and domestic abuse sessions. The basic awareness and foundation courses are available online and the leadership and safer recruitment courses have been undertaken by the diocese via Zoom in the absence of face-to-face sessions during the course of the last year. There are currently no domestic abuse sessions available but there are plans to introduce an online module later this year. Training courses are valid for 3 years.

Due to the pandemic we were unable to invite Ian Berry, the Diocesan Safeguarding Adviser, to St

John's to talk about his role. He has in fact now moved to the Diocese of Portsmouth to undertake a similar role and is succeeded by Jackie Broadfoot. We hope there will be an opportunity to invite her to St John's in the future.

Every year the PCC agrees the Parish Safeguarding Policy Statements, displaying each copy in the church both at St John's and Emmanuel and forwarding a copy to the Diocesan Safeguarding Office for their records. Our Safeguarding Officer is Mary Kirkman.

Maintenance of buildings and other assets at St John's

Despite various lockdowns during the last 12 months some important building work has taken place. We had an inspection of our water installation and were obliged to carry out various immediate remedial works, which have been done and certified. We also had our electrical installation inspected and, following various remedial work required, that too was certified. CCTV was installed around the church for full insurance coverage to be restored. All of the gutters and rainwater goods now function as intended, though will need constant vigilance to stay that way. Now we have stopped water running down the walls, we can begin to address the repairs needed to the stonework

The Tuesday men's group continue to do some excellent work keeping up with a lot of jobs that are needed just to keep the church working properly.

We had our 5-year Inspection (quinquennial review) in July 2020. This is a detailed survey of the church building by an approved architect which is required by law every 5 years. The report arrived in January 2021. It lists a good number of rectifications required - about 90 in total - mostly minor works but several significant and a couple of major projects required. We have already made good progress with the minor works and hope to have all the ones that matter completed during the course of 2021. However, we will need to embark on some careful planning to determine which of the major works can be done during the next 5 years and which can be left for longer. Our top priorities for the expensive work are to deal with the slate roof and stonework that are not properly waterproof.

Financial Review

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

The expenditure on our regular activities exceeded income by £10,709. However, roughly £8,500 of this is the increase in the annual depreciation charge because of the additional £424,000 in the cost of the buildings owned (see below). The remaining £2,000 deficit is surprisingly low, given the exceptional circumstances in 2020, which saw our inward giving reduce by 12% (£39,562) and our letting income by nearly 60% (£14,284). This was partly because we did not employ either an Associate Minister or a Youth Minister for a full year (saving roughly £40,000) but also because our activities were reduced in the pandemic.

I have separated out the impact of the sale of Ashley Road and the purchase of a new house, so that comparisons can be more easily made with last year. It will seem strange to some that the house

transactions can generate a surplus of £462,247 while at the same time reduce our cash reserves by £30,439. The reason for the surplus is the increase in our net asset position, which includes both cash and assets such as buildings. So this is an increase in buildings net book value (cost less accumulated depreciation) of roughly £493,000 and a reduction in cash of £30,500.

Risk management

A major review of risks has been conducted this year and the PCC will be reviewing this over the coming months to ensure that we agree actions to manage those risks. The areas covered include aspects relating to health and safety, protection of individuals and their data, reputational damage, protection of buildings and property, and financial management.

Administrative Information

The Parish is composed of two churches: St John the Baptist in St John's village, the parish church, and Emmanuel in Mayford. Rev. Glyn Lucas is the incumbent and Rev. Peter Chamberlin was appointed as Associate Minister from 20 July. They were assisted by Rev. Robert Bennett (honorary OLM Curate, retired and with Permission to Officiate), Andy Williamson (Youth Minister until 7 June 2020), Mary Faulkner (Families' & Children's Worker), Jan Morrison (Licensed Lay Minister) and Roger Sayers (Licensed Lay Ministers with Permission to Officiate).

Structure, governance and management

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

The following have served on the PCC since the last APCM, held on 1st March 2020:

Clergy: Rev Glyn Lucas and Rev Peter Chamberlin

Churchwardens: Gerardine Densham Brown and Tim Parr

PCC members: Alec Ashley (until 30 June 2020) David Askew, Nigel Cundy, Richard Fairless, Oliver Faulkner, Thomas Faulkner, Chrissie Fenwick, Caroline Gall, Smrithy George, Robin Lack, Mark Sankey, Dominic Sexton Mike Stuart and Gill Tandy

LLM: Jan Morrison

Parish Safeguarding Officer: Mary Kirkman

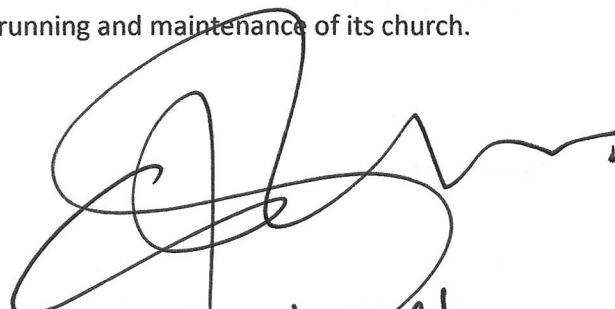
Deanery Synod lay-members: Richard Collinson, Tony Graham (who is also the Parish Treasurer) and Darren Hughes

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

This year Caroline Gall, Richard Fairless and Gill Tandy standing down having served three years. We thank them for their valuable contribution to the PCC over that time

The Standing Committee meets between PCC meetings when necessary and comprises the Incumbent, the Associate Minister, the churchwardens, Mike Stuart and Smrithy George

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



2nd March 2021.

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

Registered Charity number 1128277

Financial Statements for the year ended 31st December 2020

Statement of Financial Activities for the year ended 31 December 2020

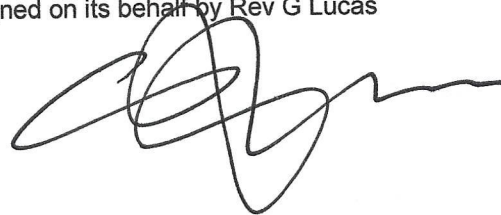
		TOTAL FUNDS	
		2020	2019
	Note	£	£
INCOME AND ENDOWMENTS	2		
Voluntary income	(a)	304,742	344,304
Income from investments	(b)	8,362	9,315
Income from church activities	(c)	9,979	24,263
TOTAL INCOME		<u>323,083</u>	<u>377,882</u>
EXPENDITURE	3		
Outward giving	(a)	39,249	45,109
Church activities	(b)	235,361	292,904
Church management and administration	(c)	58,162	46,169
Governance costs	(d)	1,020	1,100
TOTAL EXPENDITURE		<u>333,792</u>	<u>385,282</u>
NET EXPENDITURE ON REGULAR ACTIVITIES		<u>(10,709)</u>	<u>(7,400)</u>
HOUSE SALE AND PURCHASE	4	<u>462,247</u>	<u>0</u>
NET INCOME / (EXPENDITURE) IN YEAR		451,538	(7,400)
BALANCES BROUGHT FORWARD AT 1 JANUARY 2020 (2019)		<u>452,297</u>	<u>459,697</u>
BALANCES CARRIED FORWARD AT 31 DECEMBER 2020 (2019)		<u><u>903,835</u></u>	<u><u>452,297</u></u>

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

Balance Sheet as at 31 December 2020

	Note	TOTAL FUNDS	
		2020 £	2019 £
FIXED ASSETS			
Tangible fixed assets	6a	637,820	158,620
Investment assets (designated)	6b	230,000	230,000
		<u>867,820</u>	<u>388,620</u>
CURRENT ASSETS			
Debtors	7	19,322	6,347
Cash at bank and in hand		64,884	95,311
		<u>84,206</u>	<u>101,658</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	8	48,191	37,981
NET CURRENT ASSETS/(LIABILITIES)			
		36,015	63,677
NET ASSETS			
	9	<u>903,835</u>	<u>452,297</u>
FUNDS			
Designated but non-restricted Funds		230,000	230,000
Unrestricted		673,835	222,297
		<u>903,835</u>	<u>452,297</u>

Approved by the Parochial Church Council on 23 February 2021 and signed on its behalf by Rev G Lucas



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

Notes to the Financial Statements for the year ended 31 December 2020

1. ACCOUNTING POLICIES

Basis of Preparation

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

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

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

Income

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

Voluntary Income

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

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

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

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

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

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

Other ordinary income

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

Other income is recognised when it is received.

Income from investments

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

Expenditure

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

Grants

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

Activities directly relating to the work of the Church

The Parish Share is accounted for when payable.

Fund accounting

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

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

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

Fixed Assets

Consecrated land and buildings and movable church furnishings

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

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

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

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

Freehold land and Buildings

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

Impairment of fixed assets

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

Notes to the Financial Statements for the year ended 31 December 2020

Other fixtures, fittings and office equipment

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

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

Investment Assets

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

Stocks

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

Debtors

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

Cash at bank and in hand

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

Creditors

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

Taxation

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

Cash Flow Exemption

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

Notes to the Financial Statements for the year ended 31 December 2020

2 INCOMING RESOURCES

	TOTAL FUNDS	
	2020	2019
	£	£
2(a) <u>Voluntary Income</u>		
Planned giving:		
Gift Aid donations	187,180	202,093
Income tax recoverable on Gift Aid donations	47,472	50,912
Other Planned Giving	51,196	43,041
Other giving	13,800	32,412
Income tax recoverable on other giving	844	2,796
Open plate collections	3,231	8,250
Income tax recoverable on cash collections	813	2,094
Sundry donations	206	2,706
	<u>304,742</u>	<u>344,304</u>
2(b) <u>Income from investments</u>		
Interest	547	443
Rent from Youth Minister Flat	7,815	8,872
	<u>8,362</u>	<u>9,315</u>
2(c) <u>Income from Church activities</u>		
Lettings	6,742	16,124
Fees	1,950	4,267
Youth contributions including Toddler Group	1,132	1,924
Bookstall	0	33
Events, photocopier, outreach	155	1,915
	<u>9,979</u>	<u>24,263</u>
	<u>323,083</u>	<u>377,882</u>
TOTAL INCOMING RESOURCES		

3 RESOURCES EXPENDED

	TOTAL FUNDS	
	2020	2019
	£	£
3(a) <u>Outward giving</u>		
-overseas	26,047	30,064
-home	11,212	12,775
-secular	1,990	2,270
	<u>39,249</u>	<u>45,109</u>
3(b) <u>Church activities</u>		
Ministry: Diocesan Parish Share	111,477	116,012
Working expenses of incumbent including vicarage	1,377	4,167
Assistant staff	69,030	110,323
Church-running expenses and maintenance	25,276	24,262
Upkeep of services	2,503	7,580
Upkeep of churchyard	957	432
Bookstall	60	119
Training, Mission, Events, Publicity and Toddler Group	5,519	10,691
Youth Centre running costs and maintenance	11,488	11,028
Other PCC property upkeep	4,198	3,023
Major repairs (over £1000)	3,476	5,267
	<u>235,361</u>	<u>292,904</u>
3(c) <u>Church management and administration</u>		
Administrative costs incl salaries	38,132	36,087
Depreciation fixtures and fittings	5,781	4,311
Depreciation buildings	14,249	5,771
	<u>58,162</u>	<u>46,169</u>
3(d) <u>Governance costs</u>		
Independent Examiners fee	1,020	1,100
	<u>1,020</u>	<u>1,100</u>
TOTAL RESOURCES EXPENDED	<u>333,792</u>	<u>385,282</u>

Notes to the Financial Statements for the year ended 31 December 2020

4 HOUSE SALE AND PURCHASE

During the year, the house at Ashley Road, used by successive Associate Ministers and curates, was sold and a new property purchased in Hermitage Woods Crescent.

A large gain on the sale was recorded as proceeds exceeded the depreciated cost at which the house was held in the balance sheet. The breakdown is as follows:

	£
Gain on sale of Ashley Road (including permanent fixtures and fittings)	331,110
Temporary rental costs for Associate Minister	-12,000
Costs associated with purchase	-5,938
Donations received for purchase (including tax reclaims)	149,075
Increase in reserves	<u>462,247</u>

The proceeds and the donations were used to purchase the new house and to renovate and refurbish it; these have been capitalised in fixed assets (see Note 6) so do not reduce our net assets and overall reserves.

However, the impact on our cash reserves is as follows:

	£
Purchase of house on Hermitage Woods Crescent	-550,000
Purchase costs	-5,938
Renovations and refurbishment	-10,165
Temporary rental costs for Associate Minister	-12,000
Net sales proceeds	398,589
Donations received (including tax reclaims)	149,075
Decrease in cash reserves	<u>-30,439</u>

These, along with movements relating to the normal activities of the church, are reflected in the changes to the net assets and total reserves as shown in Note 9.

5 DESIGNATED BUT UNRESTRICTED FUNDS

As explained in Note 1, the flat purchased in 2007 for the Youth Minister was originally classified as restricted, but, following advice from the Charity Commission, is now classified as designated but unrestricted. The flat is treated as an investment property (see Note 5(b)) as it is commercially let. The income from this investment is detailed in Note 2(b) and totalled £7,815 in 2020 (2019: 8,872).

6 FIXED ASSETS

6(a) Assets used by the PCC

	St John's Buildings £	Unrestricted St John's Equipment £	Total £	Emmanuel Buildings £	Unrestricted Emmanuel Equipment £	Total £	TOTAL £
COST							
At 1 January 2020	196,549	83,899	280,448	92,000	6,811	98,811	379,259
Additions	553,452	13,257	566,709	0	0	0	566,709
Disposals	129,549	14,831	144,380	0	2,069	2,069	146,449
At 31 December 2020	<u>620,452</u>	<u>82,325</u>	<u>702,777</u>	<u>92,000</u>	<u>4,742</u>	<u>96,742</u>	<u>799,519</u>
DEPRECIATION							
At 1 January 2020	107,020	60,685	167,705	47,840	5,094	52,934	220,639
Disposals	69,500	7,401	76,901	0	2,069	2,069	78,970
Charge for year	12,409	5,413	17,822	1,840	368	2,208	20,030
At 31 December 2020	<u>49,929</u>	<u>58,697</u>	<u>108,626</u>	<u>49,680</u>	<u>3,393</u>	<u>53,073</u>	<u>161,699</u>
NET BOOK VALUE							
At 1 January 2020	<u>89,529</u>	<u>23,214</u>	<u>112,743</u>	<u>44,160</u>	<u>1,717</u>	<u>45,877</u>	<u>158,620</u>
At 31 December 2020	<u>570,523</u>	<u>23,628</u>	<u>594,151</u>	<u>42,320</u>	<u>1,349</u>	<u>43,669</u>	<u>637,820</u>

St John's unrestricted freehold land and buildings comprises a house in Hermitage Woods Crescent and the Youth Centre. Emmanuel Church is owned freehold and is dedicated not consecrated. All have been valued at historical cost, including the cost of improvements.

VALUATIONS

The Associate Minister's house in Hermitage Woods Crescent was purchased for £550,000, which is believed to be a fair valuation.

Valuations for insurance purposes of other buildings capitalised are as follows:

Youth Centre: £1,190,000 (2019: £1,190,000)

Emmanuel Church: £527,926 (2019: £527,926)

As explained in Note 1 to the Financial Statements, St John's church is a consecrated building and as such is not owned by the PCC. However, the PCC is responsible for ensuring that the building is adequately insured and the value for insurance purposes is £7,850,000 (2019: £7,850,000).

6(b) Investment fixed asset

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

The flat is owned leasehold and has 87 years remaining on the lease.

7 DEBTORS

	TOTAL FUNDS	
	2020	2019
	£	£
Income tax recoverable	4,737	5,826
Bank interest due	19	112
Pre-payments	14,566	409
	<u>19,322</u>	<u>6,347</u>

8 LIABILITIES - Amounts falling due within one year

	TOTAL	
	2020	2019
	£	£
Payroll taxes and pension contributions	2,029	2,573
Expenses	1,365	3,364
Associate Minister	17,506	9,854
Governance costs	1,100	1,100
Outward Giving	3,837	8,931
Held Funds (Agency Collection)	22,354	4,659
Deferred income	0	7,500
	<u>48,191</u>	<u>37,981</u>

9 NET ASSETS

	TOTAL	
	2020	2019
	£	£
Tangible fixed assets	637,820	158,620
Investment asset (designated)	230,000	230,000
Debtors (Note 7)	19,322	6,347
Cash in banks and in hand	64,884	95,311
Liabilities: amounts falling due within one year (Note 8)	<u>(48,191)</u>	<u>(37,981)</u>
	<u>903,835</u>	<u>452,297</u>

The church policy is to keep free reserves equal to three months' expenditure, subject to a minimum of £40,000.

10 GRANTS**Missionary and Charitable Giving**

	St John's	Emmanuel	TOTAL	
		£	2020	2019
			£	£
<u>Home</u>				
UCCF	6,405		6,405	7,239
Engage (SCATS)	1,500		1,500	1,500
Across Cultural Ministry	1,536		1,536	1,533
Christian Institute		1,051	1,051	1,518
Evangelical Alliance	250		250	250
Churches together in Woking	90		90	470
Diocesan Evangelical Fellowship	30		30	30
Other	350		350	235
	<u>10,161</u>	<u>1,051</u>	<u>11,212</u>	<u>12,775</u>
<u>Overseas</u>				
Crosslinks (2 families)	12,813		12,813	14,979
Interserve	6,407	420	6,827	7,846
SIM UK	6,407		6,407	7,239
	<u>25,627</u>	<u>420</u>	<u>26,047</u>	<u>30,064</u>
<u>Secular</u>				
York Road Project	1,360	630	1,990	2,270
	<u>1,360</u>	<u>630</u>	<u>1,990</u>	<u>2,270</u>
TOTAL	<u>37,148</u>	<u>2,101</u>	<u>39,249</u>	<u>45,109</u>

11 RELATED PARTY TRANSACTIONS

The Associate Minister, who sits on the PCC, has his salary, expenses and accommodation provided by the PCC; The total cost to the PCC, including employer's NI contributions, pension contributions and expenses, amounted to £22,861 (2019: £43,200).

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

**INDEPENDENT EXAMINER'S REPORT
TO THE PAROCHIAL CHURCH COUNCIL (PCC) OF THE
ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST, WOKING
FOR THE YEAR ENDED 31st DECEMBER 2020**

I report on the Accounts of the PCC for the year ended 31st December 2020 which are set out on pages 1 to 8.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

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

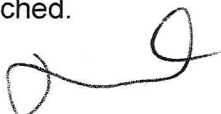
Independent examiner's statement

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

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

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

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



3/3/21.